

2016

Attendance Policy



GROVE
SCHOOL & COLLEGE
A mind set to succeed

Attendance

1. Purpose

At The Grove School & College we are committed to providing full and effective education for all students. We will do all we can to ensure that all students attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

2. Aim

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available throughout the curriculum and in extra-curricular time. Regular attendance and punctuality is a legal requirement and it is also essential in order for pupils to maximize their chances of success.

3. Rationale

3.1 Regular and punctual school attendance is essential to enable all students to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of students.

3.2 This policy should be read alongside The Teachers' Standards and the following policies and other documentation:

- Behaviour, Student Support, Restorative Practice and Anti-Bullying Policy

4. Procedure

4.1 The Education Act 1996 requires parents and guardians to ensure that their children receive efficient, full-time education. Parents/Guardians are responsible for their child's school attendance.

Schools are responsible for recording pupil attendance twice daily: once at the start of the morning session and again for the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's roll. In addition, lesson registers are taken every lesson.

4.2 Students are expected on site by 08.35 a.m. when the first bell sounds. This is to signal the start to the school day and indicates the five minute warning prior to Period 1.

4.3 Students are registered at 08.40 a.m. at the start of Period 1.

4.4 Students arriving after 08.40 a.m. must report to Student Reception where their arrival time and number of minutes late are recorded and their attendance is registered otherwise this is

captured by the Subject Teacher. Students arriving to Period 1 after 8.40 a.m. are recorded as 'U' by the Subject Teacher which indicates that the student is late after the register has closed and the number of minutes late are also recorded. This is to stress the need for punctuality; lateness affects students' overall attendance figure.

- 4.5 For students who do not register by 09.15 a.m., the designated Attendance Officer, Mrs L. Lovell, makes a First Day Call by telephone to all unexplained absences. At peak times, other members of the office team assist with this. All members of the office team assist with incoming calls.
- 4.6 Where no reason is offered for absence, the absence will be recorded as 'N' for a period of seven days at which point this will change to 'O' as an unauthorised absence. Where no medical evidence is provided for illness, this may also lead to unauthorised absence. For this, the student's average percentage attendance will be taken into account. For students monitored for attendance (below 95%), they will be coded 'O' immediately pending evidence being provided, i.e. a medical appointment letter.
- 4.7 Students in Years 7 to 13 meet with their tutors at 10.45a.m. each day where their attendance is registered electronically.
- 4.8 Students are registered in all lessons. Where students arrive late, they will receive an ATL grade of '3' (see Behaviour, Student Support, Restorative Practice and Anti-bullying Policy) for Periods 2-5, initially, which may be adjusted at the Subject Teacher's discretion, and the number of minutes late will be recorded. The number of minutes are cumulated at the end of the week.
- 4.9 Students in Years 7-11 are required to stay on site at break and lunchtime. Students in Years 12 & 13 are permitted to leave site at break and lunch time, or in their non-contact time.
- 4.10 Afternoon registration takes place at the start of Period 4, 12.30 p.m. and attendance is checked further after lunch at the start of Period 5, 13.30 p.m.
- 4.11 Students who wish to leave the premises during the school day must provide written evidence from their parent/guardian notifying the Attendance Officer and Subject Teacher of the reason for departure. Upon departure, the student must sign out at Student Reception, and should they return within the school day, they must sign in at Student Reception.
- 4.12 The Attendance Officer monitors the punctuality and attendance of students raised as cause for concern by Pastoral Support Assistants, Inclusions Officers, Subject Teachers, Tutors and Progress Leaders and Educational Welfare Officer (EWO). This is done electronically on a daily basis.
- 4.13 Students' punctuality to all lessons, including Period 1, is reviewed weekly. For students who arrive late to school on two or more occasions; arrive a total of 20 minutes late or more to a number of lessons; do not attend tutor, will be placed in a Progress Leaders' detention on a Thursday from 15.05 p.m. For students who fail to attend this detention, the Progress Leader on duty will contact parents directly and place the student in a Senior Leadership Team detention on the following Monday from 15.05 p.m. – 17.05 p.m.

- 4.14 Parents are required to inform the school of the reasons for their child(ren)'s absence. Failure to provide a reason for absence will be highlighted by the Attendance Officer who will attempt to make contact by telephone on the first day of absence; if there is no response a letter will be sent home to ask for the reason for absence. If this absence without contact is sustained, the EWO at the Local Authority will be informed and a home visit will be attempted.
- 4.15 The responsibility for registering attendance at lessons lies with Subject Teachers who use the electronic system to register each student every lesson. Truancy from school is treated as a serious issue and will always be communicated to parents. Following truancy, the student will be tracked electronically for a period of time to ensure good patterns of attendance are re-established. A detention will be issued by the Subject Teacher.
- 4.16 Progress Leaders monitor students' attendance on a regular basis. They will liaise with the Attendance Officer who will contact parents via letter in the first instance, if attendance falls to 95%. If attendance becomes a cause for concern (between 95% and 90%) they will contact the parents as a priority to see if there are any issues and try to work with the parent to improve attendance.
- 4.17 The EWO also monitors attendance regularly, meeting with the Attendance Officer and a designated member of the Senior Leadership Team, Miss A. Chevin, to identify any particular causes for concern. Where a student's attendance drops below 90%, the EWO will contact the parent. If non-attendance continues, the Local Authority (LA) may prosecute or issue a fixed penalty fine.
- 4.18 The EWO is available to offer support, acting as a link between home and school, working alongside parents and students to try to resolve problems and promote good attendance. In cases of long term absence through illness or school refusal, the EWO can play a part in helping to ensure that work is passed from school to home as well as helping with the return to school. The Pastoral Support Assistants, Inclusions Officers and the Individual Learning Centre (ILC) may also be involved to provide support and encouragement for reluctant attenders, promoting the benefits to be gained from regular attendance in terms of establishing good practice for future employment. It may be deemed necessary for a referral through to the Grove Mentoring Scheme or School Counsellor, dependent on the reasons for non-attendance; this may be discussed as part of attendance meetings with the student, parent/guardian and representatives from The Grove and/or EWO.
- 4.19 For students with outstanding attendance, letters will be sent home and students will be in receipt of a Golden Ticket which permits own clothes to be worn on the final day of the half term.
- 4.20 Each year an Attendance Action Plan is agreed between the Headteacher and the EWO. Targets are set and these are presented to Governors for their agreement.
- 4.21 Attendance statistics are recorded termly in the Headteacher's Report to Governors.

