Attendance Policy 2018/19

Status	Recommended
Audience	Governors, Head teachers, Teachers, Parents
Issued	September 2018

THE PRESCOT SCHOOL

Attendance Policy 2018/19

Policy Approved: September 2018
Implementation Date: September 2018

INTRODUCTION

To ensure sustainable improved whole school attendance and punctuality.

THE POLICY – OVERVIEW

Research shows that pupils who attend school regularly are likely to be more successful, we want to produce school leavers who attend regularly, enjoy school and attain, therefore realising their true potential.

High standards of attendance and punctuality are essential for our students to learn, progress and achieve, ensuring we produce happy well rounded, academically successful students

OBJECTIVES

1. To have a framework that defines agreed roles and responsibilities, promotes consistency in carrying out procedures and makes attendance and punctuality a priority for all associated with the school.

2. To use a systematic approach to gathering, analysing and evaluating attendance related data.

3. To use the analysed data to initiate support and intervention strategies on an individual, year group or whole school level.

4. To recognise the needs of the individual student when planning intervention.

5. To make attendance and punctuality a priority, use and promote systems of rewards and sanctions.

6. To provide support, advice and guidance to parents/carers and students.

7. To work co-operatively with the School Attendance Service and other agencies and services.

8. To review and evaluate the policy and procedures at least annually

ROLES AND RESPONSIBILITIES

Governing Body
- Will support staff to implement this policy.
- Will receive weekly attendance updates.

Senior Leadership Team (SLT)
- Make attendance and punctuality a school priority.
- Will receive weekly attendance updates
- Actively support the policy.
- Ensure whole school compliance with the policy.
- Will report to Governors, MAT and the LA regularly.
- Review and evaluate the policy and procedures at least annually.

Parents/Carers
- To make attendance and punctuality a priority and aim to ensure that their child has 100% attendance and is punctual to school.
- To be aware of their legal obligation in ensuring their child attends school and appreciate that school and the School Attendance Service may consider 'Penalty Notices' or court proceedings for unauthorised absences.
- To contact school on the first day of absence, giving reasons for absence and expected return date.
- On their child's return to school provide a written explanation of reason for absence and realise that they may be asked for medical evidence before any absence is authorised.
- Notify their child's Form Tutor of planned absence in advance e.g. medical appointment and provide evidence eg appointment card.
- If their child is experiencing difficulty in attending school make early contact with their child's Year Head, Assistant Head of Year, or pastoral support. School will then be able to offer appropriate support.
- Ensure that a leave of absence during term time is not taken.
- Only to request a leave of absence if there are exceptional circumstances.

Students
- To attend school daily and on time.
- Make attendance and punctuality a priority, both when arriving to school and attending all lessons.
- To regularly monitor their own attendance and set themselves appropriate targets.
- To monitor the rewards they receive for good/ improved attendance and punctuality.

Year Head
- Make attendance and punctuality a priority.
- Have overall responsibility for monitoring the attendance of students within their year group (YH).
- Analyse Attendance data of the whole cohort and groups of students including PP, SEN, CLA etc, cross checking against progress and achievement.
- Monitor and track a cohort of student with poor attendance and set in place appropriate interventions.
- Liaise with the Attendance Lead regularly.
- Support Form Tutors in carrying out their duties.
- Deal with referrals made by Form Tutors or parents.

- Check form tutors are ensuring their pupils have a weekly update on their cumulative attendance
- Use appropriate rewards, sanctions and intervention strategies to improve attendance and punctuality.
- Liaise with other agencies as appropriate.

Assistant Head of Year
- Make attendance and punctuality a priority.
- Support the Head of Year to Analyse Attendance data of the whole cohort and groups of students including PP, SEN, CLA etc, cross checking against progress and achievement.
- Monitor and track a cohort of student with poor attendance (90 – 95%) and set in place appropriate interventions.
- Liaise with the Attendance Lead regularly.
- Support Form Tutors in carrying out their duties.
- Deal with referrals made by Form Tutors or parents.
- Check form tutors are ensuring their pupils have a weekly update on their cumulative attendance
- Use appropriate rewards, sanctions and intervention strategies to improve attendance and punctuality.
- Liaise with other agencies as appropriate.

