



# Archbishop Isley Catholic Technology College

## School Attendance Policy and Procedures

September 2014

## School Prayer

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Christ be ever on our minds  
And at the heart of our every thought  
Christ be ever in our eyes  
And at the heart of all we see  
Christ be ever in our ears  
And at the heart of all we hear  
Christ be ever on our lips  
And at the heart of every word we speak  
Christ be ever in our hearts  
And at the heart of all our meetings  
Christ who achieved through endeavour  
Help us in our endeavour to achieve  
St Augustine, St Brigit, St Catherine,  
Pray for us  
St Francis, St Joseph, St Monica,  
Pray for us  
Amen

Christ achieved through endeavour, help us in our endeavour to achieve

### Principles

Every child has a right to access the education to which he/she is entitled. In order to do so, excellent attendance and punctuality are key. Parents and teachers share the responsibility to ensure that attendance rates are high and rates of unjustified and unauthorised absenteeism are kept to a minimum.

### Responsibilities

- Parents are responsible by law for ensuring the regular and punctual attendance of their children.
- Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance.
- School will value and encourage good attendance.
- School will recognise external factors which influence a pupil's attendance and will work in partnership with parents and relevant external agencies to deal with any issues.
- School will take a proactive approach to the promotion of good attendance and punctuality by making clear to students and parents what is expected.
- School will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

## Roles and Responsibilities

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### Parents/Carers

- Will ensure their child attends and is punctual
- Will not arrange holidays during term time
- Endeavour to book appointments (doctors, dentist etc) outside school hours and inform school of any such appointments as soon as possible.
- Inform school of an absence by 9.30am on the first day of that absence

### Tutors

- Are the key figure in promoting regular, punctual attendance
- Should act as a role model by being punctual to tutorial time.
- Follow the procedures for registration via SIMS (see appendix), accurately recording attendance and punctuality
- Make use of tutorial time to stress and encourage good attendance and punctuality
- Be aware of vulnerable/poor attending tutees in their tutor group and alert the Head of House when absence occurs.
- Use the data provided by Head of House to raise concerns with pupils whose attendance begins to dip.
- Set an attendance target for their tutees.
- Offer praise and support to individual pupils whose attendance and/or punctuality improves.
- Operate appropriate sanctions for poor punctuality
- Support the school system of late detention
- Alert the Head of House when they become aware of any problem which may be affecting a pupil's attendance

## Subject Teachers

- Should use the SIMS system to record lesson by lesson attendance and punctuality of their classes (and ensure that the students know a register has been taken)
- Follow up any suspected internal truancy by checking with tutor and/or Head of House immediately
- Ensure that pupils who have missed work through absence know what they have to do to catch up
- Provide appropriate work for pupils who are known to be absent over a longer period.

## Head of House

- Is responsible for monitoring the attendance of their year group and setting reasonable targets each year for attendance, persistent absence and unauthorised absence.
- Should use their meetings to keep attendance as a major focus
- Distribute relevant data to allow the identification of poor attending individuals and groups.
- Review the attendance and punctuality of their year group weekly
- Work with tutors to identify individual pupils whose attendance is an issue and implement strategies to bring about improvement
- Monitor the performance of individual tutor groups, following up with individual tutors instances where patterns of absence are not being effectively addressed.
- Ensure contact is made with parents of poor attenders, offering support to resolve issues and signposting to appropriate services
- Liaise with the schools Attendance officer, Mrs Clarke, to identify and target support for the poorest attendance.
- Follow up internal truancy with appropriate punishments
- Promote good attendance and punctuality through assemblies, rewards and sanctions
- Have an overview of where their House is at, in terms of attendance, punctuality, authorised, unauthorised and persistent absence.

## Attendance Officer & School Social Worker

- Should have an overview of whole school attendance and punctuality, be aware of patterns of attendance within year groups and work with Heads of Houses and Senior teacher to set appropriate targets
- Initiate whole school strategies such as Spotlight
- Liaise with SMT to help draw up aspects of the SEF/SIP
- Be the named point of contact for parents with concerns about attendance

- Make sure that attendance remains a focus in communication with parents (e.g. through LINK, school website etc)
- Act as home/school liaison for school refusers/poor attenders
- Promote good attendance by ensuring that displays, rewards etc are visible in and around school.
- Produces weekly updates of actions for SLT and Head of House

### Attendance Officer

- Ensure registers are completed (daily)
- Receive and log parents phone calls giving reasons for absence (daily)
- Run off paper registers to act as a fire alarm roll call (daily)
- Input pupils signing in late (daily)
- Log pupils leaving the school premises during the day (daily)
- Produce weekly tutor group attendance summaries which show individual pupil's attendance totals and record of unexplained absences
- Maintain an up to date record of pupils contact details (throughout the year)
- Produce letters to parents advising them of concerns about absence/punctuality
- Manage CLM system for pupils on managed moves and those educated off site; including James Brindley Hospital School.
- Produce certificates celebrating good/improved attendance.
- Produce Fixed Term Exclusion and Permanent Exclusion letters and accurately record these on student records.
- Under the direction of Heads of Houses issue not authorised holiday letters.
- Produce alerts for any pupil who is absent for up to three days without explanation or contact and pass on to Head of House, School Social Worker and School Nurse.
- Keep Governors (Behaviour & Safety committee) updated with attendance/persistent absence and attendance related matters

