Attendance Policy

SIGNED - Hilary Hoult (Governor)

Ratification Date: -   **March 2016**
Review Date: -   **March 2018**

individuals matter.

Legislation

This policy takes account of the following legislation:

- School attendance; Guidance for maintained schools, academies, independent schools and local authorities (November 2016)
- School attendance parental responsibility measures; statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (January 2015)
- Children missing education; Statutory guidance for local authorities (September 2016)
- Exclusion from maintained schools, Academies and pupil referral units in England (2012)

Rationale

The Government expects that:

Schools, colleges and local authorities:
- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence

Parents:
- Perform their legal duty by ensuring that children of compulsory school age are registered at school and attend regularly

Students:
- Be punctual to school and to access their lessons

Bents Green secondary school is committed to maximising the achievement of all students irrespective of race, gender or disability. Regular attendance and good punctuality are vital to educational achievement and social integration at school. Success at school can help the student gain access to appropriate post 16 opportunities and equip them with the skills needed for a fulfilling adult life. In supporting good attendance the school will work in partnership with the student, parents / carers and wider professionals including MAST, Social Care and Health professionals. Good attendance will be seen as an achievement in school and students will be recognised and rewarded as such.   Attendance will be continuously monitored and intervention / support developed where problems are identified.

Bents Green adheres to Education Regulations 2006 (Pupil Registrations) which came into force on 1st September 2013. These regulations state that schools may not grant leave of absence for holidays during term time unless there are exceptional circumstances. All holidays taken during term time will therefore be deemed as unauthorised absences unless considered to be special or exceptional. Parents will be informed of the importance of their child attending school and of the need for holidays to be taken only during term time. This will be included in the school information given to parents at the beginning of each academic year. All requests for leave during school time will be considered individually by the attendance coordinator in line with the recommendations by the National Association of Head Teachers. Each application received will be reviewed as to whether circumstances are deemed to be special / exceptional. Individual student attendance data will also be carefully considered alongside the request.   In general, requests will be declined where the student's attendance is below 97% and where there is insufficient evidence of exceptional need. However, this statement will be approached with caution regarding students' individual circumstances.

Purposes

- To promote an ethos in which good attendance is expected and is the norm

- To promote, support and reward good attendance and punctuality

- To have effective systems of recording, monitoring and reporting student attendance

- To work closely and effectively with MAST to support students and families to improve their attendance

- To support and encourage parents/carers to enable their children to reach good attendance levels

- To be sensitive to the particular circumstances of students and their families and how these can effect attendance

- To inform all staff of the key roles and responsibility within the school

- To monitor and provide effective information on levels of attendance and punctuality

- To ensure a safe, secure school environment and curriculum which meets students' individual needs is in place to promote and enable good attendance

Responsibilities

Responsibilities of the Head Teacher

- The Head Teacher has overall responsibility for attendance matters
- To oversee and monitor the work of the Attendance coordinator in school

Responsibilities of the Attendance Coordinator (Deputy Head Teacher)

- To have strategic oversight of attendance matters in school
- To monitor, review and ensure appropriate implementation of attendance and punctuality policies across all school settings
- To monitor / analyse all attendance data termly and work with tutor teams to identify appropriate interventions (for all students who are persistent absentees (below 90%) and for those with lower than 93% attendance
- To ensure attendance is promoted and rewarded in school
- To support and advise year team managers, HLTA's and Assistant heads with regards to matters relating to attendance
- To ensure that all absences are recorded appropriately and in line with DFE guidelines
- To liaise with the MAST attendance officer to clarify any attendance issues in school
- To make decisions regarding absence requests for special occasions / holidays in line with DfE guidelines and school procedures
- To produce and supply attendance information to the Head Teacher and governors
- To ensure all students in school have access to a full-time equivalent educational offer
- To coordinate liaison with other agencies, including health, MAST and social care, in order to identify appropriate Educational Provision and attendance
- To ensure single referrals are made to MAST for students for whom the main concern is attendance (and internal interventions have not been successful in improving attendance figures)
- To ensure that information regarding attendance, punctuality and absence is available to all parents
- Make referrals to the police / social care for any student with unexplained absence on the third day (for a safe and well check) and on the first day of unexplained absence for a child on a child protection plan
- To ensure Year Team Managers are aware of the students whose attendance information must be passed onto the safeguarding team / attendance coordinator urgently
- To identify / support reintegration packages for students previously missing from education

