

Attendance Policy

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Policy Owner: Joanna Windsor

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PRIESTNALL SCHOOL ATTENDANCE POLICY

Attendance Legislation

Under section 7 of the Education Act 1996, the parent or carer is responsible for ensuring that their child of compulsory school age receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special needs that the child may have. This can be regular attendance at school or by education elsewhere.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

'School has a responsibility to engage pupils in learning and to promote attendance'

The Department for Education quotes the following in regard to attendance and attainment links:

'There is clear evidence of a link between poor attendance at school and low levels of attainment:

Of pupils who miss more than 50% of school, only 3 % manage to achieve 5 GCSEs A* to Cs including English and Maths.

Of pupils who miss between 10% and 20% of school, only 35% manage to achieve 5 GCSEs A* to Cs including English and Maths.

Of pupils who miss less than 5% of school, 73% achieve 5 GCSEs A* to Cs including English and Maths'

ATTENDANCE POLICY STATEMENT

Priestnall School is committed to supporting the welfare of our students through regular attendance at school. The link between good attendance and high levels of achievement is unquestionable. Every day that is lost to education can have a detrimental impact on the attainment and overall progress of students in school. Any student absence disrupts teaching and learning.

In addition, poor attendance and punctuality may be detrimental to the overall development of students and impair their social progress.

We are fully committed to promoting school attendance through the provision of an environment and an ethos where students feel safe and are able to build confident, positive relationships with their peers.

In return, we expect parents and carers to ensure that students attend school and are punctual. Promoting good attendance is the responsibility of staff, parents and carers.

We expect students to attend school every day and arrive on time. This means students should arrive at the student entrance by 8.45 am at the latest.

1. Aims

- To promote and reward good attendance and punctuality.
- To deal promptly with the reasons for poor attendance and punctuality.
- To involve all staff, students, parents and carers, and relevant outside agencies in promoting good attendance.

2. Roles and responsibilities

Staff, parents and carers must make attendance a high priority and express this to the students by reinforcing the importance of good attendance and punctuality.

However, should your child have any issues linked to attendance, please do not hesitate to contact school so that we can work together to overcome any barriers to attendance.

Specific responsibilities –staff

2.1 All teaching staff and College Assistants are expected to:

- Complete accurate and prompt lesson registers for all sessions.
- To challenge and follow up poor attendance and punctuality.
- Liaise with Learning Coordinators and/or Senior Learning Coordinators regarding attendance and punctuality issues.
- Welcome back students who have been absent and provide a means for them to catch up on the work that has been missed.
- Inform the Attendance Officer of any planned activity which will result in students being absent from class.

2.2 Learning Coordinators are expected to:

- Complete and send accurate and prompt SIMS registers for AM and PM registration.
- Liaise with parents and carers as appropriate including informing them when a child is late to school.
- Liaise with Senior Learning Coordinators regarding attendance and punctuality issues.
- Actively encourage good attendance within the L.C. group.
- Intervene with students whose attendance and punctuality is a cause for concern.
- Display attendance data in the classroom.
- Ensure that any student who arrives late to registration is detained in line with the Lates Flow Chart.

2.3 Senior Learning Coordinators are expected to:

- Meet with and refer to Education Welfare regularly to discuss key groups of students.
- Regularly check the registers for accuracy and unexplained absence.

- Facilitate and coordinate attendance associated rewards events, including assemblies.
- Work in conjunction with relevant support agencies.
- Provide Learning Coordinators with accurate and current attendance data.
- Reinforce good practice at college meetings.
- Interview and take appropriate action with students where absence or punctuality is a cause for concern.
- Work with parents/carers to address the issues.
- Oversee and monitor lates' detentions.
- Run the Lates' Desk on a rota basis.
- Discuss attendance and punctuality issues with the Director of Studies at their regular meetings.
- Reward good attendance and punctuality.
- Send out attendance and lates letters.
- Refer any attendance or punctuality issues or safeguarding/ child protection issues to the Designated Safeguarding Lead.
- create and record action plans for students with persistent absence, persistent lates and students in cohorts which are causing concern.

2.4 School Attendance Officer is expected to:

- Follow up absences.
- Contact parents/carers of absent students on a daily basis.
- Make any necessary changes to the registers as authorised by the Senior Learning Coordinators, Assistant Head teacher or Education Welfare.
- Monitor the absence of students and report students with 10 sessions' absence to the Contact Centre in line with the CME process.
- Monitor unauthorised absence including absence due to unauthorised holiday (G) and late to school after the register has closed (U) and refer these cases to Education Welfare for prosecution.
- Monitor the attendance of students who are Dual Registered.
- Liaise with the member of staff who monitors the attendance of students who are Educated Off Site (B)

2.5 Assistant Head teacher with responsibility for Attendance is expected to :

- Have overall responsibility for attendance and punctuality including creating and regularly reviewing an Attendance Action Plan and ensuring that attendance and punctuality processes are being followed.
- Build attendance rewards into the College system through the Senior Learning Coordinators and Director of Studies.
- Liaise with Education Welfare and The Contact Centre.
- Analyse whole school attendance data, including by cohort, on a weekly basis and create appropriate action plans.
- Analyse the trends in whole school data and create appropriate action plans.