### Senior Teacher –Behaviour & Safety

- Takes overall responsibility for the maintenance of good attendance and punctuality
- Maintains an overview of the patterns of attendance throughout the year and uses data to highlight whole school issues and year group and individual concerns.
- Monitors the performance of individual year groups and follow up with individual Head of Houses any issues and concerns which arise
- Ensures that rewards and sanctions related to attendance and punctuality are fairly applied across all year groups
- Manages resources designated to improving attendance (e.g. funding)

## St Patrick's/Learning Mentor Support

- Operate a St Patricks registration group for selected pupils when necessary, with a view to them being reintegrated into their original tutor groups.
- Will assist with the re-integration of pupils who have been absent from school.
- Will support individual pupils who are experiencing difficulties which result in poor attendance (e.g. bullying, bereavement etc).
- Monitor the attendance of pupils on managed moves, both into and out of the School.

## School Nurse

- Will alert the appropriate Head of House to any pupil who she believes is experiencing difficulties at school.
  - Will keep a log of those pupils whose medical conditions result in poor attendance.
  - Will liaise with the parents/guardians of pupils with long term medical conditions, offering advice and support which will allow them to remain in/return to school.
  - Maintain contact with parents/guardians whose children are being educated off site at places such as the James Brindley Hospital School.
  - Act on the alerts generated by attendance officer for pupils with over 3 days unexplained absence.
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## Procedures for registration and monitoring attendance and punctuality

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Attendance is registered using the SIMS. Each pupil's attendance is recorded electronically using desk top computers and/or laptops. Information is stored electronically and can be accessed by all staff. Paper copies will be provided when needed (e.g. for parents evenings, relevant agencies) by the School administration team.

Attendance is recorded as follows;

Registration – This is the lesson by lesson record of attendance kept by teachers. It is the main instrument for identifying internal truancy as well as keeping an accurate account of lesson attendance. The procedure is as follows:-

At 8.45am, they log onto their desktop computer. Teachers click on 'Registration' in the left hand column. Their teaching group for that lesson will appear and pupils who are present are marked using the appropriate code. Subject teachers must remember to save. They can use the system to check attendance at previous lessons in their subject and previous lessons to check if pupils who are absent have registered in school that day. If a pupil is found to be truanting a lesson a referral should be made to their tutor and Head of House. Subject teachers should ensure that as part of their punishment pupils make up any missing work.

### **NB:**

- Subject teachers should electronically record attendance for all their lessons.
- Registration for Period 1 and Period 4 will be taken as the pupils' legal mark.

## Punctuality

Pupils who arrive at their lesson after the register has been taken should be marked as late. Any pupils arriving after 8.55am must report to the main reception. They will be marked as late up until 9.30am. Any pupil arriving after this time, without a genuine medical reason will be marked as absent for the sessions missed. Pupils who arrive to school late will have a break time detention on the same day. Tutors are responsible for ensuring their tutees attend this detention.

## Supply Staff/Cover Teachers

Supply staff will be issued with a password each morning when they collect their timetable from **Mrs Fealy** in the administration dept. Supply staff should use this password to access tutor group/teaching group lists as per their timetable.

Supply staff should register all groups using the instruction sheet in their pack. Passwords should be returned to **Mrs Fealy** at the end of each day. Cover staff should use their own password to access the tutor/teaching group they are covering and complete the registration as per instructions.

## Fire Drill

At **9.00am** paper lists of all pupils present will be downloaded by the attendance officer. These will be kept in a file in Student Services. In the event of a fire alarm they will be taken to the assembly point by the office staff along with the signing out book.

## Sixth Form

Sixth form pupils signing out will continue to use the book in Student Services and this will also be taken to the assembly point by office staff in the case of a fire alarm.

## Authorised Absence Passes

If a pupil is required to leave the school premises for an authorised reason e.g. dental appointment, then a note from the parent/guardian must be countersigned by the tutor/Head of House/SMT.

The letter will then be taken to Student Services and an authorisation pass will be issued. Staff at Student Services may telephone parents/guardian to verify if they are suspicious of the note/excuse. The pass is to be handed back at the main reception immediately upon return to school.

## Absence Procedures

Paper copies of weekly and monthly attendance totals will be made available for tutors.

Absence letters will be sent to parents by the school attendance officer. The Head of House will interview pupils whose attendance is causing concern.

The Tutors and Head of House will monitor truancy and place truants on Attendance Report when appropriate.

The Head of House will reintegrate long term absentees.

All teachers will be provided with paper lists of their tutor/teaching group to be kept in their teaching/tutor base. In the event of a breakdown in the electronic system these should be used to register pupils.