



Churchmead School

Life in all its fullness

JOHN 10:10

ATTENDANCE POLICY

Headteacher
Mr C Tomes BA (Hons), MA

Approval Date: Jun 2021
Review Date: Jun 2022

Ethos Statement

“Life in all its fullness” John 10:10 – Churchmead C of E School builds on the strengths of the individuals to enable them to reach their full potential and become caring, tolerant citizens of the future.

1.0 Aims and Values

1.1 The School staff, alongside the LA, know that all students benefit from regular school attendance. To this end we will do all we can to encourage parents/guardians to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted upon promptly.

1.2 The school recognises that attendance and achievement are obviously linked. Encouraging regular, punctual attendance is essential as well as a statutory requirement. The majority of students achieve a high rate of attendance, which will be formally recognized through the rewards system. The School will be vigilant in its approach to those who display a broken attendance record or whose absence is unauthorized.

2.0 Attendance Targets

Churchmead School follows the recommended attendance targets given by RBWM Education

Attendance: 95%

Unauthorised: 1%

3.0 Expectations

3.1 We expect that all students will:

- Attend school regularly;
- Attend school punctually;
- Attend school appropriately prepared for the day;
- Discuss promptly with their Form Tutor, Head of Year, Senior Staff or SENCO any problems that deter them from attending school.
- Bring a letter from home on their return to explain any absences, unless a parent/guardian has telephoned, emailed, text etc.

3.2 We expect that all parents/carers/persons have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities;
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- Telephone/text etc the school on the first day of the child's absence by 11am and send a letter or other means of explanation if the absence is continued, on their return to school;
- Ensure that they contact the school in advance whenever the child/children is/are unable to attend school for medical or other reasons;
- It is expected that parents will make every effort to arrange absences such as students' medical treatment, holiday, etc outside school hours so that the disruption to their learning is kept to a minimum.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.

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3.3 We expect that school staff will:

- Organise the computerised first day contact home, made by the designated member of the Office Staff between the hours of 9 - 11am, when a student fails to attend and where no message has been received to explain the absence; the phone call will be logged;
- Place the absence proforma in the student file to log parental phone call.
- Keep regular and accurate records of attendance for all students, at least twice daily;
- Monitor students' attendance at registration and in all subject lessons;
- Complete lesson monitor for every lesson by subject teachers
- Encourage good attendance;
- Provide a welcoming atmosphere for children;
- Provide a safe learning environment;
- Provide a sympathetic response to any student's concerns;
- Provide appropriate opportunities to discuss the importance of good attendance in PSHE/tutor time.
- Tutors to follow up all unexplained absences within a period of three school days either by obtaining a letter to explain the absence or by checking the Home contact log;
- Make initial enquires of parents/guardians of students who are not attending regularly, express concern and clarify the school's and the LA's expectations with regard to regular school attendance. Provide support for Parents/guardians where necessary;
- Refer irregular or unjustified patterns of attendance to the Head of Year on a weekly basis.
- Each Tutor/Head of Year must read and use weekly attendance analysis data for their tutor group/year group.
- The Pastoral Team and or the Attendance Officer have regular weekly meetings with the Education Welfare Officer to discuss attendance issues.
- A termly check to identify broken attendance is carried out by the Education Welfare Office and appropriate action agreed via the Directors of Achievement.

4.0 **Registration System**

4.1 All Form Tutors are expected to collect their registers promptly from the Office before the registration period. Staff must not release students until the bell rings at 3pm, signifying the end of the school day.

4.3 All Form Tutors are expected to promptly complete absence sheets, with relevant codes, promptly each week.

4.4 Registration folders are to be returned to the Main Office every morning.

4.5 All subject teachers must complete their lesson register each lesson.

5.0 **Rewards/Monitoring of Good Attendance**

- Each Form Tutor is to encourage excellent attendance for his/her tutees.
- Improved attenders will be congratulated by Form Tutor and Head of Year.
- Students with 98% attendance or above will be praised and supported. Rewards and encouragements will be handed out accordingly.

6.0 **Non-Attendance**

- 6.1 Parents/guardians have legal duty to ensure that their child attends school each day on time. Parents are asked to contact the school on the first day of absence and to send their child back into school as soon as possible. A note for continued absence must be provided detailing reasons and dates. If truancy is suspected, the parents/guardian will be contacted by the Tutor/Head of Year /Attendance Officer or EWO.
- 6.2 Where letters and other notification have not been received a SIMs absence letter will be generated automatically and sent home by office staff following consultation with the Attendance officer and Head of Year.
- 6.3 All subject staff must provide appropriate work during a period of authorised absence.

7.0 **Broken Attendance**

7.1 Any student with a broken pattern of attendance in a term will be identified by Form Tutors, Head of Year or Attendance Officer. Those individuals identified will be discussed with the Education Welfare Officer for possible referral.