- Respond to data provided by OFSTED’s Data Dashboard and create appropriate strategies to deal with any concerns.
- Monitor and review the Attendance Policy.
- Raise the profile of importance of good attendance and punctuality throughout the school.

2.6 Education Welfare are expected to:

- Respond to referrals.
- Attend and lead regular meetings e.g. Team Around the Child, Child Protection, Senior Learning Coordinators.
- Complete and take a lead with EHA referrals for students with attendance related issues.
- Take a lead and appropriate action with students who do not attend school.
- Liaise with the Attendance Officer, Senior Learning Coordinators and the member of staff from SLT who has the overall responsibility for Attendance.
- Support the school in maintaining high levels of attendance.
- Recommend legal action.

2.7 Specific Responsibilities—Parents /carers

We request that parents/carers :

- Familiarise themselves with the school term time dates.
- Ensure that school has current details of contact numbers and changes of address.
- Ensure that their child arrives at school on time each day.
- Let the school know if their child is going to be late.
- Contact the school when their child is unable to attend, with a reason for absence, on the first day of absence.
- Telephone the school to advise if the absence is continuing after the first day of absence.
- In the case of a lengthy absence, to keep the school well informed so that work can be sent home or in preparation for the student’s return to school.
- Provide a note indicating an appointment at the dentist, orthodontist, doctor or optician before the arranged appointment...unless it is an emergency.
- Try to avoid appointments during the school day.
- Actively promote the importance of good attendance and punctuality.
- Avoid taking holidays in school term time.
- Inform the school of the reason for absence. However, please be aware that absences can only be authorised by the school.
- Are aware that persistent absence will not be authorised without medical evidence.

3. Overview of attendance data for the school year.

There are 190 School days in each school year.

0 days absence = 190 days of education = 100% attendance at school

10 days absence = 180 days of education = 95% attendance at school

19 days absence = 171 days of education = 90% attendance at school
29 days absence = 161 days of education = 85% attendance at school
38 days absence = 152 days of education = 80 % attendance at school
47 days absence = 143 days of education = 75% attendance at school

Those students with between 95% and 100% attendance have the best chance to succeed and to celebrate success.

Those students with between 85% and 90% attendance have less chance of celebrating success and makes it harder to make progress.

Those students with between 75% and 80% attendance make celebrating success very difficult.

Please note that an attendance of 90% over 11 years of schooling means more than ONE YEAR of school missed.

4. Persistent Absence

The Department for Education defines persistent absentees as school age students whose attendance falls to 90 % or below. This means that anybody whose attendance falls to 90% or below is classed as Persistently Absent.

Legally there are 2 registration sessions in a school day - AM and PM. If students are not registered at these times, their Attendance Certificate will record them as absent.

In addition to this legal requirement, at Priestnall School, we register students for each of the 5 lessons per day.

Schools have to report attendance data for all students regularly to Stockport Local Authority and the Department for Education.

At Priestnall School we are keen to work with students and parents/carers to ensure attendance is consistently high. We class this to be 96% or above. This is to ensure that students can make maximum progress and achieve their potential.

5. Planned Absence during Term Time ...holidays.

From 1st September 2013, the new law gives no entitlement to parents or carers to take their child on holiday during term time. Head teachers are not expected to class any term time holiday as 'exceptional' and therefore will not be authorised. Please be aware that should holidays be taken in school time an Education Penalty Notice { EPN} may be incurred.

The change in the law recognises the detrimental effect any absence from school can have on a child's progress and achievement. Priestnall adheres to the policy of not authorizing any holidays during term time.

A request for absence: Absence is either authorised or not authorised. The Head teacher may authorise absence for the reasons outlined below:

- Approved sporting activity
- Days of religious observance
- Bereavement
- School visits
- Illness or medical reasons
- Interviews

Where an absence is known about in advance, parents/ carers should inform school at least 2 weeks in advance of the date of absence.

6. The strategies and procedures to improve attendance are outlined below.

6.1 The daily response and management of absence.

- Accurate registers taken promptly during morning and afternoon registration and every lesson.
- Monitoring that registers are taken and promptly following up any issues.
- Truancy Call is sent to the parents/carers of non-attendees where no message has been received.
- Vulnerable students are placed on a Daily Attendance Checklist and the attendance of these children is checked by the DOS or SLC as soon as the register is closed.
- Encourage parents/carers to contact school first thing in the morning if their child is absent.
- Inform the Attendance Officer regarding any activity which will result in students being absent from lessons.
- Implement the rewards policy.

6.2 Medium and long term strategies.

- Half termly rewards assemblies.
- Intervention for students with low attendance.
- Involvement of parents/carers.
- Liaison with Education Welfare and The Contact Centre.
- Issue of EPNs
- Detentions for persistent latecomers.
- Effective KS2/3 transition.
- Attendance and punctuality data is provided on school reports at parents' evening and on full school reports.
- Planned reintegration including a temporary Part Time Timetable to support students who have had lengthy absences.
- Continue to improve the positive ethos within the school.
- Referral to the Designated Safeguarding Lead in school regarding any safeguarding issues.

7. Monitoring and Evaluation.

- Whole school attendance data is produced and analysed weekly.
- The Attendance Concerns and School Refusers' Spread sheets are updated half termly.
- Three year Trend Attendance Data is produced and monitored annually.
- The Attendance Policy will be reviewed and revised every two years.