Pastoral Assistants & Mentors
- Make attendance and punctuality a school priority.
- Liaise with other agencies as appropriate.
- Liaise with parents as appropriate
- Support the Heads of Year & Assistant Heads of Year in improving attendance
- Support Pupils to attend regularly.

Form Tutor (FT)
- Make attendance and punctuality a priority.
- Have responsibility for students with 95%+ attendance, and ensuring they do not drop below that threshold.
- Ensure an accurate form register is taken daily during morning registration.
- Ensure the form room is a welcoming environment and encourages school attendance.
- Collect and read absence notes, then pass on to the Attendance Team.
- Complete and absence return form on the first day pupils return to school and pass it on to the attendance team.
- Ensure Pupils know their cumulative attendance on a weekly basis and have recorded it in their planner.
- Follow up any issues emerging from absences or absence notes.
- Have responsibility for monitoring the attendance of students within their form.
- Liaise with the Lead on attendance, Head of year or Assistant Head of Year on attendance related issues if required.
- Deal with attendance & punctuality issues appropriately.
- Use appropriate rewards and sanctions to improve attendance and punctuality

Teaching Staff
- Make attendance and punctuality a priority.
- Ensure an accurate class register is taken and sent electronically within the first 10 minutes of every lesson.
- To highlight attendance issues (patterns of absence for their lesson, or child absent despite being present the previous lesson) and report to the attendance team and Head of Year in the first instance.
- Provide a teaching and learning ethos which encourages all students to attend lessons whatever their level of ability or need.
- Use appropriate rewards and sanctions to improve attendance and punctuality.
- Ensure the classroom is a welcoming environment that encourages pupils to attend.

Head of Department
- Make attendance and punctuality a priority.
- Ensure that members of their faculty or department take an accurate electronic register within the first 10 minutes of every lesson.
- Liaise with other appropriate staff and the Lead on Attendance & Head of Year with any attendance concerns relating to their department.

SENDCO
- Make SEND attendance and punctuality a priority
- Ensure teaching assistants make sure SEND students are registered
- Liaise with attendance administrative assistant with regard to students working in the SEND inclusion room to ensure registers are correct.
- Monitor and track a cohort of student with poor attendance and set in place appropriate interventions
- Use appropriate rewards, sanctions and intervention strategies to improve attendance and punctuality.
- Liaise with other agencies as appropriate

Attendance Lead
- Make attendance and punctuality a priority.
- Work with individuals and year groups to improve attendance and punctuality.
- Produce weekly and half termly attendance data
- Liaise regularly with all Year Heads & Assistant Year Heads and other appropriate staff..
- Liaise with other agencies and services as appropriate.
- Monitor punctuality.
- Monitor all holiday requests.
- Initiate Attendance contracts for individual students where appropriate.
- Use appropriate rewards and incentives to improve attendance and punctuality.

Attendance Manager
- Make attendance and punctuality a priority.
- Work with individuals and year groups to improve attendance and punctuality.
- Ensure students with attendance below 90% have appropriate strategies in place, and are monitored.
- Assist with half termly whole school register reviews. (prior to attendance reviews)
- Produce weekly attendance data for all teaching staff
- Initiate Attendance surgeries.
- Liaise regularly with Attendance Lead, Year Head's, assistant Year Heads and other appropriate staff.

- Liaise weekly with School Attendance Service regarding referred cases and other issues as appropriate, including holidays and penalty notices.
- Liaise with other agencies and services as appropriate.
- Keep school and year attendance boards up-to-date.
- Monitor punctuality.
- Monitor all holiday requests and initiate a response to parents.
- Initiate attendance contract for individual students where appropriate.
- Use appropriate rewards and incentives to improve attendance and punctuality.
- Ensure Absence Enquiry, Penalty Notice warnings and other relevant attendance letters are sent out regularly
- Complete paperwork for Penalty Notices.
- Ensure coding on the registers are correct, and all registers are completed.
- Complete Home visits as necessary

Attendance Administrative Assistants
- Make attendance and punctuality a priority.
- Ensure registers are completed, paper registers entered and reasons for absence comments are put on to Sims
- Liaise regularly with Attendance Lead, Attendance Manager and other appropriate staff.
- Inform parents when their child is absent from school with no reason for absence given, if their child is truanting or late for school.
- Liaise with other agencies and services if appropriate.
- Ensure systems such as first day response and standard letters to parents are completed at the appropriate times.
- To record all absences and reasons for absence using the appropriate codes.
- To monitor and ensure all registers are taken by staff and follow up any untaken registers.
- To liaise with parents, regarding any attendance issues.
- To monitor registers and highlight issues to the appropriate staff.
- To report suspected truancy to Year Head and parents.