7.2 Churchmead School will follow the DCSF traffic light system for student attendance monitoring as follows:

- 95% - 97% = green warning letter
- 85% - 94% = amber warning letter
- 85% and below = red warning letter

Head of Year and Attendance Officer to follow up letter with student/parent either with a phone call, interview or home visit.

- Below 85% = red final warning letter. Meeting with Attendance Officer, Head of Year, EWO to discuss an Attendance Support Plan.

If parent does not attend then a letter is sent home to record non-attendance. Student officially referred to EWS.

Immediate referral to EWO who contact the home and begin court proceedings where appropriate. EWS may also utilise the Fast Track Prosecution Service available in RBWM.

Parents/Guardians will be requested to attend an urgent meeting at School and may be given an official caution by the EWS.

- Where appropriate, SLT, SENCO/Head of Years will convene an Attendance Review meeting to which outside agencies highlight strategies available to improve attendance.

7.3 Procedure for attendance concerns:

- SIMs attendance printout to Tutors weekly.
- Absence support will be structured and will consist of; automated contact checking absence by text, phone call, Attendance Officer sends a letter home.
- Pastoral team to support with Attendance every term.
- Green, Amber, Red and absence letters sent home when necessary.
- Strategy meetings with Parents/Guardians and other agencies following absence concerns. Parents request to complete Attendance Support Plan.
- Court Proceedings/Fast Track organised by EWS.

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- Fixed Penalty Notices, home visits by EWS/Traveller EWS – at any point if there is concern with attendance.
- Each term a list of the P.A will be printed out, given to all staff and monitored by Head of Year.

EWS referred form filled in by Head of Year and or the attendance officer. EWS may have an attendance strategy and set target and draw up a parent contract, complete with home visit and begin Court proceedings where appropriate. EWS may also utilise the fast track prosecution service, available in RBWM.

Fixed Penalty Notice – will also be utilised for attendance, truancy, unauthorised holidays, and not medically proven illness. All parents were sent copy of Fixed penalty Notice so they are aware in advance. SLT in charge of attendance are the only person to authorise holidays or time out of school in term time. Fixed Penalty notices are issued if parents take unauthorised holidays in term time – 10 sessions

- 7.4 Certain ethnic groups will be allowed a longer absence dispensation to accommodate cultural/religious observations or traditions, after consultation with appropriate LEA Representatives. Only 196 sessions will be authorised as T.
- 7.5 Parents and students are encouraged to make a medical appointment after school, where this is not possible students must return to school if this is in the morning and if it's the afternoon, they are to come into school in the morning.

8.0 **Late Attendance**

- 8.1 Regular and punctual attendance is to be encouraged and failures will be sanctioned as follows:
- Students arriving late to school (i.e. after 8.30) will have their name taken at the gate by member of staff on duty according to a rota system. They will attend a detention in the hall at break time, run by a member of staff on duty (unless they have a valid written explanation or medical appointment card).
 - Late students should report immediately to registration for their late mark.
 - Students arriving after registration must report to the School Office to be marked present and to receive a late slip.
 - They will be added to the late detention list for break time detention.
- 8.2 Late arrival at lessons will be monitored by the subject teacher and a detention issued at break. Detentions will be issued for continued lateness and possible support plan in place.
- 8.3 Persistent lateness to more than one subject will result in the student being placed on a Punctuality Card to form tutor or Head of Year and Form Tutor to monitor punctuality to lessons.

Where a student has had a number of medical appointments, Head of Year or Form Tutor to contact home and discuss the issue.

9.0 **Student Returning after Absence**

- 9.1 All staff to encourage continued attendance by providing a caring and welcoming learning environment and by responding promptly to a child's or parent's concerns about the school or the other students.

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- 9.2 The Form Tutor will welcome back the student and instigate re-integration with the form.
- 9.3 Subject teachers should ensure provisions are in place to enable students to catch up e.g. have photocopied work available, and ensure that only the essential tasks are demanded.
- 9.4 Assistant Headteacher - Student Support/SENCO will work closely with Head of Years/Parents towards re-integration for school refusers.

10.0 **Post Registration Truancy**

- 10.1 Students out of lessons must have an out of lesson permission slip from the relevant member of staff. Only one student is allowed out at any given time.
- 10.2 A specific check needs to be kept on students who have previously truanted. Subject teachers will inform Head of Year or Form Tutor of any students known to be truant from their lesson. Lesson support/ Head of Year or SLT will check, First Aid Room, Learning Resource Centre, etc. If student is still "missing" Lesson support/ Head of Year or SLT will inform parents/guardians immediately by telephone. Head of Year to follow up truancy by placing on report and/or issuing detentions. If a student has truanted a whole day, parents are to be informed and the student must be put in the Internal Exclusion –Head of Year or SLT to monitor in line with safeguarding procedures.
- 10.3 Attendance Officer to check for truancy or lesson monitor.

