

## **Manshead School Attendance Policy January 2010**

The attendance policy is core to our Common Purpose which is to work together ‘**in search of personal excellence**’.

The particular shared aims that relate to this policy are

- All students are challenged to achieve their full academic potential and develop their social, spiritual, cultural and moral awareness.
- The partnership with students, the home, the community and school is strong and effective.

### **Rationale**

The life chances of all students can be improved by ensuring that all staff, students and parents/carers are aware of the importance of and take responsibility for regular attendance and punctuality to school. Irregular attendance undermines the educational process and leads to educational disadvantages.

### **Responsibilities and expectations**

#### Students

Students are expected to

- Attend school regularly and punctually.
- Arrive at lessons on time and remain in the learning environment unless they have had permission by a member of staff to be elsewhere such as on an educational visit, sporting activity, college/work experience.

#### Parents/Carers

It is the parents/carer’s responsibility to

- Ensure that their child attends school regularly, properly equipped and in a fit condition to learn.
- Inform the school using the correct procedures if their child is absent.

#### School

It is the school’s responsibility to

- Promote good attendance
- Register students every school session in accordance with the law
- Monitor attendance levels
- Provide support or intervention if attendance levels fall
- Report attendance data to the local authority

As with many school issues the key to success is in working in partnership with the student, home and the school.

The following procedures explain how the policy is put in to practice.

## **Attendance procedures**

In order to promote excellent attendance it is important that there are clear procedures for students, staff and parents. Many aspects of school attendance are bound by law and therefore it is very important that the correct procedures are followed.

### School Registration

- Registration opens for the AM session at 8:45am and closes at 9:05am
- Registration opens for the PM session at 2:05pm and closes at 2.25pm

Any student arriving late after this time without an authorised reason will be marked with an unauthorised late (U). Authorised reasons for lateness at Manshead School will only tend to be bus lateness and lateness due to traffic. If this is the case then the student should be marked as an authorised late (L)

If a student has attended Learning Guide Time and arrive late period 1 they can only be marked with an L for Lateness as they have already attended the morning session.

### Lateness

If a student arrives to school between 8:45 and 9:05 they should go straight to learning guide time. If they arrive at any time after this then they should sign the late book in the school foyer.

If a student arrives in to school for the PM session after 2:25pm they should sign the late book in the foyer.

### Procedures for Parents/Carers

- Parents and carers are responsible for ensuring that their child attends school regularly, properly equipped and in a fit condition to learn.
- If a child is absent from school parents/carers should telephone 01582 679410 on the first day of absence between 8am and 9am to leave a message with/for the Attendance Officer to inform them of the reason for absence.
- If your child has a pre-arranged appointment (Doctor's appointment etc) then parents/carers should write a note to the Learning Guide so that the correct register code can be applied.
- To apply for a holiday during term time, you must write a letter to the school's Director of Student Welfare. Holidays will only be authorised in special/exceptional circumstances. The school may request additional evidence to support the holiday request.
- The responsibility for authorising the absence lies with the school and not the parent/carer.

## Attendance Codes

/ = Present

B = Educated off site (Use for College students)

C = Other authorised circumstance

D = Dual registration (If student attends Pupil Referral Unit and is still on school roll)

E= Excluded

G= Unauthorised family holiday

H = Authorised family holiday

I= Illness

J = Interview

L = Authorised late

M = Medical/Dental appointment

N= No reason provided

O= Unauthorised absence

P = Approved sporting activity

R = Religious observance

S = Study Leave

T = Traveller Absence

U = Unauthorised Late

V = School Trip

W = Work experience

Y = Enforced Closure

## Procedures for Learning Guides

In the first instance it is the responsibility of the Learning Guide to monitor attendance and make early interventions when necessary. Specific actions include:

- Taking the register in the morning Learning Guide period and ensuring that outstanding absences are coded for all periods of absence using the system provided. They should work to ensure that all N codes are corrected within 2 weeks of the initial absence to record the correct code. Correct codes for absence are listed above. Failure by the parents to offer a valid reason and the Learning Guide has made every effort to contact parents regarding the absence after two weeks will result in unauthorised absence.
- Following up absence and possible truancy from lessons indicated on the SIMS registers each afternoon. Truancy of lessons should be punished by an after school detention. If truancy is persistent then the Head of College should be informed.
- Following up lateness to lessons by using the SIMS data. Placing students on punctuality report if necessary.
- Ensure all students are given a termly attendance target. This target should also be reviewed every term.
- Using attendance data for their Learning Guide group to celebrate good attendance by the awarding of credits and discussing reasons for absence with students.
- Explaining the importance of good attendance.
- Making initial contact with parents if attendance is becoming an issue.
- Liaising with the Head of College if attendance continues to become a problem or if the Learning Guide is concerned with the reasons offered for absence.