Support Staff
- Make attendance and punctuality a priority.
- Ensure when working with individual students, their attendance is recorded appropriately (the student must attend the beginning of the lesson to gain their mark)
- Use appropriate rewards and sanctions to improve attendance and punctuality.

PROCEDURES

Registration of students
- Registers are a legal document and may be required in a court of law as evidence in prosecution for non-attendance.
- Accurate registers are essential for safeguarding
- It is the responsibility of all teachers to ensure students are registered every lesson.
- It is the responsibility of all tutors to ensure students are registered every registration.
- Registers will be taken using Sims on computers.
- Short term/ long term supply staff without access to Sims will be issued with a paper register or a laptop to take registers.
- If a student is not in their timetabled lesson for any reason, this information must be passed to the attendance team at the earliest possible time

Electronic Registration – Sims lesson monitor
- All staff must accurately register all students for all lessons and registration using the electronic system.
- This system allows thorough monitoring and analysis of individual students and groups.
- All student absences must be recorded with the appropriate code. A list of codes can be obtained from the Attendance Team)

Categorising absence
- Attendance Admin staff will use the codes, as stated by the government, to record the appropriate reasons for absence from registration other staff will use the appropriate codes to record absence from lessons.

Deleting students from the school roll
- Students will be deleted from the school roll following notification from parents and the receiving school from the date the receiving school gives the student a start date. This will be done on a weekly basis

OUTCOMES

To use a systematic approach to gathering, analysing and evaluating attendance related data.
- SIMS system will be used to gather data for analysis.
- Attendance data will be distributed to parents, students, and staff regularly
- Attendance Lead will complete half termly whole school register reviews.

To use the analysed data to initiate support and intervention strategies on an individual, year group or whole school level.
- Attendance Lead, Attendance Manager, Year Heads, Assistant Heads of Year, Form Tutors & SLT will use the data to
- Identify patterns of absence.
- Identify potential PA students.
- Use intervention strategies to improve attendance.
- Reward good and improved attendance and punctuality.
- Complete first day response.
- Communicate with parents regarding attendance concerns.
- Initiate referrals to outside agencies.
- Trigger attendance surgeries and AAA contracts.
- Monitor punctuality, implement sanctions and rewards where necessary.
- Follow up suspected truancy issues.
- Follow up curriculum based attendance concerns.
- Inform future improvement work

To recognise the needs of the individual student when planning intervention.
- All staff ensure that students having difficulty with attendance at school are supported in an appropriate way.
- A variety of strategies should be used and could be selected from the following:
    - Support from Form Tutor.
    - Support from Year Head and Assistant Year Head.
    - Attendance report.
    - Liaison with parents..
    - Referral to SAS.
    - Referral other agencies.

- Initiate an Attendance Support Plan.
- Initiate a AAA contract
- Governors panel
- Mentor support.
- Peer mentor support.
- Incentives.
- Rewards.
- Alternative provision.
- Re-integration packages.
- Short term alternative/reduced timetable

To make attendance and punctuality a priority, promote and use systems of rewards and sanctions.
- Using school promotional material
- Attendance information & data will be distributed to parents/carers at Parent's Evening, other school events, school reports and through the school newsletters. Attendance and punctuality data & achievements will be celebrated through display in key areas of the school, including, Year notice boards and Form notice boards

Celebrating success
- Year celebration assemblies will be used to reward students with 100% attendance and 95% (termly and yearly)
- Year celebration assemblies will be used to reward students with improved attendance (termly)
- Rewards will be used to reward individual attendance and form attendance

Sanctions
- Attendance concerns will be dealt with appropriately, but may lead to a penalty notice or prosecution if an appropriate outcome if not gained.

