



## **Attendance and Punctuality Policy**

### **Aims:**

- To put Christ at the centre of our community with love, forgiveness and reconciliation at the core of our work.
- Improve the overall percentage attendance of pupils at Mount Carmel HS.
- Raise the profile of attendance and punctuality and make them a priority for staff, pupils, parents and governors.
- Ensure the provision of appropriate guidance and support for parents, pupils and staff.
- Develop and monitor clear procedure for maintaining accurate registers and for effectively and efficiently registering pupils during morning form time and each lesson using SIMS.
- Develop a systematic approach to gathering, analysing and acting upon attendance and punctuality data in order to implement targeted interventions.
- Develop a framework within which all staff can work to provide a consistent approach to raising levels of attendance and punctuality throughout the school.
- Ensure that the school has an effective partnership with the Local Authority and other relevant agencies.

### **Rationale**

We recognise the clear link between the attendance, punctuality and attainment of its pupils. The main aim of this policy is therefore to encourage the highest possible levels of attendance and punctuality for individuals, groups and the student body as a whole.

To promote a shared commitment to the development of good pupil attendance and punctuality amongst parents, governors, staff and pupils we are committed to generating a consistent approach to attendance and punctuality based on clear expectations, praise, rewards and a firm but fair approach to unacceptable pupil absence.

All members of the school community have an important contribution to make and this policy reflects this and should be read, in conjunction with the accompanying attendance procedures, which identify the ways in which we can all contribute to improving attendance and punctuality at Mount Carmel HS.

### **Links to Other Policies:**

This Policy is linked to the Teaching and Learning Policy, the school's Anti-bullying strategies and the Behaviour Policy.

## **Policy Outline:**

### **Encouraging Good Attendance and Punctuality for All**

- The accompanying procedures provide details of strategies for raising levels of attendance and punctuality. All staff should ensure that these are followed.
- Roles and responsibilities for each member of staff are clearly indicated in the guidelines.
- An appropriate curriculum, including the use of alternative provision for some pupils, is essential and will be kept under constant review.
- The need for high quality teaching and learning throughout the school, if we are to encourage good attendance and punctuality, is recognised.
- Pupils are provided with appropriate support so that problems do not drive them away from school. The school's approach to bullying is of particular significance here. Where problems outside school are identified as having an impact on a pupil's attendance and punctuality, an appropriate level of multi-agency support will be developed.
- Pupils with Special Educational Needs are identified and given appropriate support.
- Effective partnership with parents through regular contact and support is provided. Parents are kept informed of their child's attendance through first day contact, through letters of praise and concern and through individual 1 to 1 parental meetings when appropriate.
- Holidays during term time are prohibited and parents are actively discouraged from taking pupils away from school during term-time for holiday or other purposes.
- Following the school Red, Amber, Green process a comprehensive system of rewards for good attendance and punctuality is used. The school recognises that members of staff are important role models for pupils. Attendance and punctuality is given a high profile within the school including through assemblies, achievement co-ordinators and form tutors. Appropriate displays during Parents' Evenings and other events further help to raise the profile of attendance.
- Governors are encouraged to play an active role in raising levels of attendance and punctuality, and are kept informed of relevant data and issues through the Every Child Matters Governors Committee termly meetings.
- Closing the gap between groups of pupils is a focus of the school e.g. pupil premium, SEN, EAL, white British working class boys, etc.
- Punctuality is highlighted as an important issue through the use of appropriate immediate sanctions and effective communication with home.

## Identifying and Tackling Poor Attendance

- Pupils, tutors and parents are regularly updated regarding each pupil's attendance and punctuality data and early intervention is seen as the key to making immediate improvements.
- Attendance and punctuality levels for individuals, form groups, year groups and the whole school are carefully monitored with actions taken to address poor attendance at each of these levels.
- These levels are set as part of the Red, Amber, Green System where pupils are identified as:
  - **Green** when their attendance is an acceptable 96% and above.
  - **Amber** is a concern when attendance falls between 95.99% and 93%.
  - **Red** is a greater concern with attendance is below 93%.

Such actions may vary from certificates of commendation to phone calls, pupil meetings, letters of concern, etc.