11.0 **Holidays**

- 11.1 The school holiday dates are published a year in advance and we strongly advise parents/guardians to book their family holidays during the school holidays. Churchmead does not permit any term time holidays as according to DFE requirements.
- 11.2 The Headteacher/Assistant Headteacher - Student Support will decide whether or not to authorise absences in extenuating circumstances will be considered:
- The child's record of attendance;
 - That the break does not exceed the maximum of ten school days in any one year
 - The time of the break, ensuring that it would not prevent the child missing any important examinations/assessments. Fixed Penalty Notices may be issued.

12.0 **Changing Schools/Home Educated**

- 12.1 It is important that if families decide to send the child/children in their care to a different school that they inform the Headteacher/Head of Year or Attendance Officer as soon as possible in writing. A student will not be removed from the school's roll until the following information has been received and investigated:
- Contact from the new school to confirm enrolment
 - The date the student will be leaving this school and starting at the next;
 - The address of the new school;
 - The new home address, if it is known.
- 12.2 The student's school records and U.P.N. will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

12.3 Any parent who decides to home education their children, must put it in Writing – the SLT lead for attendance will inform the EWO, EWO Children missing education, Traveller EWO – if appropriate, then the Area Children & Young People’s team manager, Social Services.

13.0 **Roles and Responsibilities**

13.1 In order for the school’s Attendance Policy to be successful every member of staff must make attendance a high priority and convey this to the students at all times. Parents/guardians need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

13.2 Headteacher, Governors and designated member of school staff with overall responsibility for attendance are to:

- Adopt the whole policy and set whole school attendance targets.
- Send a letter home to all students at the beginning of each academic year to reinforce the importance of regular attendance.
- Give regular updates on attendance league results for each year group.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- Ensure that parents are contacted on the first day of absence.
- Ensure that Assistant Headteacher-Student Support/Head of Year have time-tabled periods for liaison and follow-up work with the EWS and appropriate access to attendance data – School Attendance Officer to attend all meetings.
- Consult and liase closely with the EWS on a regular basis and take responsibility for ensuring appropriate students are identified and referred without delay;
- To work in close collaboration with the EWS during their weekly year group data analysis;
- Monitor and evaluate attendance with the EWS.
- Institute an attendance award scheme with assemblies, certificates and rewards.
- Offer training to develop staff skills to promote good attendance.

13.3 **Head of Year will:**

- Regular truancy patrols with the police.
- Closely monitor of PA and update of Action Plan – all staff to list P.A each term.
- Use of Attendance Support Plan.
- Rigorously monitor the registration/punctuality process and ensure that registers are completed accurately and punctually by Tutors;
- Liaise with the Education Welfare Service;
- Re-inforce good practice at year group meetings termly;
- Share the Form Tutors early identification of disaffection with the Education Welfare Officer;
- Contribute to the attendance award scheme.

13.4 **Form Tutors will:**

- Complete form registers accurately using lesson monitor and return the registration folder to the Office every day.
- Follow up any un-explained non-attendance/lateness.
- Record all absence codes onto absence sheets in the registers.
- Inform the Head of Year of attendance concerns:

- Be alert to early signs of disaffection, which could culminate in non-attendance and to report these concerns as soon as possible to the Head of Year.

13.5 **Subject Teachers will:**

- Keep an accurate subject register for every class.
- Complete lesson monitor every lesson.
- Follow up unexplained non-attendance to lesson.
- Impose sanctions for lateness to lessons, in line with Behaviour Policy.
- Issue the Out of Lesson Permission Slip to one student at a time if they need to leave the lesson.
- Keep Head of Department/Head of Year informed of concerns.

13.6 **Sixth Form**

Not all sections of this policy apply to 6th Form. However, as young adults, members of the 6th Form are expected to take greater personal responsibility for ensuring their regular attendance in School. 6th Form students must sign in and out at the main office in the designated folder to ensure Health and Safety requirements are met. Failure to do so will result in an after school detention. Sixth Formers must attend all timetabled lessons unless a medical appointment card is presented to their Tutor or Head of Sixth/School Office. Unexplained absences will be followed up by Tutors and Head of Sixth as necessary. Sixth form students must fill in an open day permission form and have it signed by all subject staff.

14.0 **Monitoring**

- Weekly monitoring of Form attendance by Form Tutor using given data.
- Weekly monitoring of Year/House group attendance by Head of Year using given data.
- Weekly monitoring of whole school attendance.
- Weekly monitoring of Year/Whole School attendance by EWO.
- Termly monitoring of absence and unauthorised statistics by Head of Year and Attendance Officer.
- Termly monitoring of attendance statistics by Head of Year and Attendance Officer and SLT.
- Yearly monitoring of attendance statistics by Deputy Head for DCSF/LEA and/or Ofsted.

15.0 **Evaluation**

SLT will evaluate all the information regarding attendance and regularly present to Governors. Information, targets and recommendations will be given to staff.

16.0 **Links with other Policies**

- Home School Agreement.

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- Teaching and Learning.
- Behaviour
- Equal Opportunities.
- SEN
- Child Protection