To provide support, advice and guidance to parents/carers and students.
- Attend to Attain leaflet is available for parents/ carers to give guidance, advice and support regarding attendance, punctuality and term time holidays.
- All parents receive attendance information a minimum of twice per year.
- Where students' attendance and/or punctuality is of concern, parents will be notified by letter and appropriate support will be offered.
- The school will make first day contact for absent students. The system alerts parents of their child's absence from school if the parent has not previously made contact to explain the absence.

To work positively with the School Attendance Service and other agencies and services.
- Attendance Manager will meet regularly with School Attendance Service to discuss referred cases and other strategies.
- School will support the Local Authority statutory truancy sweeps.
- Attendance Manager and pastoral staff will liaise with and make referrals to external agencies and support services as appropriate.
- The school will attend multi-agency meetings involving any of our students.
- Staff will work in partnership with the School Attendance Service.

Leave of absence.

- As of the 1st September 2013 The Education Regulations 2013 (Pupil registration amendment) amends the 2006 Regulations and makes it clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.
- The Prescot School will **not** grant permission for leave of absence (including holidays) to be taken in term time, consideration will only be given to requests made under exceptional circumstances.
- Even in exceptional circumstances, the Prescot School will **not** grant permission for leave of absence to be taken in term time during public examination periods and in the period of time surrounding coursework deadline dates for GCSE subjects.
- The Head of School or person designated by the Head of School will ultimately decide whether the circumstances are deemed to be exceptional. It is important to note that each application will be considered on an individual basis.

NB. Holidays in term time will not be granted unless the circumstances are deemed to be exceptional by the school.

Fixed penalty notices for unauthorised term time leave of absence

As of the 1st September 2013 The Education Regulations 2013 (Pupil registration amendment) amends the 2006 Regulations and makes it clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances

Should a parent/carer take their child out of school during term time for leave of absence that has not been authorised the parent/carer of the pupil may be issued with a £60.00 penalty notice per parent per child. If the notice remains unpaid after 28 days the penalty increases to £120.00.If the notice remains unpaid after 42 days the Local Authority will commence proceedings under section 444(1) of the Education Act in the Magistrates Court.

The only exception to the above will be under exceptional circumstances

Protocol for requesting leave of absence for exceptional circumstances

- Requests for *exceptional circumstances* for term time holidays must be made to the Head of School   (The Head of School is able to authorise up to 10 days in any one school year – discretionary). This request should be made at least 4 weeks prior to the proposed date of the leave of absence.
- Requests will be considered on an individual basis.
- Parents/carers may be required to attend an interview with Head of School or the nominated representative to discuss their request for a leave of absence.
- Parents/carers will normally be notified of the outcome of their application for exceptional circumstances leave of absence in term time within 10 school days of the date the application is received by the Head of School.

Fixed penalty notices

Fixed penalty notices for unauthorised term time absence

From 27 February 2004 section 444(a) of the 1996 Education Act as amended by the Anti Social Behaviour Act 2003 and The Anti Social Behaviour Act 2003, as amended by *The Education (Penalty Notices) (England) (Amendment) Regulations 2012 SI 1046* and section 105 of The Education and Inspections Act 2006 empowered Local Authority Officers (Education Welfare Officer), Head Teachers and the Police to issue Fixed Penalty Notices when:
There are **ten or more sessions (half days) of unauthorised absence** recorded on the school attendance register in any 10 week period

Or if

a pupil is found present in a public place at any time during school hours, without justifiable cause during the first five days of any period of exclusion from school.

The Penalty Notice is a fixed penalty of £60 if paid within 21 days of issue of the notice. The penalty rises to £120 from the 22nd day and must be paid by the 28ᵗʰ day. ***Please note that part payments cannot be accepted.*** If the notice remains unpaid after the 28th day the Local Authority may bring a prosecution under either section 444(1) of the 1996 Education Act or section 103(3) of the 2006 Education and Inspections Act. If found guilty of an offence under either section this will result in the parent/s/carer/s having a criminal record.

REVIEW

- SLT will review the policy yearly (full review every 3 years).
- SLT will review the procedures regularly and update them as appropriate.