



ATTENDANCE POLICY

Rationale

The school is committed to working with students, parents and carers and relevant outside agencies to ensure the excellent attendance and punctuality of all students. Full attendance is a priority. The reasons for non-attendance can be varied and complex, but the school commit to working with fellow professionals in order to identify the cause and provide tailored support for the student.

The policy must:-

- Adhere to national, local and institutional guidelines.
- Support students, parents/carers and staff to promote excellent attendance and punctuality.
- Be available on the school website to students, parents/carers and staff to access.
- Comply with legal requirements for recording and reporting attendance.

Aims

- Encourage students to set high attendance and punctuality as priorities in their lives, recognising the importance to their future economic well-being.
- For students to attain high levels of attendance and punctuality.
- To reduce levels of both authorised and unauthorised absences using appropriate interventions.
- To raise parental awareness and expectations with regard to regular attendance.
- Provide a stimulating, relevant educational experience to encourage high attendance.

Objectives and Strategies

- The school should have clear procedures which produce a consistent approach towards attendance and punctuality.
- The school should have effective methods of rewarding good attendance and punctuality.
- For the purposes of this school an absence will be authorised by the Headteacher or his nominee if the absence is caused by personal illness or is known in advance and has been sanctioned and deemed reasonable.
- Absence for the purpose of a family holiday will not normally be authorised except where there are clear compassionate reasons.
- A student is deemed late if he/she arrives in the registration form after 8.45am.
- All teachers will keep a register of attendance and punctuality for individual lessons and if a student is suspected to be truanting they will pass this information directly to the pastoral team and student services.
- Attendance officer must collect in notes of explanation following any absence from school. This must be signed by the person with parental responsibility. The school will authorise absence for work experience, attendance at college courses, study leave, attendance for interviews, and visits in connection with courses being undertaken at school.
- The school will work closely with the Education Welfare Service in following up



cases of unauthorised or frequent absence from school with home visits and meetings with parents.

- The Education Welfare Officer (EWO), will work across all schools in the Multi Academy Trust (MAT) and encourage collaborative working for the best outcomes.
- The school will observe procedures which will not jeopardise the successful outcome of any court proceedings for non-attendance which may be brought by officers of the Local Authority.

Communication

- There will be weekly meetings with the EWO, Heads of Year, the Attendance Officer and the Deputy Headteacher.
- The meetings will be documented and all professionals will follow through with any necessary actions.
- Parents / Carers will come in for meetings and action plans will be created.
- If persistent absence continues after pastoral intervention and parent's involvement, then the EWO will proceed to the appropriate legal arena.
- Governors regularly review and monitor attendance.

Register Taking

- Teaching Staff are to take the register every form time at 8.45am.
- All registers taken on Go4Schools unless it is assembly and then a hard copy is sent to the hall for staff to complete.
- Teaching Staff need to take the register in the first ten minutes of every lesson.
- If a student is missing from class without reason then the staff member needs to contact student services.
- Student Services will look to locate the student and if they are unsuccessful they will call home immediately to inform parents / carers.
- Staff are aware that no students should be taking the register at any time as it is a legal document.

Review

This policy will be reviewed annually and amended as necessary.

Date of this policy: 1st September 2016

Date of last review: 23rd January 2017

Review date: 23rd January 2019

Reviewed by: Lynne Sexton, Deputy Headteacher

Signature of Head Teacher:.....

Date:.....

Signature of Chair of Governors:.....

Date:.....