- Discuss any attendance issues with students if attendance falls below 93%. This should be entered on the Attendance Meeting Record proforma which is available from the school's attendance officer. This form should also be returned to the officer.

### Procedures for Classroom Teachers

- Taking the register within the first 5 minutes of the lesson ensuring that all students are marked in as present (/), absent (N), authorised late (L) or unauthorised late (U).
- For lateness to Period one all students should be marked with an L if they arrive after 9:05. For lateness to period 5 all lateness past 2:20 must be recognised as a U, unless it is because the student has had an authorised activity.
- As registration is a legal requirement, a lesson will be deemed as unsatisfactory if a register is not taken. A paper register should be used if there are technical issues. This paper register then should be taken to the Attendance Officer within the first 15 minutes of the lesson. The PE department should send a student who is not fully participating in the lesson with the register.
- All students who come to a lesson and are working elsewhere (e.g library) must be marked present. If a student is on desk duty then they are marked as absent. The School Attendance officer will code their attendance.
- Any register not being taken will be recorded centrally by the Attendance Officer. If a member of staff is found to be consistently not undertaking their register during daily register checks it will be deemed that this member of staff is not fulfilling their duties as a classroom teacher.
- Liaising with a student's Learning Guide if they are concerned with attendance/punctuality to lessons.
- Informing their Learning Manager of any student whose poor attendance is affecting their learning in their subject area.
- Use the school discipline policy to deal with student persistent lateness
- If SIMS is unavailable ensure that a class register is handed in to the school attendance officer

### Procedures for Heads of College

- Provide support for the Learning Guide in monitoring attendance patterns.
- Communicate the importance of attendance in assemblies
- Liaise with the school attendance officer once a fortnight to analyse attendance trends and to consider further intervention strategies.
- Meet with parents/carers to follow up Learning Guide intervention if this has not been successful. A Parent Contract proforma should be used to record agreements and actions.
- To work with Persistent Absentee students in accordance with procedures mentioned below.
- Meet with other Heads of College to discuss how their College attendance figures are contributing to the school statistics.

### Procedures for Learning Managers

- To ensure that all members of their department do their registers correctly.
- To ensure students are monitored for attendance in their subject and that attendance is discussed if they are underachieving.
- To ensure that Attendance is on every department meeting agenda.
- Data manager will update departments on attendance figures by subject every half term. This will then inform practice in dealing with department attendance issues.

### Procedures for the Director of Student Welfare

- To lead on Attendance
- To co-ordinate the work of the Heads of College, Attendance Officer and Learning Guides to ensure that Attendance targets are met.
- To ensure that the Attendance Policy is implemented and reviewed annually.
- To work with Persistent Absentee students in accordance with the procedures mentioned below.
- To liaise with external agencies to develop effective intervention with students who are losing 20% of education, identified by DCSF as persistent absentees.
- Work with tutors in the monitoring and early identification of attendance issues and where necessary in agreeing appropriate targets.
- Liaise with external agencies as part of referral process (Social Services, Behaviour Support Team, Taxi Service, Connexions, and CAMHS etc).
- Liaise with EWS as appropriate and meet named EWO at least once every 2 weeks.
- Liaise with Parents/carers as appropriate.
- Where there is a sudden change in a pupil's attendance pattern or where attendance is persistently low, arrange a Professionals Meeting to discuss the concern.
- Arrange home visits to support parents/carers in improving attendance.
- Devise and implement a range of strategies to support pupil attendance e.g. identifying alternative curriculum opportunities. This should be done in conjunction with the Director of Inclusion.

### Procedures for Leadership Team

- To discuss attendance issues at weekly leadership team meetings
- To discuss attendance issues in Learning Manager Liaison Meetings

### Procedures for the Attendance Officer

- To check the daily registers
- Have First Day Contact with parents/carers when a student is absent.
- Analyse the attendance data each week to identify issues for the EWO meeting.
- Send concern letters to parents/carers.
- Collate statistics for the regular reporting to the Local Authority and Department for Children Schools & Families.
- Ensure that Learning Guides and teaching staff are aware of how to code absences
- To prepare certificates for good attendance

- Print off tutor group attendance register and distribute to appropriate form tutor at the end of each week.
- Print off school attendance register for each college and the whole school and distribute to Headteacher half termly. This should also be generated for any Attendance Meeting.
- To inform Learning Managers if staff are not completing their registers on a regular basis.
- To liaise with person responsible for cover to ensure that cover and supply staff are fulfilling registration requirements.