- **Pupils falling below 90% attendance are classed as PA (Persistently Absent) and every effort to prevent this is made. The school will instigate the relevant actions based on each individual pupil/family case. This may involve Penalty Notice fines or legal court proceedings.**
- Attendance panels, involving pastoral leaders, members of the school's Senior Leadership Team, governors and external agencies are used to encourage and support parents.
- Effective partnership with the Local Authority is central to improving attendance and close communication between external agencies and the school is carefully maintained.
- Attendance and punctuality levels of targeted groups of pupils, such as pupil premium, gender, English as an additional language (EAL), high, middle or low attaining pupils and those with Special Educational Needs are carefully monitored and action is taken to close the gap by addressing any significant differences.
- The school seeks to address patterns of non-attendance, for example at particular times in the week or from particular subjects.
- Long-term absentees are provided with appropriate support to enable them to make a positive return to school.
- Early identification of potential poor attendees is part of the school's primary liaison work during transition.

### Conclusion:

A range of strategies and interventions are in place which are designed to tackle poor attendance and punctuality, but this is only a part of the school's approach to this issue. The provision of effective pastoral support and effective teaching and learning are recognised as having a direct impact upon attendance.

If all interventions fail to improve parental engagement and pupil attendance and punctuality, the school will exercise its responsibility to initiate legal proceedings including Penalty Notices (Fines) and court action.

**See: Appendix A – Red, Amber, Green System**

## **Attendance and Punctuality Policy Procedures**

### **1. Roles and Responsibilities**

#### **1.1 Class teachers will ensure that:**

- All lesson SIMS registers are taken accurately by the teacher who must physically see the pupil in class. Missing pupils who have been marked present earlier in the day **MUST** be reported to the pastoral office immediately.
- All pupils within lessons are able to access the learning through a range of teaching and learning strategies in line with the school's Teaching and Learning Policy.
- Underachieving pupils within each class are identified and inform Curriculum Leaders. This will enable Curriculum Leaders to identify those with the potential to become poor attendees (such concerns should be shared with Achievement Co-ordinators).
- SIMS registration of all pupils is completed accurately and ASAP. *If, in rare circumstances, the electronic register cannot be taken during the lesson, this must be done as soon as possible and by the end of the session at the latest electronically or on paper.*
- Careful monitoring of the attendance and punctuality of individuals within a class takes place and they alert the Curriculum Leader and appropriate Achievement Co-ordinator where patterns of non-attendance or poor punctuality are detected.
- When a pupil is known to have truanted from the lesson, this is followed up with curriculum leader and achievement coordinator and by making sure they catch up the missed work in detention time. A sanction out of lesson time should be instigated.
- On request appropriate work is set and marked for long-term absentees and those on long-term exclusions, so that return to school is made as easy as possible.
- Those who return from long-term absence are provided with appropriate support to enable them to access the learning within the lesson.
- Pupils are welcomed back from long-term absence in a professional manner, avoiding reference to the absence in front of other pupils. Actively discourage any adverse comments about the absence from other pupils within the class.
- Period 1 and 4 register is completed accurately as close to the start of the lesson as possible (by 9.30 and 1.20 respectively).

#### **1.2 The Form Tutor will ensure that:**

- Registers for morning sessions are accurately (pupils must be physically present in the class to be marked present) completed and maintained.
- Check SIMS form register for the day at 1.20pm acting on positives and areas of concern with pupils and relevant staff.
- Checks of the SIMS data for each day takes place to identify any internal truancy from lessons. Question the pupil and take action personally. Also, alert the pastoral office and achievement co-ordinator with any concerns.

- Good attendance and punctuality is encouraged through constant reinforcement of individual and class targets and through encouraging pupils to want to be the best individuals and form in the year group (updated data will be provided on a weekly basis by the Attendance and Welfare Officer to compare with termly targets set by pupils with form tutors).
- Pupils should update their planner weekly with their previous week's attendance and punctuality summary.
- Parents are informed when their child's attendance falls persistently below 96% or that there is a punctuality concern.
- Monitoring attendance and punctuality within the form and the use of short-term attendance and punctuality reports and targets are used where necessary to maintain or improve levels.

