

Philip Morant School and College



School Attendance Policy

Attendance Policy

Regular attendance at school is essential to promote the education of students. The School's ethos demonstrates that students feel that their presence in school is important, that they are missed when they are absent or late and that appropriate action will be taken when necessary.

Aims

- To encourage maximum attendance for all students
- To make attendance and punctuality a priority for all those associated with the school
- To monitor and support students whose attendance is a cause for concern
- To keep parents informed of their child's percentage attendance throughout the school year
- To analyse attendance data regularly to inform policy and practice
- To work closely and make full use of support from the wider community e.g. Missing Education and Child Employment Service.
- To provide an environment which encourages regular attendance
- To support parents and carers in taking responsibility for their child's attendance by working in partnership with the school to maintain high levels of attendance

Targets for attendance

- We expect every child to attend every day that school is open.

Registration

- Registers are a vital legal document and staff are required by their contractual duties to take an attendance register accurately every lesson on SIMS. It is imperative that mistakes are not made and that if SIMS is not working a paper register must be sent to the member of staff who oversees student registration.
- Registers must be completed carefully and accurately, as they provide a record of student attendance. Failure to complete a register accurately leaves the school vulnerable to truancy and constitutes a risk if an emergency evacuation has to take place

Role of the Tutor

- The role of the Tutor is of significant importance in the pastoral care of students. As Tutors are in regular contact with each child they should be vigilant in monitoring the attendance of their tutees. The House Manager & Pastoral Support Officer for Attendance should be informed immediately of any concerns
- At the first registration of the year all spellings of names on the registers should be carefully checked
- Tutors must respond promptly to any issues of poor punctuality or poor attendance, and take action in line with the school's strategy to improve attendance.

The Role of the Pastoral Support Officer for Attendance

- Monitor punctuality, attendance and missing or incongruent register marks to support the raising of attendance
- Liaise with the House Managers in regular meetings to identify students of concern.
- Refer individual cases to the Missing Education and Child Employment Service for their decision to issue a Penalty Notice
- Responding to holiday absence requests promptly

- Use rewards and sanctions to raise attendance. Rewards can include letters, phone calls home and certificates. Sanctions can include warning letters alerting parents when there is a cause for concern and placing students on report for an initial period of a fortnight to monitor attendance and or punctuality. A cause for concern will arise when a student is late 3 or more times in a term.
- Where a child has been absent for 3 days, no reason has been provided for a child's absence and contact cannot be made with parent/cares, a Home Visit will be made by a member of school staff.
- Organising School Based Attendance Meetings to discuss concerns with student and parent/carer.
- Monitor students at risk of persistent absence with attendance below 90%. Send letters home half-termly, liaise with parents and work with identified students.
- Promoting good attendance through displays, assemblies and visiting tutor groups. Other promotions could include Attendance Challenges and truancy checks.

The Role of the House Manager

This includes:

- Collating and analysing attendance data with the Pastoral Support Officer for Attendance in order to identify patterns, set targets at interview, match attendance with achievement and support and inform policy and practice
- Liaising with outside agencies to assist students who are experiencing attendance difficulties
- Devising a reintegration programme for students who have been absent for an extended period
- Organising work to be sent home for students who are expected to be absent for an extended period through sickness

Role of the Parent/Carer

- The absences must be reported to the school via the Absence Line by 8:30am on each day of absence. The parents/carer must state clearly the child's name, tutor group, reason for absences and date of return.
- All students must arrive ready for morning registration at 8:25am.
- All Leave of Absence requests must be made a minimum of 10 school days before the first day of absence.
- Medical evidence must be provided by parents when requested by school staff, failure to do so will result in the absence being unauthorised.
- Parent to communicate and work with school staff to resolve any issues affecting school attendance. Parents to contact the Pastoral Support Officer for Attendance to discuss attendance concerns.

Students

- All students must register with their allocated tutor group at 8:25am each school day.
- All students that arrive after this time must report to student services to register.
- When a student has concerns about school and or lessons they must speak to their tutor in the first instance.
- Students are set detentions for regularly arriving late into school and lessons.
- All students that leave school site during the school day must report to student services before leaving.

Notification of Absence

- Parents/carers are asked to contact the school on each day of absence. Telephone calls can authorise up to two days of absence.

- When staff are not made aware of a reason for a child's absence, they will, wherever possible contact parent/carers by text on each day of absence asking parent/carer to contact the school with a reason for non-attendance.
- Where a reason has not been provided for a child's absence the absence will be unauthorised until a valid reason is provided.
- When a note is received informing the school of a student's medical appointment, this must be given to Student Services, where it will be noted on the student's register. All notes will be kept for a period of two weeks.
- If any member of staff is concerned about a reason for absence, the appropriate House Manager or Pastoral Support Officer for attendance should be informed.
- Any student with attendance of 90% and below is a cause for concern and is identified as a persistent absentee.

Requests for absence during term time

- Parents/carers should not normally take students on holiday during term time. Term time holidays will only be authorised in exceptional circumstances.
- The school requires all parents to complete a 'Leave of Absence' application form and attach a letter outlining the 'exceptional circumstances' for which a leave of absence is being applied. Applications for exceptional holiday leave will be considered by the Principle 's delegated representative and the school's Pastoral Support Officer for Attendance who will advise the applicant via letter whether the leave will be authorised or not.
- If Parents/carers continue to take their children out of school during term time cases may be referred to the Missing Education and Child Employment Service where parents/carers may incur a Penalty Notice.
- Where a leave of absence has been taken and the child has not returned to school within 10 school days of the return to school date, this child will be removed from roll.

