

## **ATTENDANCE**

### **A POLICY STATEMENT**

#### **PRINCIPLES**

Every pupil has the right to be educated. Parents and teachers have a duty to ensure maximum attendance at school.

#### **AIMS**

The School will:

encourage pupils to establish and maintain high levels of attendance and to achieve a minimum attendance of 92% across the School.

work in partnership with parents and the Education Welfare Service (EWS) in order to deal effectively with factors both inside and outside school that impact on attendance.

#### **OBJECTIVES**

The School will:

efficiently maintain and monitor levels of attendance across all year groups

identify patterns of non-attendance at an early stage.

work with the EWS to resolve any personal and/or social difficulties affecting a pupil's attendance at school.

celebrate good attendance in weekly assemblies.

## **PROCEDURES**

### 1. Registration

An electronic system (SERCO) will be used to record attendance twice daily in accordance with Welsh Assembly Government (WAG) regulations – see Annexe 1 page 6. The morning registration will be undertaken by form tutors; the afternoon session will be recorded by subject teachers during a slightly extended fifth lesson. Form tutors are responsible for ensuring that pupil data held by the School is accurate and ensuring that the SERCO operator is informed of any change. A register of attendance at lessons will also to be recorded.

A pupil's well-being and their progress as learners is of paramount importance. Therefore, it is the responsibility of all staff to monitor attendance and report concerns relating to a pupil's absence to the Pupil Progress Manager (PPM). A pupil who has a history of persistent, casual absence should be interviewed by the form tutor. A referral to the PPM should be made in cases where this action proves fails to resolve the problem and contact made with the home.

Any pupil who wishes to leave the School premises during the day to keep an appointment must have a note from their parents. The note will be signed by the form tutor or subject teacher. The pupil will 'book out' at the main office and the electronic register will be adjusted.

All staff must demonstrate to pupils that they place punctuality high on their list of priorities. Form tutors should be present in their registration rooms by 8.35am and subject teacher by 13.10pm to ensure an orderly start to each session of the school day.

Lateness should always be questioned. Pupils who arrive late to school should report to Reception. Pupils who do not have an appropriate note of explanation will be registered 'L' and are to be reported to the Pupil Progress Manager (PPM) or Learning Coach for their year group. Pupils who are recorded late for three sessions over five school days must be placed in an after school detention on the Monday of each week. This after school detention will be supervised by a Learning Coach. Pupils who arrive late to lessons will be given a punishment by the subject teacher.

Pupils who are persistently late will be monitored by a Learning Coach. They will meet the Learning Coach at regular intervals to agree targets for improvement and monitor the progress towards their achievement. Parents will be kept informed of their child's progress.

Staff can encourage punctuality and good behaviour by dismissing pupils in an orderly manner, insisting that they stay in their places and leave the classroom when invited to do so. Staff should stand at the door to ensure the quiet progress of pupils in the corridor.

## Absence

Pupils/parents must be made aware of the following procedures:

i. acceptable absence:

if a pupil is absent, the parents must inform the school on the first day of absence,

either by a note sent with another pupil or by telephone. All notes and telephone calls are logged and form tutor or the Attendance Clerk will update the electronic register accordingly.

ii. casual/persistent absence:

the pupil to be interviewed by the form tutor or PPM and an explanation sought. Where absence persists, the home will be contacted through the 'Group Call' text service and/or EWO follow-up if deemed appropriate;

the EWO will be requested to make a home visit after three days of unexplained absence;

the pupil and parents will be interviewed by the PPM or Learning Coach on his/her return to school. The reasons for absence will be discussed and appropriate targets set. The content of interview will be informally recorded and the EWO kept informed. Reasons for absence will be discussed and appropriate targets set. The content of interview will be formally recorded;

the pupil and parents interviewed by Headteacher.

the pupil and parents interviewed by Headteacher and Chair of the Governing Body. The Content of interview will be formally recorded. EWO kept informed.

## 2. Monitoring and Logging of Absence

The School alone has the right to authorise absence. Parents intending to absent their children should submit their request in writing to the Head Teacher.

All absence is to be properly accounted for by notes, EWO or telephone contact with the parent/guardian(s). All notes should be dated and initialled. Exact dating is important in cases of prosecution or when requests for information are made by the Children's Services Department. Notes are to be filed and kept by the form tutor.

If no explanation of absence has been received within a day of a pupil's return to school, a standard letter should be sent to parents requesting an explanation – see Annexe 2 page 7. If this procedure proves unsuccessful the matter should be referred to the PPM who will involve the EWO if deemed appropriate.

3. Medium and long term authorised absence.

Pupils who are absent for longer than one week will be provided with appropriate work to complete at home. The Learning Coach will ask a pupil's subject teachers to provide written tasks based on material currently be covered in lessons. The Learning Coach will contact the home so that arrangements to collect work can set in place. In some cases, the EWO will call at the home to deliver the work programme.

