

Conyers School

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ATTENDANCE POLICY

Updated: October 2015

Origin: M Maggiore, Assistant Headteacher

Introduction:

We believe that all students benefit from regular school attendance. Staff, students and parents need to work together to enable this to happen. Any problems hindering full attendance need to be identified and acted upon as quickly as possible. The aim of the school is to facilitate students' regular and sustained attendance thus enabling them to achieve their full academic potential.

It is important to note that it is the legal duty of those with parental responsibility to ensure their child's regular attendance at school.

Policy:

Expectations

School will ensure the following

- Regular, efficient and accurate recording of attendance
- Early contact with parent/carer when a student fails to attend school, unless a good reason has already been provided
- Prompt and confidential action on any identified problems
- Measures to be taken to promote good attendance

We expect parents/carers to ensure that

- Their child attends school on time every day
- Holidays are not taken during term time. Term time absences are taken only in exceptional circumstances with advanced permission from the school.
- Phone the school on the first and third day of any absence due to illness.
- They provide the school with a written note explaining the reasons for any absence
- They inform the school (normally the Form Tutor, exceptionally the Year Manager) of any problems that their child is experiencing that might make it difficult for them to attend school.

We expect that students

- Will attend school every day
- Will arrive on time. If students are late they must sign the late book at the school office.
- Will remain on the school site unless given staff permission to leave when they must sign out at the school office.

To encourage maximum attendance there must be consistent employment of this policy and the following procedures.

Poor attendance doesn't only affect academic progress. There is a strong correlation between criminal offenders and high rates of authorised absence (i.e. condoned truancy).

Procedures

Students will

- Be ready to enter their tutor base by 8.55 a.m. for morning registration
- Be ready to enter period 4 lesson by 1.15 p.m.
- Be ready to enter the gym by 3.15 p.m. on assembly days

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- Provide their tutor with a written note (this can be in their planner) on the day they return to school following a period of absence explaining the reasons for the absence
- Complete the late book in the SSC if they arrive at school after tutor time has finished
- Remain on the school site unless given permission by a member of staff to leave when they should complete the exeat book in the SSC before leaving.
- Make every effort to catch up on work missed due to absence. If the absence is planned they should discuss how this will be done with subject teachers before the absence.
- If a student becomes ill whilst in school they must report to the Student Support Centre. Their Year Manager will then either contact parents or send them to the Medical Room, contacting a First Aider whichever is necessary.

Parents/Carers will

- If possible contact the school on their child's first day of absence, preferably by 8.30 am using the automated service
- Provide their child with a written note (this can be in the planner) to give to the form tutor on the day of return to school
- Avoid taking their child away on holiday during term time unless the circumstances are exceptional.
- Requests for term time holiday leave should be submitted in writing to the Year Manager.

Form Tutors

Registration

Taking and maintaining an accurate register is an important part of the twice daily tutor period. Part of the purpose of these times is to ensure a crisp start to each school session. Tutors should

- Collect the folder from outside the staff room.
- Be ready to welcome their tutor group at the start of each tutor period
- Ensure that their group is aware of your expectations for these periods. (Students should be sat in their tutor base with their coats off)
- Use SIMS to take and mark an accurate register. Students will be either present, late if they arrive after the last name has been called, or absent. There should be no missing marks. [If circumstances should arise when it is impossible to use SIMS a paper register should be taken and returned direct to the Attendance Clerk - reception]
- Ensure that the folder is returned to the register boxes immediately after the tutor period
- Clear unexplained absences as quickly as possible. Slow to clear unexplained absences should be discussed with the Year Manager and the attendance clerk informed if a standard letter is needed.
- Talk to their Year Manager if they are unsure about which reason to use for a particular absence. The @ symbol should not be used.
- Retain absence notes

Monitoring Absence & Lateness

As form tutor you are in the best position to pick up on any absence trends that might be the result of a particular problem. If this is happening there are a variety of actions that you might take

- Discuss your concerns with the student concerned
- Write a note in the student's planner for the parent/carer.
- Contact the parent/carer by telephone
- Discuss your concerns with the Year Manager.

Tutors will also monitor student lateness and sanction appropriately. Names of persistent offenders will be passed to Year Managers.

