

# ST BARTHOLOMEW'S SCHOOL

## Whole School Guidance on Attendance

Autumn 2015

### **Aim:**

To achieve very high levels of attendance across the school in order to maximise attainment, achievement and participation in school life for each individual.

We hope to achieve this aim by:

- Recording and monitoring attendance information on all students.
- Use clear strategies to ensure that the attendance of all students is good.
- Ensure that appropriate support is available to students and parents / carers where attendance is a concern.

### **Guidance:**

Students are expected to attend all timetabled registration sessions and lessons. The only exceptions to this are:

- When too ill to attend school, to attend an approved educational visit or during a fixed period exclusion.
- Students who are on roll, but who are supported with home education.
- Students who follow a part-time timetable (for example, as part of a re-integration process, or for health reasons).

### **Implementation:**

- SIMS.net is used to record and analyse attendance.
- Morning registration takes place in tutor groups. Afternoon registration is in period 4
- A student who does not attend registration, but arrives at period 1 will be recorded as 'late' (but present) for that attendance session.
- Students arriving after 9:30 in the morning, or after 2:20 in the afternoon, will be recorded as absent for the morning / afternoon session.

### **Role of the Class Teacher:**

- To register students electronically in each lesson of the day. Where electronic registration is temporarily unavailable paper returns of absentees will be made to the appropriate House office for later entry onto the system.

**Late Arrival:** Any student who does not arrive at the start of the scheduled lesson time should be marked as 'late', and the number of minutes late recorded.

- When organising an educational visit or other educational activity, to inform the House offices and therefore the Attendance Officer in advance of students who will be missing lessons.

### **Role of the Tutor:**

- To register students electronically at the start of the day. Where electronic registration is temporarily unavailable paper returns of absentees will be made to the appropriate House office for later entry onto the system.
- To check each morning the attendance of their tutor group during the previous day, and address (is 'address' a little unspecific? – alternatives might be discuss, raise or investigate?) late arrivals or missed sessions with the student and/or their Head of House. This must include? students who miss registration, but attend period 1.
- To pass to the appropriate House Office any notes received about absences of students in their tutor group.
- Where a student has attendance below 90%, referred to as 'persistent absence', to be part of the team working to improve the situation.

**Role of the Head of House:**

- To ensure that tutors in their House are carrying out their responsibilities to maximum effect.
- To work with tutors, parents / carers and the Attendance Officer in cases of persistent absence. This may include, by agreement with other senior staff, running chairing? an initial meeting with parents / carers of a student whose attendance is a cause for concern.

**Role of the House Office in collaboration with the Attendance Officer:**

- To enter absence known in advance onto the system using the appropriate code.
- To check the attendance hotline daily and enter reasons for absence onto the system.
- To ring each day, as early in the day as is practicable, the parents /carers of students who are absent and for whom no reason has been provided. This will be done on a priority basis as determined by the Attendance Officer and senior staff, beginning with 'Looked After Children'.
- To monitor the accurate completion of registers, and inform senior staff of teachers who regularly fail to complete registers.
- To provide data about attendance figures to senior staff as requested.
- To monitor students with persistent absence, and to work supportively with the Education Welfare Officer (EWO) in these and other cases.
- To issue and receive Leave of Absence forms for consideration by the Headteacher

**Role of Parents / Carers:**

- To ensure that students attend school whenever well enough to do so.
- To contact the Attendance Hotline in the case of absence.
- To inform the School in advance of known absence.
- To cooperate with the school in cases of persistent absence in order to seek to improve the situation.
- Where a student is absent for three days a 'Student Sickness : for Parental Completion' form will be issued by the House staff, to parents / carers, for return to the appropriate House Office. The form is also available on the school website (Policies and Guidance) The absence would then usually be authorised, unless the absences are in excess of ten sessions within a ten week period.

**Leave of absence during term time:**

Parents / carers should not, other than in exceptional circumstances, take students out of school, including for the purpose of holidays, during term time. Regular reminders of this will be published in Bartholonews. In accordance with Local Authority guidelines absence due to a holiday will be recorded as unauthorised unless there are exceptional reasons for authorisation, as determined by the Headteacher. Parents / carers will be informed of the decision in writing on the leave of absence form.

**Local Authority Support:**

- The EWO will visit the school on a fortnightly basis to discuss attendance concerns with staff and agree appropriate actions. Where absence is a concern, medical evidence may be requested.

**STRATEGIES TO IMPROVE ATTENDANCE:****Rewards:**

- Attendance figures are recorded on full school reports and where appropriate a positive comment from the student's tutor will be made.

- Attendance figures are used in the award of Bronze, Silver and Gold awards at Key Stages 3 and 4. At KS5 attendance forms part of the TOPs score, also noted in reports to parents / carers.
- Attendance is part of the Citizenship element of the House Championship.

### **Sanctions and Support**

- Parents / carers of a student found to have truanted a session or lesson will be contacted by House staff or other senior member of staff. The usual sanction will be a Headteacher's detention.
- Students who are consistently late will be detained by tutors to make up the time missed. Persistent offenders will be referred to House staff.
- In the case of persistent absence where attendance is below 90% the parents / carers of students may be asked to meet with the tutor and/or House staff to discuss the reasons for this. If the situation does not improve, further actions may include:
  - Monitoring over an agreed period with the EWO informed.
  - Review, with EWO involvement if attendance has not improved.
  - Warning of a Fixed Penalty Notice (FPN) if appropriate (see below)

### **Fixed Penalty Notices**

- Fixed Penalty Notices will be used as recommended and supported by the Local Authority. In particular, this may apply to any unauthorised leave of absence of more than 10 sessions within a 10-week period. Parents / carers will receive notice and reminders of this through Bartholomews, and when requesting Leave of Absence forms.

### **EVALUATION:**

- Progress towards whole school attendance targets will be monitored by the Attendance Officer.
- Attendance figures will be published termly to House Offices by the Attendance Officer.
- House staff and the Attendance Officer meet fortnightly with the EWO in order to agree actions with students causing concern. Consultation notes from EWO meetings are shared with the Deputy Headteacher: Student Progress and Inclusion.
- Attendance figures will be presented termly to the Governors' Learning and Achievement Committee in order to monitor progress towards the annual target.

.....  
Signed by Headteacher

.....  
Date