### **1.3 Achievement Co-ordinators will ensure that:**

- Careful monitoring of the attendance and punctuality of pupils within their year takes place. Where possible pupils are to attend regular lessons and sanctions are undertaken as much as possible during unstructured times.
- Form tutors are led and managed in their role and are supported and kept informed of actions taken in relation to particular pupils.
- Patterns of absence or lateness to school or certain lessons amongst pupils from particular individuals or groups should be acted upon.
- They oversee a target group of pupils agreed with the attendance and welfare officer achieving a positive impact over time with its attendance and punctuality rates.
- They monitor closely deteriorating levels of attendance and punctuality, in particular those with attendance of 95% and below. For those at risk of disaffection the use of short-term targets and attendance reports should be used, including regular contact with parents.
- They liaise with parents and relevant staff following the attendance red, amber, green system and using the school escalation procedure.
- Pupils with poor attendance and/or punctuality to school or certain lessons are receiving appropriate levels of support through both in school staff and where relevant external agencies.
- A positive attitude to school attendance and punctuality is fostered across the year group through assemblies, the year notice boards and constant reinforcement with pupils. Encourage a spirit of healthy competition between forms and individuals always presenting weekly form trophies and updates in assembly.
- Attendance and punctuality rates of forms within their year group are monitored, taking action alongside form tutors where particular forms are identified as having poor attendance or punctuality rates. The use of rewards and sanctions should be used to improve such concerns.
- They liaise with subject teachers to ensure that appropriate work is set for long-term absentees and those excluded from school.
- Identification of ways in which long-term absentees can be reintegrated effectively takes place.
- They liaise with parents on matters related to their child's

attendance and punctuality. Assist where necessary in the completion of a CAF.

- Sanctions are implemented where there have been instances of truancy, whether from individual lessons or whole days.
- Following liaison with the school attendance and welfare officer and senior pastoral staff correct action is taken when a decision is made to be remove a pupil from roll.
- Ensure that parents who wish to take students out of school during term-time are contacted and the potential consequences explained.
- Any parental concerns are addressed immediately relating to attendance and punctuality (or any other matter) ensuring the moving from school is a legitimate option e.g. change of address and is only as a last resort.

#### **1.4 Deputy Head teacher i/c Attendance will ensure that:**

- The Attendance and Punctuality Policy is updated and successfully implemented within the school.
- Successful liaison with Achievement Co-ordinators, the Attendance and Welfare Officer and other staff to identify students for attendance panels.
- The Attendance and Welfare Officer and Achievement Co-ordinators are line managed and supported effectively.
- The use of attendance and punctuality data to analyse patterns of poor attendance and punctuality amongst particular year groups or other groups of pupils takes place and relevant actions to address any concerns are undertaken.
- The efficient running of the SIMS system and actions when registers are not being completed accurately take place.
- The importance of good attendance and punctuality to school and lessons is regularly promoted through assemblies and other forums.
- When new admissions are decided upon any initial action to be taken to encourage good attendance and punctuality by liaising with relevant staff such as the Attendance and Welfare Officer takes place.
- With the rest of SLT, Achievement Co-ordinators and Attendance and Welfare Officer, parents are discouraged from taking pupils out of school during term-time.
- The SENCO, Pastoral Leaders, Attendance and Welfare Officer and other staff, identify Year 6 pupils for targeted support on attendance at transition from primary school.
- Systems are in place and adhered to which maximise pupil attendance to school and lessons.
- When pupils are legitimately not in lessons (alternative provision on or off site) the systems, which include safeguarding are in place and adhered to, providing support and academic work to be completed outside of the classroom.

#### **1.5 Attendance and Welfare Officer will ensure that:**

- First day absence calls are made supported by other pastoral support officers.
- Instances of suspected whole-day or lesson truancy are investigated and appropriate action, including making initial

contact with parents and informing the relevant achievement co-ordinator takes place.