- To ensure the Local Authority is informed if a student is to be removed from the attendance register
- To provide attendance information to the Local Authority as required
- To liaise with medical professions for advice around attendance issues as needed

Responsibilities of the Assistant Heads

- To monitor the implementation of intervention plans across their phases with tutor teams
- To ensure that all students in their phase have access to a full-time educational offer
- To ensure that where students have alternative educational provision / timetables that full-time equivalent education is available to them
- To analyse attendance data for students with low attendance (less than 90%), looking for patterns and enabling timely intervention
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To liaise with other professionals, including MAST, social care and health
- To discuss Attendance at each child's Annual Review meeting
- To ensure that admin staff are aware of students on external placements and that the planned procedures for notifying attendance are in place and followed
- To support reintegration plans for students previously missing from education
- To regularly review, with the intention to increase, attendance arrangements for students on temporarily reduced timetables, ensuring that a full-time educational offer is in place for these students through alternative packages

Responsibilities of the HLTA's

- To track students attendance where there are safeguarding concerns and ensure appropriate action is taken in line with the schools safeguarding procedures / individual student plans / school attendance and children missing from education guidance
- To be the link person for contacting home regarding attendance where this is deemed to be the most appropriate procedure
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues

Responsibilities of the Tutor

- To keep an accurate, timely and up-to-date register of attendance following the agreed procedures and codes using SIMS
- To ensure that information provided by parents regarding absence and attendance is communicated to the year group manager
- To promote an ethos of good attendance and punctuality with parents and students
- To liaise with Assistant Head teachers where concerns are held/ raised about a child's attendance in school
- To ensure that students on agreed part-time timetables are provided with the agreed work to undertake at home
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To liaise with other professionals as needed to support student attendance in school
- To provide a safe, secure school environment and a curriculum which meets individual needs
- To discuss attendance at each child's Annual Review meeting and parents consultation meetings
- To ensure that action identified in student's intervention plans are implemented fully
- To participate in student progress meetings working with Deputy and Assistant heads to identify appropriate action for individual students and their families to improve attendance
- **To ensure that, if a member of the tutor team phones a parent regarding a child's absence, the Year Team Manager is immediately informed of the call and outcome of the call. (This is important to ensure families only receive one call regarding the day's absence)**

Responsibilities of the Tutor Team (TA's)

- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To promote an ethos of good attendance and punctuality with parents and students
- To ensure that information provided by parents regarding absence and attendance is communicated to the year group manager
- When covering for a teacher ensure that procedures for completing registers are undertaken

Responsibilities of parents

- To contact school if their child is absent to inform us of the reason for the absence
- To inform school in advance, by telephone or letter, of any medical appointments which need to be taken in school time. Parents should also provide school with a copy of any appointment letters.
- To make every effort to take holidays during school holiday periods
- To request and complete a holiday request form for any planned absences from school
- To try to arrange medical appointment out of school hours where this is possible
- To promote and encourage good attendance
- To notify school of any concerns or difficulties you have with getting your child to attend
- To support your child to attend school by working cooperatively with school and other agencies where needed; by attending meetings and following agreed actions
- To support their children to be ready punctually for collection by transport

Responsibility of students

- To make every effort to be ready on time for school transport in a morning
- To come to school every day unless you are too ill to attend
- To talk to an adult in school if you have any concerns or worries about coming to school

Responsibility of the Year Team Managers / Office Manager

- To liaise with tutor teams to ensure information received from parents regarding absence is communicated
- To check that tutor teams have appropriately marked registers, that appropriate codes have been used and that unexplained absence is chased up with parents
- To contact parents on the first day of any unexplained absence (in liaison with tutor teams)
- To pass on concerns regarding student attendance to the safeguarding team / tutors as appropriate
- To ensure that on the third day of any unexplained absence the Attendance coordinator is informed in order to ensure that procedures are followed to ensure that the child is safe and well. This will include contacting police and/or social care as needed for a safe and well check
- To ensure that any unexplained absence is referred to the Designated Safeguarding Lead or safeguarding HLTA for a child on a child protection plan