4.22 The Headteacher is responsible for responding to all requests for leave of absence in exceptional circumstances.

5 Roles and Responsibilities

5.1 Governors will:

- ensure that the school has in place a whole school attendance and punctuality policy.
- receive regular reports from the Senior Leadership Link in respect of attendance data and trends.
- monitor the effectiveness of the whole school policy.

5.2 Senior Leadership Team (SLT) will:

- oversee the whole school policy and make updates in line with national updates.
- liaise with the Attendance Officer and Educational Welfare Officer on a fortnightly basis to identify students whose attendance is a cause for concern.
- report to the Headteacher and Governors on attendance data and arising matters, identifying trends where necessary.

5.3 Progress Leaders will:

- support tutor teams to monitor attendance on a day-to-day basis.
- communicate excellent attendance to parents and guardians.
- liaise with the Attendance Officer at least once fortnightly, identifying issues and trends within their year group.
- report to their Line Manager on areas causing concern to their specific year group.

5.4 Subject Teachers and Tutors will:

- complete registers accurately and on time.
- adjust registers to reflect the punctuality of students within their lesson, recording lateness as a 'U' for Period 1 or an AtL 3* for Period 2-5, adding the minutes late to the dialogue red flag. *This may be adjusted at the teacher's discretion.
- identify causes for concern with their respective Progress Leader and the Attendance Officer.

5.5 Students will:

- attend regularly and on time.
- inform a member of staff (tutor, Pastoral Support Assistant, Progress Leader, etc) about any problem which may be affecting their ability to attend regularly and on time.

5.6 Parents/Guardians will:

- encourage their child(ren) to attend daily and on time.
- ensure that they contact the School immediately to inform the Attendance Officer of reasons for absence, where necessary.
- ensure that their child(ren) arrive to school fully equipped for the school day with complete homework, lesson materials and all other equipment.
- ensure that all contact details are kept up to date and when changes occur, inform the School's office staff, immediately.
- not arrange family holidays during the 190 days of school term.

5.7 Attendance Officer will:

- collate attendance and punctuality data for each year group.
- oversee the process and ensure registers are completed accurately and on time.
- ensure that all reasons for absence are recorded in the register.
- follow up on any unexplained absence non-attendance by contacting the parent/guardian – via First Day Call wherever possible.
- initiate contact with parents/guardians in the case of prolonged and unexplained absence.

6 Leave of absence in exceptional circumstances

6.1 Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 from the 1st September 2013. (See Appendix 1)

6.2 When responding to a request for leave in exceptional circumstances the Headteacher will take into account:

- a. The student's previous attendance (if below 95% request may not be authorised)
- b. The stage in the student's education
- c. The time of the school year with regard to examinations
- d. The student's Key Stage with regard to controlled assessments/examinations
- e. If the student has had any previous leave of absence

6.3 Parents receive a school calendar at the start of the year which sets out key dates. This information is also available on the school website.

Signed:

Date: 18.11.2016

Review date: November 2018

1. Market Drayton Town Collaboration

MARKET DRAYTON TOWN SCHOOLS COLLABORATION
Market Drayton Infant, Market Drayton Junior, Longlands Primary and Grove School
Working together in partnership

September 2013

TERM TIME HOLIDAYS & LEAVE OF ABSENCE FROM SCHOOL
IN EXCEPTIONAL CIRCUMSTANCES

You need to be aware that amendments have been made to the Regulations (2006) which relate to taking holidays in term time.

The regulations up until now have allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year.

However the **new Regulations** which come into effect from **1st September 2013** remove references to family holidays and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

Circumstances which may be considered to be exceptional may include the following:

- The serious illness/death of a close family member
- Parents in the armed forces who are between periods of active duty
- Attending a family wedding (1 or 2 days)

Unfortunately family holidays during term time for reasons of finance or convenience are not considered exceptional. Leave of absence will not be authorised for the first term of Reception, Year 3 or Year 7 (i.e. transition periods).

If your holiday request is not authorised and you decide to go ahead with the holiday you will automatically receive a ‘Holiday in Term Time’ letter from the Education Welfare Service and may incur a £60 fine per parent per child.

There are only 190 statutory school days in one year.
There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on your child’s education.

Every School Day Counts!