Encouraging Good Attendance & Punctuality

Form tutors have a key role to play if students are to recognise the importance of good attendance and punctuality. This can be done in a variety of ways including

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- praising students with good records either orally or in the planner
- praising students with improving records either orally or in the planner
- discussing strategies for improvement with individual students where appropriate
- encouraging students to see any absence as affecting the tutor group's record
- termly certificates
- cake parties every half term for tutor groups with highest attendance rates
- taking appropriate sanctions with students who are repeatedly late for tutor periods. 3 lates should trigger a detention and a note in the planner. Tutor teams will decide how late detentions will be administered for their students.

Classroom Teachers

SIMS enables an electronic register to be taken for every lesson. Data can be used to highlight truancy from particular lessons. All teachers should

- Use SIMS to take and mark an accurate register. Students will be either present, late, or absent. There should be no missing marks. [If circumstances should arise when it is impossible to use SIMS a paper register should be taken and returned direct to the Attendance Clerk - reception]
- If a sixth form lesson is not going to take place because of a planned absence then students should be marked S.

Subject teachers should make every effort to support students to catch up on work missed due to absence. If the absence is planned they should discuss how this will be done with the student before the absence.

Year Managers

Year Managers are responsible for supporting Form Tutors and liaising with the school's linked Attendance Officer (AO). This will involve

- through discussion with AO identifying strategies for improving the attendance of students with > 15% absence
- On a daily basis monitors the attendance of these students contacting home where necessary
- Mentors these students setting targets for improving attendance.
- Liaises with the link AO agreeing intervention strategies for particular students
- Identifying ways of helping students who are experiencing specific problems that make it difficult for them to attend school
- Monitoring registers with a view to identifying absence patterns for individual or groups of students
- Identifying strategies with form tutors for students who do not provide absence notes.
- Encouraging tutors to clear unexplained absences
- Leading the rewarding of attendance and punctuality achievement
- Authorises requests for absence due to holidays and maintain a spreadsheet of such requests

Year Managers have access to SIMS Attendance module

Assistant Headteacher with responsibility for Attendance (AHTA)

The AHTA

- On a monthly basis ensures the accuracy of the school register
- Ensures the accuracy of data for the LA, DfE and other external bodies
- Supports the Year Managers
- Attends meetings with parents and LA personnel when attendance procedures leading to possible prosecution are being followed.
- Monitors attendance rates by year group, SEN, PP, alternative provision, ethnic groups.
- Monitors the implementation of the attendance policy.
- Provide the Headteacher with data so that a termly report can be given to governors.
- Establish a central record for all students not accessing full-time education in the usual way, including those accessing alternative provision and maintain good information on their achievement and safety.
- Informs the LA, Head teacher and Governors of the above arrangements.

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Administration Support

On a daily basis the Personnel Officer

- Will ensure that supply teachers are aware of attendance procedures especially if they cover a tutorial group.
- Will inform the Sixth Form Manager if any sixth form classes have been cancelled due to unplanned staff absence. The Sixth Form Manager will mark the register with C for all students

The Attendance Clerk will provide the AHTA with reports as follows

- a weekly list of unexplained absences up to the previous but one Friday
- a half termly report of attendance by tutor group

Family Holidays during Term Time

Every school day counts towards your child's future. Days off school add up to lost learning. The law says that parent(s)/carer(s) do not have the right to take their child out of school for holidays during term time. If a child is taken on holiday during term-time without the school's permission this will be recorded as unauthorised absence and may result in parents being issued with a Fixed Penalty Notice.

Parents cannot demand leave of absence be granted for a family holiday. The Headteacher has a discretionary power to grant leave but is under no obligation to do so. The School will not authorise holidays in term time except in exceptional circumstances that are conveyed in writing to the school. In considering whether to authorise leave for a family holiday, the school will consider each case individually, taking into account a child or young person's overall attendance and the reason for the holiday. The academy will not authorise holidays taken during any exam weeks.

Appendices attached

- A summary of registration processes from Staff Handbook
- B standard letter for dealing with unexplained absences
- C absence codes

How it will be monitored:	By Whom:
Attendance percentages	Year Managers and Assistant Headteacher
Truancy data	Year Managers
Punctuality data	Year Managers
Requests for holiday	Year Managers
System Issues	Data Manager
Feedback from staff	Year Managers
Feedback from Local Authority	Assistant Headteacher

Review Date:	Review Assigned to:
Annually, June	Student Support Team Governors Care, Support & Guidance Committee