4. Children returning to school after a medium or long term absence.

Care must be taken to welcome the medium or long term absentee back into the school. The PPM should check that the pupil has his/her timetable and that arrangements are in hand to help the pupil get up to date. All staff need to be aware of the pupil's circumstances and be sympathetic to the pupil's needs/anxieties upon his/her return to school.

5. Unexplained Absence

The Attendance Clerk will manage a daily 'Group Call' text message to the parent/guardian(s) of those pupils who are absent without explanation. The system's purpose is to ensure the safety of pupils and combat casual absence through immediate contact with the home. The Attendance Clerk will alert the PPM to all cases of non-response and the EWO will be asked to make a home visit.

6. Key Roles

The EWO is a member of the School's pastoral team. (S)He meets the Deputy Headteacher, PPM, Learning Coaches and Attendance Clerk on a weekly basis to share information and update school records. The EWO will also support pupils who are known to have difficult circumstance at home that may impact on their performance as learners.

The EWO visits pupils who have an unexplained absence from school of at least three days. The EWO will support medium and long term absentees who are anxious about returning to school and will often accompany them to school on their day of return.

The Attendance Clerk will ensure that the electronic register is accurate. She will liaise with parents and pastoral staff to ensure that absence is authorised and that any threat to pupil safety is known. The Attendance Clerk will provide staff with a paper register to complete in the event of a system breakdown or evacuation of the buildings. The electronic register will be updated at the first opportunity. The Attendance Clerk will produce reports relating to school attendance as required by the Head Teacher or pastoral staff.

The Deputy Headteacher will liaise between pastoral, administrative staff and external agencies to ensure that attendance procedures are efficiently managed and that the safety of pupils is maintained.

The Assistant Headteacher dealing with cover arrangements for absent staff will ensure that they are able to aware of attendance procedures and are able to complete the electronic register accurately.

The PPM must ensure consistency among form tutors and respond immediately to information provided by tutors. The PPM is often the first point of contact with parents.

The Learning Coaches will work under the direction of the PPM. They will use school data to identify a target group of pupils with poor attendance. They will regularly with these pupils to agreed targets and discuss the progress towards their achievement. They will keep records of their work with the pupils in target groups.

Form Tutors and subject teachers must insist upon high standards of punctuality and attendance. They should seek reasons for absence and lateness – see Annexe 2 page 7 & 8. They ensure that the electronic register is completely accurately and submitted at the beginning of each session/lesson. They should the Attendance Clerk of any pupil they suspect has absented him/herself since registration.

## Annexe 1

### Register Codes

The following symbols are to be used:

Code	Name	Description
/	Present	
A	Authorised absence-message received	
C	Other authorised circumstances	
D	Isolation Room	
E	Exclusion	
F	Education off site/home tutor	
H	Family holiday	
J	Pupil present did not register	Pupils who are present in school but do not register or sign in for role call.
L	Late	
M	Medical	
N	Pupil not on role	
O	Unauthorised Absence	
Q	Enforced Closure (Snow)	
R	Approved sporting activity/trips	
S	Study Leave	
T	Truancy	
U	Authorised But Unacceptable Absence	
V	Vocational Curriculum	
W	Work Experience/attending interview	

**Annexe 2**

**Unexplained Absence**

Dear

Your son/daughter ..... has been absent from school on the following dates: .....

We have not yet received an explanation.

The Government has introduced a regulation that any unexplained absence from school is to be regarded as truancy. We must be vigilant, as always, to ensure that genuine truancy is identified and, with parents' help, not repeated. We must also ensure that no pupil is falsely accused.

We should be obliged if you were to let us know, as soon as possible, the reason for your child's absence. A 'Reply Slip' is printed below for your convenience.

Thank you for your co-operation in this matter.

Yours sincerely,

Form Tutor.

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**Reply - Unexplained Absence**

My son/daughter ..... was absent from school on ..... due to .....

Signed: ..... Parent/Guardian. Date: .....

**Lateness**

Dear

Your son/daughter ..... has arrived late for school  
on the following dates: .....

The School expects all its pupils to arrive punctually for both the morning and afternoon sessions. Late arrival in school causes disruption to other pupils and ensures that your child misses valuable teaching time.

We must be vigilant, as always, to ensure that pupils arrive for school safely and on time. Lateness cannot be tolerated and, with parents' help, will not be repeated.

Punctuality is a quality which all our pupils will need throughout their adult lives and we look for your support in our effort to establish good habits. Please acknowledge receipt of this letter as soon as possible. A 'Reply Slip' is printed below for your convenience.

Thank you for your co-operation in this matter.

Yours sincerely,

Form Tutor.

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**Reply - Lateness**

My son/daughter ..... was late for school on

..... due to  
.....

Signed: ..... Parent/Guardian.

Date: .....

