



# The Grange School and Sports College Policy Document



## 1. Title:

### **Attendance Policy**

## 2. Purpose:

- To improve attendance and punctuality
- To aim towards achieving the DFE set attendance targets

## 3. Aims:

- To make attendance and punctuality a positive priority and a responsibility for all those associated with the school including parents/carers, students, teachers and governors
- To improve the overall percentage of students attending school
- To improve levels of punctuality to school and individual lessons
- To develop and implement a consistent system for gathering, monitoring, analysing and evaluating attendance data
- To provide advice, support and guidance to parents and students
- To operate a home school agreement
- To implement a system of rewards for good and improving attendance
- To implement a system of sanctions including 'Fast Track to Prosecution' and fixed penalty notices
- To operate effective partnerships with LA/EWO and any other appropriate organisations to help monitor and improve attendance
- To effectively manage the return of students after a period of absence
- To effectively manage the integration of new students to the school

## 4. Policy:

- All children of school age (5-16) should receive a full-time education
- Children should be in school, on time, every day the school is officially open unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent/carer
- It is the responsibility of the parent/carer to ensure that their child is registered at a school and attends regularly and punctually
- Every half-day absence from school has to be classified by the school (not by the parents) as either authorised or unauthorised. This is why information about the cause of each absence is always required

### The registration of students:

- Students will be registered in every lesson
- Authorised absence is where the school has either given approval or has accepted an explanation justifying the absence
- The parent/carer should contact the school every day of absence to give the reason for the absence by a message on the voicemail (01454 862855)
- The school truancy call will be activated if no notification has been received

- If we do not have contact after 1 day the Attendance Officer will follow up by contacting home via letter or telephone
- Continued unexplained absence will be passed to the EWO
- Students arriving after the start of first lesson should report to teacher to explain lateness – unless Dr/Dental appointment then report to Student Reception to apply correct coding
- Arrival after the 'new time' of 9.00am will be counted as unauthorised absence unless a letter from home giving a suitable reason is received

#### Categorising Absence:

- Absence codes will be used to indicate the reasons for absence in line with the DFE format. These will also be used to identify patterns of absence and to give consistency in the analysis of absence data

#### Authorised and unauthorised absences:

- Only school can authorise absence and not the parent/carer

#### Authorised absences could be:

- Illness, medical problems, bereavement, study leave, religious observance or interviews

#### Unauthorised absence could be:

- Shopping trips, visiting relatives, caring for family members, day trips, waiting for repairs/deliveries and holidays

#### Monitoring attendance procedures

Pastoral admin. staff under the general supervision of the pastoral manager will daily:

- Check the registers periods 1 and 5
- Follow up absence calls on the voicemail system and enter onto computer
- Collect and input any relevant data
- Activate truancy call
- Send letters out following truancy call as required
- Complete all paperwork for Fast Track to prosecution procedures and Fixed Penalty Notices
- Produce the attendance figures returns as required by the school and the DFE
- Liaise with the EWO regarding requirements during visits etc
- Liaise with tutors, Heads of School, Heads of Year, Assistant Headteacher: Student Achievement and Welfare and parents/carers as necessary
- Ensure that information is disseminated between staff and appropriate action is taken

Tutors will:

- Observe and monitor attendance levels and patterns
- Complete absence reports as necessary and return to Admin. staff
- Monitor students who are late
- Heads of School/Heads of Year to place students on an attendance report and monitor if concerned about a student's absence rate or absence from lesson rate
- Liaise with parents/carers as necessary
- Check information and pass on to students from the monthly printouts and set targets with students and monitor their progress as necessary
- Seek support from the Attendance Officer and Heads of School/Heads of Year as necessary

Heads of School will:

- Maintain an overview of the attendance levels of the students in the Year groups and monitor closely every 2 weeks
- Liaise with parents/carers as necessary
- Liaise with the EWO/Attendance Officer every two weeks
- Liaise with the tutors, Assistant Headteacher: Student Achievement and Welfare
- Refer students for Fast Track to Prosecution
- Identify students for Fast Track to Prosecution and fixed penalty notice procedures
- Organise rewards as required

Assistant Headteacher: Student Achievement and Welfare will:

- Work with the Admin. staff to set up and follow through procedures for monitoring and reporting on attendance
- Liaise regularly with Heads of School/Heads of Year to monitor, analyse and evaluate attendance levels, trends and patterns
- Follow through the Fast Track to Prosecution and Fixed Penalty Notice procedures
- Monitor, analyse and evaluate attendance figures and patterns

Working in partnership with outside agencies:

Regular meetings will take place in school with the EWO, Heads of School, Heads of Year and Assistant Headteacher: Student Achievement and Welfare.