Illness, medical and dental appointments

- Missing registration for a medical or dental appointment is an authorised absence. Parents/carers are requested to provide a written confirmation of these appointments
- Parents/carers and students are encouraged to make all medical appointments out of school hours

Truancy

- **If a member of staff suspects that a student is truanting, (s)he should inform the House Managers immediately and staff will telephone home.** If a student is found to be truanting, then this is an unauthorised absence and punitive sanctions will be applied by the relevant subject teacher(s) or subject leader(s) and supported by the House Managers.

Internal Truancy

- Where a teacher suspects that a student has truanted from a specific lesson(s), the teacher should inform the House Managers, who will make the relevant checks. This will then be followed up by the subject teacher and relevant Subject Leader(s) as soon as possible and parents/carers will be notified.

Lateness

- Students arriving late, i.e. after the register has been called at 8.25am but before 8.50am must go to student services immediately to register and will obtain a late mark. Students are expected to attend assembly even if they are late.
- All students arriving to school after 9.00am must register at student services. A late note or a telephone call to the absence line from parents/carers should be produced for the register in order that the late arrival can be authorised.

- Registers close at 10am. All students arriving late to school after this time will be registered with an unauthorised late mark unless a late note or a telephone call to the absence line from parents/carers is produced for the register in order that the late arrival can be authorised.
- Authorised lateness is when a student brings a note with an authorisable reason or the school is aware of the reason, e.g. bus arriving late or a medical appointment card or letter.
- Students who are regularly late without a valid reason will be placed on Punctuality Report and detentions set.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality. See Appendix ii.

Reporting

- All absences both authorised and unauthorised and unauthorised lates will be reported to the parent/carer on Go 4 Schools reports.

Rewards

- Students who achieve 100% attendance are presented each half term with a certificate to note this success.
- Good and improved attendance is rewarded in a tangible way with, for example, letters home, telephone calls and certificates.
- The importance of good attendance is regularly highlighted in assemblies
- Various incentives for excellent attendance are set throughout the year.

Poor Attendance

- Cases of poor attendance below 90% will be managed by the Pastoral Support officer for attendance and the House Manager. If necessary, the Missing Education and Child Employment Service will be involved to issue a Penalty Notice.

School closures and attendance registers/data

If during bad weather the school decides to stay open, when others close, registers must be marked as usual. However, the school should not count that day in any attendance calculations. It will be recorded as a non-register session/day.

Appendix i

STRATEGY FOR IMPROVING IRREGULAR ATTENDANCE AND SUPPORTING STUDENTS AND THEIR PARENT/CARER WHERE ATTENDANCE IS A CAUSE FOR CONCERN

Continuity of attendance is important to support effective learning.

Where students demonstrate a good record of attendance, this is rewarded in a tangible way e.g. 100% certificates, positive comments, commendations, class certificates.

Pattern of irregular attendance	Action
Irregular pattern of attendance or Attendance below 92%	<ul style="list-style-type: none"> • Tutor to notify House Manager or Pastoral Support Officer for Attendance of concerns • House Manager to meet with student to offer support and set targets. • Contact parents/carers to express concerns and discuss reasons for the absences.
Irregular pattern of attendance for more than 3 weeks, attendance below 92%	<ul style="list-style-type: none"> • Letter home from Pastoral Support Officer for Attendance expressing concerns • House Manager to meet with student, parent/carere support and targets.
Continued pattern of irregular attendance or attendance below 90%	<ul style="list-style-type: none"> • Where attendance does not improve, Pastoral Support Officer for Attendance to liaise with House Manager and arrange a School Based Attendance Meeting (SBAM). • Follow the Missing Education and Child Employment Guidelines on Irregular School Attendance. • Action to be taken in line with the Missing Education and Child Employment Guidelines on Irregular School Attendance. This will involve the parent/carere and student working in partnership with the appropriate member(s) of staff at the school and the Local authority.

Appendix i

STRATEGY FOR IMPROVING PUNCTUALITY TO REGISTRATION

Punctuality is important to support effective learning.

Where students demonstrate a good record of punctuality, this is rewarded in a tangible way e.g. 100% certificates, positive comments, commendations, class certificates.

Number of late marks	Action
Daily	<ul style="list-style-type: none"> • Text message sent to parent, notifying them that their child has arrived late to school.
3 late marks per half term	<ul style="list-style-type: none"> • Pastoral Support Officer for Punctuality is set a 1 hours pastoral detention
Persistent lateness 6 late marks per half term	<ul style="list-style-type: none"> • Pastoral Support Officer for Punctuality is set a 2 whole school detention
Continued poor punctuality 9 late marks per half term	<ul style="list-style-type: none"> • Pastoral Support Officer for Punctuality is set one day in the IEU
3 late marks in a school week	<ul style="list-style-type: none"> • Student to be put on Punctuality Report and report to PSO office on time each morning while on report. Report to be signed by PSO and the teacher of each lesson for a period of one week. If student is issued with one late mark while on report a 1-hour pastoral detention will be set • Weekly letters to be sent to parents informing them of 3 late marks in a week
2 or more late to morning registration	<ul style="list-style-type: none"> • Weekly letters to be sent to parents informing them of total amount of late marks arriving to school in that week.