- Accurate records are kept regarding contact with home and actions taken.
- Details of actions are provided for the relevant achievement co-ordinators and form tutors using the Red (below 93%), Amber (Below 96%-93%) Green System (96% and above).
- Attendance and punctuality data to identify pupils from each year group is done, working with relevant achievement co-ordinators to identify pupils and families for support and close monitoring.
- Work with targeted pupils to improve attendance through parental contact (phone calls, texts, email and letters), attendance reports, short-term targets and rewards constantly takes place. Particular attention will be paid to pupils with attendance below 95%
- Contact with parents of pupils with unsatisfactory attendance and punctuality is made to ensure improvements are achieved.
- Home visits are carried out when necessary.
- Regular contact with long-term absentees and liaison with achievement coordinators takes place to ensure that effective reintegration strategies are used, identifying "catch up" needs.
- Contact parents where absences have remained unexplained despite the interventions implemented takes place.
- With achievement co-ordinators and using attendance and punctuality data pupils are identified for referral to the Local Authority and relevant agencies for further action to take place.
  
- With achievement co-ordinators those pupils deemed as Persistent Absentees (below 90%) are supported and regular contact with home takes place regarding concerns and support.
- Preparation for cases to be referred to the Local Authority, where fines or court action is required, takes place.
- Accurate records regarding Penalty Notice fines and court action are kept.
- Work with achievement co-ordinators, often through the CAF process, to involve outside agencies with individuals and groups of pupils.
- Liaison with Children Missing in Education (CMS) and Elective Home Education (EHE) services is undertaken when necessary.

#### **1.6 Pastoral Administration Officer will ensure that:**

- The SIMS system of register marking is adhered to, noting where registers have not been completed or have not been completed accurately, taking the appropriate action.
- Accuracy of registers are quality assured and missing marks are investigated and completed ASAP.
- The school's official registers are in line with legal requirements and that any anomalies are reported to Attendance and Welfare Officer and DHT.
- First day contact via texting to parents of absent pupils takes place from period 2 onwards.
- 5<sup>th</sup> day absence medical proof is sought from relevant parents
- Weekly data on attendance and punctuality with the Attendance Officer is provided for achievement co-ordinators and form tutors

to act upon.

- Official pupil roll is accurate and up to date. Any adding or removing pupils from roll is only done via the deputy head teacher.
- Relevant user defined groups are created on SIMS for data collection purposes and ongoing interventions by relevant staff.
- Provide names and data for rewards certificates to reprographics every half term.
- Generate relevant letters regarding attendance issues as and when required.

## **1.7 Authorised and Unauthorised Absence**

Following contact from parents/carer by phone or letter the school may authorise the absence. Leave of absence may be granted only in exceptional circumstances and proof of reason may be sought. The minimal amount of time needed will be considered. The following may be authorised by the school:

- Close family member wedding
  - Short term emergency
  - Certain days of religious observation
  - Bereavement
  - Student illness or injury
  - Dentist or doctors' appoint (when an appointment out of school hours has been unable to be made)
  - Hospital/medical treatment (when an appointment out of school hours has been unable to be made)
- Where possible the expectation is that parent /carer will give advanced notice before the absence occurs. Where the school is not consulted and/or decides not to grant leave then unauthorised absence will be recorded and legal proceedings in most cases will result in fines or court proceedings.
  - Requests for holiday leave will not be granted. Unauthorised absence will be recorded and legal proceedings in most cases will result in fines or court proceedings.
  - When attendance rates fall below 93% phone explanations for absence will not be accepted and a letter explaining the absence is required and must be returned to the pastoral office.
  - Regular absences through illness will require medical proof (doctors note or consultants letter)
  - Parents will be required to attend an attendance panel meeting should their child's attendance fall below 93%.
  - There is an expectation that all pupils should achieve attendance of 97% or above.

Reviewed by S Marston-Yim, Deputy Head teacher, July 2018



## **Appendix A**

### **Attendance and Punctuality**

#### **Red, Amber and Green system**

- GREEN – Pupils achieving attendance 96% or above  
Recognition through the rewards system
- AMBER – Pupils causing concern  
Attendance between 95.99% and 93%  
Monitored via form tutor  
Supported by Achievement Co-ordinator
- RED – Pupils causing concern  
Attendance between 92.99% and 90%  
Monitored by Achievement Co-ordinator  
Supported by Attend and Welfare Officer
- RED (PA) – Pupils classed as Persistently Absent  
Attendance which is 89.99% or below  
This may result in fines, court action, etc.  
Monitored by Attendance and Welfare Officer  
Supported via Senior Pastoral Officer and  
SLT