#### Procedures for Extended Work Experience

- Parents are responsible for notifying Manshead School that their child has not attended work experience.
- Work Experience personnel should contact the school if the student does not attend the placement
- Director of Inclusion/EWE co-ordinator should check on a daily basis that students are attending inclusive programmes of study.
- Director of Inclusion/EWE co-ordinator will be responsible for ensuring this happens

#### Procedures for Inclusion Issues

- The Study Centre and Behaviour Referral Unit will inform Attendance Officer of attendance daily
- Director of Inclusion will inform Attendance Officer weekly of alternative curriculums so that the Attendance Officer can update registration coding

#### Procedures for the Headteacher

- The Headteacher has overall responsibility for ensuring the implementation, monitoring and reviewing the Attendance policy.
- A termly attendance report is provided for the Governors.
- Communicate the successes in terms of attendance through assemblies and displays.

#### Procedures for Students recognised as Persistent Absentees

Students will be recognised as a persistent absentee if they have an attendance below 80% for the academic year. The data for each half term will be sent to the Local Authority and the list will be updated.

- Students in the first instance will be interviewed by their HOC and a letter will be sent home to inform that the student is now a persistent absentee.
- Student will discuss attendance issues with LG/HOC if they arise. They will seek to find out their attendance rate after two weeks with school attendance officer
- If no improvement Director of Student Welfare will meet with student. This may include and attendance panel. Further meetings with parents maybe required to draw up a Parental Contract.
- If no improvement referral to EWO
- Students in year 11 will also be given an academic mentor if their persistent absence is affecting their attainment.

- If Persistent Absenteeism is not authorised by the school then Fixed Penalty Action may be taken.

### Guidelines for Holidays during term time

- The school will adhere to the DCSF guidelines which stipulate that a student will only be granted holidays in special/ exceptional circumstances. Students will only be authorised 1 holiday of up to 10 days authorised in one academic year.
- If parents are applying for holidays on special/exceptional grounds then additional evidence may be requested by the school

### Procedures for students with long term authorised absence

When a student is absent from school for a long period of authorised absence the school will put together an individual action plan to help the student to continue with their school work. This may involve a personalised timetable to help them reintegrate in to school. The Director of Student Welfare/ Head of College could involve the Medical Needs team at Greys House. The Director of Inclusion could personalise a student's curriculum to involve EWE or a college course.

These students will continue to be provided with work and have work assessed throughout their period of absence.

### Fixed Penalty Notices

The School can ask the Local Authority to consider fixed penalty action if a student has unauthorised absence of ten sessions (ten half days) or more within 12 weeks of schooling. The Local Authority fines are currently £50 per parent per child which can increase following non payment and become a magistrates' court action if no payment is received within 42 days.

The Education Welfare Officer may also suggest fixed penalty action to the school when actions are discussed during register checks and liaison with staff. It is therefore important that parents keep staff informed & work in partnership with school staff so agreements can be made where possible to avoid such action.

### Formal Warning Letters

The letter formally

- Notes the concerns that school and the Education Welfare Service have about the pupil's irregular attendance.
- Reminds the parent/carer of their responsibilities under the Education Act 1996 to ensure their child's regular school attendance.
- Informs the parent/carer that the school will not authorise any future absences as medical, unless they receive a GP letter explaining the reason for the absence.

The warning letter remains in force for six months from the date it was written and will be copied to the school.

### How the policy will be monitored

The policy will be monitored in the following ways:

- A whole school attendance target is suggested by the Local Authority in the previous academic year – the school either adopts the target or can appeal.
- Attendance data will be analysed every two weeks by the Director of Student Welfare and appropriate action taken when necessary.
- Attendance registers will be checked by the school and the EWO every two weeks.
- Individual attendance will be discussed with pupils weekly by the Learning Guide.
- Parents/carers will be informed of their child's attendance percentage at least at the end of every term. This will be in relation to the school's annual target.
- The Headteacher will report on attendance data to the Governing Body termly and comment on the school's progress in meeting the whole school attendance target.
- Reference to addressing unsatisfactory attendance will be made through the School Development Plan

**Proposed Review of Policy: December 2011**





## MANSHEAD SCHOOL ATTENDANCE MEETING RECORD

<b>Name</b>		<b>d.o.b.</b>	
<b>Address</b>			

<b>Learning Guide</b>	<b>Head of College</b>
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### Meeting With Learning Guide

Date:

Notes

Suggested strategies to improve attendance:

*Please hand this to Julie Cooper (Attendance Officer) when completed.*

Letter Sent Date:

Parent Contract (Please attach) Date:

EWO Referral (Please attach)

