



## **THYRYBERGH SCHOOL & SPORTS COLLEGE**

### **ATTENDANCE AND PUNCTUALITY POLICY**

**APRIL 2008**

#### Aims and Principles of Good Attendance

The school is committed to maximising the achievement of all pupils

- There is a clear link between good attendance and educational achievement
- Good attendance is an important consideration when applying for any Post-16 placement, whether at College, Careership or Employment
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the school
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels
- A broad and balanced education is dependant on regular attendance at school
- School will take appropriate action to promote and encourage good attendance

#### Statements of Expectations

What the school expects of the pupils:

- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the Attendance Office to sign in should they arrive after the official registration time (9.00am)
- To inform their form tutor of any reason that will prevent them from attending school

What the school expects of parents/carers:

- To fulfil their responsibility by ensuring their children attend school regularly and on time
- To provide the school with accurate and up-to-date contact details
- To ensure that they contact the school on the first day their child is unable to attend and that their child returns to school with an absence

- note/explanation written in their student planner
- To ensure their child arrives on time and is well prepared for the school day [equipment, student planner, completed homework etc.]
- To contact the form tutor, Year Manager or Attendance Team in confidence whenever any problem occurs that may keep their child away from school
- To inform the Attendance Office if seeking authorisation for any forthcoming appointments, and where possible, arrange appointments outside of the school day
- To ensure the continuity of their children's education by taking holidays during the school holiday period. In exceptional circumstances where this is not possible, to request leave in term time by completing the application form in advance of the holiday. Authorisation is unlikely to be granted if this means that attendance will fall below target levels for an individual. Authorisation will not be granted at the start of the new school year or in the lead up and during examination periods

What parents and pupils can expect of the school:

- A broad and balanced education that is dependant on regular attendance at school
- The encouragement and promotion of good attendance
- Regular, efficient and accurate recording of attendance
- Prompt action on any problems notified
- Close liaison with the EWS to assist and support parents and pupils where needed
- Notification to parents/carers of their child's attendance record through regular reports home
- The school will record all attendance related incoming messages from parents, notify the relevant person and pre-mark known absence on the electronic system
- The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence
- When a pupil is absent and contact cannot be made by telephone, a standard letter will be sent home. If no parental response is received, a home visit will be made
- Regular post registration checks will be carried out
- Where the school has repeatedly failed to contact the home or a student has a Persistent Absence problem, the school will discuss this with the EWO
- Whole school and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified
- It is vitally important that parents are actively engaged in promoting good attendance. School will explain any arrangements such as Home:School

- Agreements, School Prospectuses, ROAs, School Reports and Schools own leaflets which set out and reinforce the importance of regular school attendance. Any changes will be communicated via the School Newsletter
- Parents will be informed of their child's progress towards target
  - Yearly targets will be reviewed in July of each school year and amended accordingly

### Rewards and Targets

Incentives are set to promote and maintain good attendance levels)

- Attendance targets will be set for individuals, year groups, form groups and students who do not follow a traditional curriculum. These targets will be based on the previous year's performance ensuring that whole school target averages out as 92%
- Certificates will be awarded to pupils who achieve attendance targets (termly)
- Termly initiatives will reward students, with different criteria each time. (eg fiver week, raffle – "In it to win it!", bowling trips )
- Rewards and certificates will be awarded for students with 100% attendance in a year
- DVD afternoons will be arranged for the form group with the best attendance in terms of meeting targets in a term (termly)
- Students who achieve target attendance will be higher on privilege lists (school council , prefects, trips out of school)

### Reintegration Into School After Absence

The school will endeavour to support pupils returning to school after a long period of absence via the SFL faculty

- School staff and EWOs will liaise closely on this issue and employ appropriate reintegration strategies, incorporating 'Pastoral Support Programmes', 'Individual Education Plans' and EWS Parenting Contract forms (EWS 3) as required
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan [see school's model policy on LAC - see 2.41]. Pupils could be referred to the Education Support Team for LAC for support with reintegration, where appropriate

### Attendance Roles and Responsibilities

Senior Leadership Team

AHT with responsibility to lead on attendance matters will:

- Develop, monitor and regularly review the Attendance and Punctuality Policy

- Produce and distribute attendance information for parents/carers
- Set and monitor targets for improving attendance within school, including improving attendance within the SDP
- Evaluate targets through line management meetings
- Support all staff in their work related to attendance
- Collate attendance data for the DfES, LA and Governors
- Liaise with the LA over targets and strategy
- To develop and monitor a punctuality detention system
- To develop a system to measure internal truancy
- To inform Attendance Office if a student is withdrawn from lessons for any reason

### Year Managers

Year Managers are responsible for:

