

## **Absence Management & Attendance Policy**

### **AIM:**

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the school.

### **OBJECTIVES:**

- To keep an accurate and up to date record of attendance.
- To promote a partnership with parents to communicate concerns or issues with attendance and punctuality and to offer appropriate support and intervention.
- To identify causes of non-attendance and take appropriate action.
- To improve attendance of individuals, groups and the School.
- To use staged intervention to tackle persistent absentees; to employ a multi-agency approach to tackle issues.
- To reward good attendance for individual students and groups.

### **THE LAW:**

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education.

Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

### **PROCEDURES:**

It is the responsibility of every member staff to ensure that attendance is given a high profile and that issues are identified, communicated and dealt with by the most appropriate member of staff.

### **SLT : (Deputy Headteacher)**

- Implement Attendance Policy and inform parents.
- Monitor and review Attendance Policy annually.

- Set and monitor attendance targets – in school and with Local Authority.
- Implement system of rewards and sanctions.
- Give attendance a high profile at assemblies, school events e.g. Parents' Evening and in the school Weather Report.
- Support Year Leaders on issues of non-attendance and internal truancy.
- Monitor holiday requests during term time.
- Work with ESW Service to tackle persistent absenteeism.
- Apply the Staged Intervention: Persistent Absentees Procedure (Appendix 1) and chair Panel Meetings for persistent absentees.
- Report on attendance to Governors and SLT.

#### **Year Leaders:**

- Give attendance a high profile at assemblies and school events.
- Monitor Year Group attendance targets and record keeping.
- Implement system of rewards and sanctions.
- Support Form Tutors on issues of non-attendance and with internal truancy, remedying causes and applying sanctions.
- Contact parents to discuss attendance problems as soon as they are identified.
- Alert Attendance Officers of concerns with regard to persistent absenteeism and refer names of students to begin Staged Intervention Approach.
- Meet with Attendance Officer and Education Social Worker regularly to review attendance of Year Group.
- Assist Attendance Officer with referrals to the Education Welfare Service.
- Ensure work is provided for excluded students and long-term absentees.
- Work with Deputy Headteacher, Attendance Officer, Support Worker and, where appropriate, Guidance Coordinator to create individual packages and re-integration plans.
- Review cases following Panel Meetings.

#### **Form Tutors:**

- Give attendance a high profile.
  - Praise students for arriving on time.
  - Take prompt action where students are late or absent without explanation.
  - Alert Year Leader / Attendance Officer of any concerns or issues.
- Keep an accurate register.

- Return register to the Attendance Office promptly at the end of every registration.
- Chase up absence letters using the Planner as appropriate.
- Update codes on the register ensuring the all N codes are cleared weekly or at the very latest fortnightly.
- Monitor individual students at Stage 1 of the Staged Intervention Approach and take appropriate action with Year Leader as required.

#### **Attendance Officer:**

- Oversee administration of the SIMS Register system and ensure that correct and accurate codes are entered.
- Oversee administration of Truancy Call system.
- Keep parents informed of any unexplained absences before they become unauthorised.
- Support the work of SLT, Year Leaders and Form Tutors by:-
  - Providing regular attendance information.
  - Contacting parents on first day of absence using the Truancy Call system.
  - Liaising with Year Leaders to monitor accuracy of record keeping.
  - Working with colleagues to identify causes of non-attendance.
  - Sending letters to students at Stage 1 and Stage 2 of the Staged Intervention Approach.
- Liaise with ESW to discuss concerns and to track progress of cases open to the Education Welfare Service.
- Inform the Local Authority if a student is classed as a Missing Child; follow appropriate LA procedure.
- Sign students in as they arrive late and issue notice for detention.
- Update attendance display boards to celebrate attendance and maintain high profile.

#### **Parents:**

- Ensure that children leave for school on time every day.
- Ensure that children attend school regularly.
- Provide written explanation for children's absences from school.
- Avoid taking children out of school in term time.
- Notify the school as soon as problems arise with child's attendance.
- Inform school on the first day of the child's absence.
- Send a note to school to explain or give reasons for absence.
- If appropriate, engage with the Staged Intervention Approach to tackle persistent absence e.g. attend meetings to develop a Persistent Absence Action Plan (PAAP).

**Students:**

- Arrive at 8.30am for registration every morning at 8.35am
- Arrive on time for lessons.
- Make sure a note is sent from parents to explain absences.
- If late sign in at Main Reception.
- If late twice in one week – attend a late detention after school on Friday. Failure to attend will result in a Headteacher's Detention.
- If leaving school during the school day – take a note from home to the Student Services Office and then sign out at Main Reception.
- Tell Form Tutor or Year Leader / Support Worker if having any problems attending school.

**Intervention and Support:**

- Support Worker intervention
- Attendance Reports
- Attendance interviews and regular reviews.
- Personalised Attendance Action Plan
- Panel Meetings
- Meetings with Year Leaders, ESW and other external agencies to provide support for children and their parents.
- Re-integration programme after long-term absence.
- Re-integration timetables where appropriate.
- Personalised curriculum where appropriate.
- ESW involvement including home visits.
- Attendance Officer home visits.

**Rewards -**

- Weekly IRIS rewards for individual students achieving 100% attendance.
- Weekly Attendance Cup given during assembly for form group with best attendance in each year group.
- Reward trips for 100% and most improved attendance
- Good attendance references to potential employers/colleges.

**Sanctions -**

- The school reserves the right to use any of the following sanctions to fulfil its obligations with respect to school attendance and punctuality:-
  - Form Tutor detention.
  - Subject Department detention.
  - YL detention.
  - Headteacher's detention.
  - EWO involvement and referral.
  - Parenting Contracts.
    - Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the school offering the parent the opportunity to enter into a parenting contract following a student's truancy under section 19 of the Anti-social Behaviour Act 2003 (with The Governing Body).
- Fixed Penalty Notices issued by the school.
  - Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the Local Authority issuing a fixed penalty notice under section 23 of the Anti-social Behaviour Act 2003.
- Prosecution by the Education Welfare Service on behalf of the LA.
- Parent guides to these measures are available on [www.parentcentre.gov.uk](http://www.parentcentre.gov.uk)