Links will be established and maintained with the following organisations to support the inclusion of students.

- Connexions
- Behaviour Support Team
- Off-site education support
- The student mentor and student receptionist
- The AEN dept.
- Student referral through the SSG meetings
- The school nurse

### Rewards System:

- Attendance certificates to be awarded to students
- 100% = gold certificate
- 95% plus = silver certificate
- Certificates awarded half yearly at the Celebration of Achievement evenings
- Each term there will be a competition for the best attendance. The best Tutor Group each year will receive a tin of chocolates (Fair Trade if poss.)

### Sanctions and Fast Track to prosecution:

- Students may be placed on attendance report
- Students may be required to remain in school to complete missed work
- Letter sent home to parents/carers
- Meeting with the parent/carer/at the school attendance meeting
- Warning letter for Fast Track to prosecution or for a Fixed Penalty Notice
- Fast Track to Prosecution procedures
- Fixed Penalty Notices procedures

### Dealing with students who are late:

- Parents are responsible for students arriving on time
- All students should arrive promptly to registration
- Students arriving after 8.30am should report to the lessons and obtain a note from Parents/Carers which explains the reason for the late arrival. This note should be shown to the teacher taking the lesson
- Arrival after 9.00am students should report to Student Reception. This will be counted as unauthorised absence and will need an absence note from home. Unauthorised absences due to lateness could lead to a fixed penalty notice being sent
- After 3 lates a student will be required to attend a pastoral detention for 1 hour after school
- Persistent problems will be dealt with by the Head lower, middle or upper School and the EWO

### Holidays:

- Holidays taken during term time will not be authorised. Parents/Carers should inform the school of any intended holiday but should understand they will be unauthorised and this could lead to attendance issues later – and lead to a Fixed Penalty Notice or Fast Track to Prosecution procedures

### If a student is taken ill at school:

- If a student is taken ill at school then they should tell the teacher they are with, who if appropriate, will issue a slip for them to report to Student Reception where they can be seen by a First Aider. If necessary the student receptionist will contact the parent/carer to advise them of the situation. It is most important that students do not

leave the school site without permission from school staff.

Reinstating students who have been absent:

- Students who are returning to school after a more prolonged absence will be reintroduced by the appropriate Heads of School/Heads of Year, Tutor and possible the student mentors as necessary.

Setting work for prolonged absence:

- Where students are absent from school for a long period of time then work will be set and marked.

Home school agreement:

- A home school agreement will be sent to all parents/carers and students of this school in the student planner.

Advice and support for parents/carers and students:

- An information and advice sheet will be sent to all parents/carers at the start of the school year and will be given to the parents of any new students.
- It is the responsibility of the school community as a whole to value and to work towards achieving improved attendance and punctuality.

In order to implement this policy comprehensively specific roles have been identified:

- The school's Governing Body have defined the principles underlying the school's Attendance Policy
- The Headteacher has framed this policy which establishes an ethos of regular and punctual attendance
- The Assistant Headteacher: Student Achievement and Welfare with responsibility for students well being and achievement has written this policy and has overall responsibility to ensure that the policy is consistently and fairly applied
- The Assistant Headteacher: Student Achievement and Welfare, in consultation with the EWO will set the school targets and standards on attendance and punctuality
- The Assistant Headteacher: Student Achievement and Welfare will work closely with the Heads of School/Heads of Year, tutors, parents/carers, students and the EWO in order to fulfil the requirements of this policy
- This attendance policy will actively promote equal opportunities
- The Pastoral admin. staff will track, monitor and provide data for the school to interpret, evaluate and act upon
- The Assistant Headteacher: Student Achievement and Welfare, with responsibility for students well being and achievement, will have the responsibility to review overall achievement of the policy and to propose further developments as necessary

## **5. Relationship to other Policies:**

- The Behaviours for Learning Policy
- The Learning and Teaching Policy
- The AEN Policy
- The Equal Opportunities Policy
- The Anti-Bullying Policy

## **6. Monitoring, Review and Evaluation:**

Future revision of this Policy will reflect any developments from:

- DFE
- LA

### Monitoring the implementation of the Policy

Monitoring and implementing this policy will be the responsibility of the Assistant Headteacher: Student Achievement and Welfare with responsibility for students well being and achievement. This Policy will be reviewed by the Governing Body bi-annually.

The purpose of reviewing the effectiveness of the implementation and development of this policy are:

- To ensure that all parents/carers are aware of the attendance policy
- To ensure that all school staff are aware of the workings of the policy
- To ensure that all students are aware of the attendance guidelines
- To monitor the rise in school attendance levels to meet the set targets
- To see an increase in the levels of punctuality of students

**Adopted by Full Governing Body: January 2011**

**Review Date: January 2013**