



## ATTENDANCE POLICY

### **PHILOSOPHY**

Good school attendance provides students with an opportunity to participate fully in the whole school curriculum, enhancing student development, achievement and satisfaction. Regular attendance is an important aspect of achievement, as prospective employers will look at attendance as part of their selection process. The school should address the issue of high levels of absenteeism and lateness, being sensitive to the individual circumstances relating to poor attenders, with the possibility of such students receiving appropriate support.

Good attendance should be seen as an integral part of the school ethos, with students being rewarded for regular and improved attendance and good punctuality. Good attendance can be achieved through the forging of meaningful relationships between school, home and support agencies, and by offering a curriculum that appears to and stimulates every student.

Lateness is a type of absence and punctuality is valued by potential employers.

The school attendance policy will be framed within the requirements of DFEE Circular 11/91 + School Attendance: Policy and Practice on the categorisation of absence (DFE May 1994) and Birmingham Policy and Practice guidelines.

### **EXPECTATIONS**

The school expects parents/carers to ensure that their children attend school every day unless they are ill, have exceptional family circumstances or take leave of absence authorised by the school. However, absence from school in order to participate in a family holiday may well have an adverse affect on a child's progress. The Governors policy is not to authorise holidays during term time. Letters requesting this should be submitted to the Headteacher. If a student is going to be away, parent/carers should inform the school at the beginning of the first day and subsequent days with precise reasons. A note should also be brought in by the student on returning to school. If no contact has been made by the parent informing the school of an absence and the student is not marked present, then parents will receive an automated message requesting action.

Students are expected to arrive at school on time as such a habit is considered good practice for the future. Students can reasonably expect school to be a place where they feel safe, content and their needs met, with a pastoral system that provides effective support.

### **ROLES AND RESPONSIBILITIES**

Everyone has a role to play in making this policy work effectively.

Form Tutors should:

Endeavour to make tutorial time meaningful and to record attendance accurately; promote the attendance ethic within the group; provide pastoral support in conjunction with Achievement Co-ordinators.

Achievement Co-ordinators/Assistant Achievement Co-ordinators should:

- Oversee and monitor all attendance matters within the year group
- Ensure a high profile with regards to attendance-related issues in tutorial programme and assembly
- Assist teacher i/c attendance in matters relating to their year groups
- Liaise with Student Welfare Officer and any relevant external agencies.

Subject Teachers have a legal responsibility to keep a class register.

Subject Teachers should:

- Strive to encourage students to succeed in the curriculum
- respond to PRT (Post Registration Truancy) checks.

### **ENCOURAGING GOOD ATTENDANCE**

Students should be encouraged to attain the best possible record of attendance. This can be done by:

- Presentation Evening awards for 100% attendance with no lates.
- presentation of attendance certificates/bronze/silver/gold pin badges in assemblies.
- tutor group attendance awards
- Gold card achievement letters for students with 100% attendance with no lates
- Other awards: 5 Reward stamps issued for 100% attendance each month )  
3 Reward stamps issued for 97% attendance each month ) Years 7/8

All students are monitored and rewards are issued at regular intervals. Students will review their attendance achievements half termly and set targets for improvement. All students aim for 97+%.

Contact with parents/carers with regards to frequent absence is an important part of developing an attendance ethic.

### **ENCOURAGING GOOD PUNCTUALITY**

Rewards will be given to the Tutor Groups with the best record of punctuality e.g. postcards, certificates.

A 5 stamp bonus is awarded for students with 97% attendance with **no** lates – Y7/8

Sanctions are in place to improve punctuality within year groups.

Students arriving late will be placed in a short lunchtime detention on the day of the late.

### **ATTENDANCE**

Reward good attendance and punctuality using the Rewards criteria.

Students will be informed how they, their tutor group and year group is performing by league tables published on a monthly basis.

### **PROCEDURES FOR FOLLOWING UP ABSENCES**

Students with absence that remains unauthorised and falls below the rates of persistent absence of 85% will be monitored through the supportive Spotlight programme.

Attendance patterns are maintained by Form Tutors and Achievement Co-ordinators who are alert to changes in patterns of attendance which may signify child protection or safeguarding concerns. These concerns will be passed on immediately to the Designated Senior Teachers.

Missing children: Students will not be removed from roll until they are confirmed as being on roll at another school.

Forced marriage: Achievement Co-ordinators are aware of the issues surrounding forced marriage. Returns from holidays abroad or lengthy absences are monitored and the Designated Senior Teacher is informed immediately of any concerns.

- A standard school letter after 5 days.
- Letter home expressing concern for attendance records below 92%.

Students specified by Achievement Co-ordinators as being 'at risk' will be telephoned on the first day of absence and monitored weekly by the teacher in charge of attendance.

Review meeting with parents/carers and school representative.