- To follow systems for recording attendance for any students on external placements
- To notify Assistant Head Teachers of any concerns regarding attendance / attendance procedures for students on alternative placements
- To perform weekly monitoring of attendance data; including appropriate use of coding and chasing up unexplained / unauthorised absences
- To provide attendance data to the attendance coordinator as needed each half term and for the Head Teachers Report
- To produce half termly attendance certificates for all students achieving 100% attendance for that half term
- To produce a half termly attendance certificate for the tutor group with the highest attendance score foe each half term
- To produce end of year 100% attendance certificates
- To ensure information about attendance data is made available to parents on through displays and on the school website.
- To pass on information to parents regarding attendance / absence procedures as needed

Monitoring, review and Implementation of the Policy

Office staff are primarily responsible for the implementation of the attendance policy. Any concerns regarding attendance procedures will be highlighted to the attendance coordinator in school. Training for staff will be developed as needed to ensure all staff in school are able to follow the given policies and procedures. The attendance policy will be reviewed each Autumn Term by the attendance coordinator in conjunction with the office manager, year team supports and governing body.

Attendance Codes

Code	Code Meaning	Statistical meaning
/	Present (am)	Present
\	Present (pm)	Present
U	Late (after registration closed)	Unauthorised absence
B	Off site educational activity	Present
C	Leave of absence authorised by school	Authorised absence
D	Dual registration	
E	Excluded but no alternative provision made	Authorised absence
G	Term time leave unauthorised by the school or in excess of the period determined by the head teacher.	Unauthorised absence
H	Term time leave authorised by the school	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
J	Interview	Authorised absence
L	Late (before registration closed)	Present
M	Medical or dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Absent from school without authorisation	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
V	Educational visit	Present
Y	School closure	Not counted
W	Work experience	present

Attendance Procedures

- All registers should be completed by tutor teams before the closing of registers at 9.30am and 1.05pm respectively
- Any known reasons for absence should be recorded on SIMS by the tutor team or phase year team supports as the information is received and the explanation put into the comment box provided for each student when their attendance is recorded in SIMS. If class teams are unable to do this when information is received the phase year team supports should be informed verbally to enable the data to be appropriately input into SIMS
- Phase **year team supports** will contact parents on the first day of absence for any unexplained absences and the explanation recorded in the comment box
- If alternative arrangements for home contact are in place (ie for safeguarding reasons) the year group managers will check to make sure the appropriate person responsible is making the required contact with home. **Tutor teams must make team managers aware of families they wish to make contact with. Any contact made / information provided should be passed on to your team managers immediately following the call (This is important to avoid families being contacted twice)**
- Daily monitoring by the phase year team supports is made for any unexplained absences and missing marks. This is also reviewed weekly to ensure the attendance registers are complete and accurate. The Attendance Coordinator is consulted if clarity is required for attendance codes
- Staff must only use the official codes as listed above. If the reason is unknown N should be used until further information is received. **Tutor teams should not use authorised codes such as H for holiday unless they have been informed by the year team manager that the holiday absence has been approved by the Attendance Coordinator**
- All staff should direct parents to fill in a holiday absence form if they are made aware of parental plans for holidays / absences. Parents should be reminded of the importance of attendance and encouraged to take holidays during school holiday periods wherever possible
- Students arriving in school after the close of registers must be registered on entry into the building. The receptionist must contact the relevant year team support to notify them of the student's arrival immediately
- Any student leaving school premises during a school session must sign out before leaving the building
- For **Bents Green at Westfield School** students' attendance is populated on Westfield SIMS. The Year Team manager spends time at Westfield each week and regularly runs attendance reports for analysis. Attendance is scrutinized in the same way as attendance at Bents Green School. Westfield Hub students are discussed during half termly sessions with the MAST attendance officer and are subject to the same interventions and support as other Bents Green Students
- For **Post 16 students at Sheaf Training** attendance is populated on Bents Green SIMS. Confirmation is received daily via email from the phase year team support for Post 16 to enable comments/updates to be made by the Office Manager on SIMS

- For students who attend **external placements** and travel to the venue independently, the supporting TA should contact school by phone to confirm their attendance with the phase year team support, to enable the appropriate mark to be entered in SIMS

- For **students who attend school on a reduced timetable**, phase year team supports are notified by reception on their arrival/non-arrival to enable registration to be completed. Non-attendance procedures are followed as required