- Taking an overview of attendance data for their year group
- Identifying individual pupils with known punctuality/attendance problems and ensuring these pupils are monitored closely. A Persistent Absence Action Plan will be formulated
- Supporting the role of the Form Tutor
- Ensuring post registration truancy checks are carried out
- Identifying those pupils whose attendance is significantly below average, but who do not fall within the group consistently being addressed by the EWS and work to support these pupils and their families
- Referring pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school
- Ensuring that attendance is given a high profile in the year group (eg displays in form rooms; celebrating success )
- Liaising with other SFL, partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant
- To inform Attendance Office if a student is withdrawn from lessons for any reason

### Form Tutors

This is an important role within the school and requires the form tutor to:

- Complete registers accurately and promptly sending to internal network system
- Have regular discussions with pupils about the importance of regular attendance and punctuality
- Collect reasons for absence from pupils, i.e. absence notes, and ensure that an accurate register of attendance is presented to the LA in accordance with the school's procedures
- Monitor individuals, as well as whole Form Group attendance, in line with the school's procedures to ensure that tutor group targets are met

- Make referrals to the attendance office for home visits when an individual is a cause for concern
- Identify trends in the attendance of individual pupils and respond appropriately
- Liaise regarding any queries surrounding absence, e.g. forged notes, odd reasons etc
- Maintain form group's attendance noticeboard
- To inform Attendance Office if a student is withdrawn from lessons for any reason

### Key Workers

This is an important role within the school and requires the key worker to:

- Identifying individual pupils with known punctuality/attendance problems and ensuring these pupils are monitored closely. A Persistent Absence Action Plan will be formulated
- Ensuring post registration truancy checks are carried out
- Identifying those pupils whose attendance is significantly below average, but who do not fall within the group consistently being addressed by the EWS and work to support these pupils and their families
- Referring pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school
- Liaising with other SFL, partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant
- Complete registers accurately and promptly sending to internal network system
- Have regular discussions with pupils about the importance of regular attendance and punctuality
- Collect reasons for absence from pupils, i.e. absence notes, and ensure that an accurate register of attendance is presented to the LA in accordance with the school's procedures
- Monitor individuals, as well as whole Form Group attendance, in line with the school's procedures to ensure that tutor group targets are met
- Make referrals to the attendance office for home visits when an individual is a cause for concern
- Provide rewards/certificates as required
- To inform Attendance Office if a student is withdrawn from lessons for any reason

### Faculties

Given the link between performance and attendance, Faculties have a vested interest in ensuring that they support the policy

- Accurate registers must be sent every lesson
- FLs/ HODs should ensure that attendance is being recorded in the case of

- staff absence
- Staff should alert form tutors if they feel that internal truancy has taken place
- Faculty / attendance data will be available for analysis and could be used as a means of measuring the effectiveness of T&L in the faculty
- To inform Attendance Office if a student is withdrawn from lessons for any reason

#### Administrative Staff

They will be responsible for:-

- Informing Attendance Office when students leave premises for any reason
- Recording incidents of letters being sent home by Attendance Office onto SIMS.net
- Storing of letters from home and confirmation of presence slips from staff
- Ensuring that contact details are accurate
- Review of attendance targets/distribution (Data Manager)
- To inform Attendance Office if a student is withdrawn from lessons for any reason

#### Attendance Officers

The attendance office is responsible for:

- Manage and monitoring of administration of the systems in place to ensure accurate registers are available to all staff
- Ensuring that communication of a reason for absence to staff is undertaken
- Completing statistical returns for LA, DFES
- Producing relevant data for staff
- Ensure that telephone messages re attendance issues are directed to the appropriate source
- Lead attendance updates for form tutors on a termly basis
- Plan interventions e.g. visits
- Follow up on suspected truancy and inform parents
- Lead incentives and rewards systems for attendance
- Manage analysis of attendance data
- Produce reports as required e.g. for governors and LEA
- Ensure implementation, monitoring and review of School Attendance Policy
- Manage and take part in Attendance Panel Reviews
- Meet parents/ external agencies as required
- Work proactively to develop strategies to raise attendance levels
- Signing students in and out of school
- Investigate any possible additional reward funding

#### The Governing Body

- Receives information from the Head Teacher and/or EWO on attendance
- Will be involved in setting school targets on attendance
- Will report to parents in their annual report on issues relating to attendance and punctuality
- Will contribute to plans in response to where attendance is a cause for concern
- Support the school in its efforts to raise attendance
- May wish to contribute to the school's strategies to improve attendance, e.g. school based Non School Attendance Panels

This draft Policy has been developed by MGR. Circulated to SLT and attendance officers for their comments on 24.04.08. Closing date for comments: ?  
Amendments to be made after this date. Parents will then be invited to request a copy for their comments via newsletter. Finalised copy to be published September 2008