



**THE WORDSLEY SCHOOL
BUSINESS & ENTERPRISE AND
MUSIC
COLLEGE**

**ATTENDANCE POLICY
OCTOBER 2010**

REVIEW OCTOBER 2012

ATTENDANCE POLICY

At The Wordsley School we believe that regular attendance is crucial in order that every child has the opportunity to reach their full educational potential. Our admissions policy offers equal access and opportunities to all. We believe that school attendance is a shared responsibility involving school, pupil, parent/guardian and other relevant agencies.

AIMS

- Every pupil to achieve a minimum of 94% attendance.
- Remove barriers and attitudes which prevent regular attendance.
- Work with external agencies to improve attendance.
- Acknowledge and reward pupils who achieve 100% attendance in a term.
- Acknowledge and reward pupils who show improvement in attendance.
- Identify pupils whose attendance is a cause for concern and implement support strategies.
- Keep pupils and parents fully informed.
- Support reintegration via Inclusion/part-time time-table.

EARLY INTERVENTION

- A full-time Attendance Officer is in post.
- First day absence telephone calls and Group Call messages are made/sent to pupil's homes if no message has been received.
- Parent/carers invited to an Attendance Clinic.
- Liaison takes place with Primary schools regarding pupils with poor attendance.

- Referral to the Education Welfare Officer when a pupil has 5 days (10 sessions) of unauthorised absence. The EWO will then undertake a home visit and issue a First Warning.
- Referral to the Education Welfare Officer, when a pupil has 10 days (20 sessions) of unauthorised absence.

MONITORING

- Attendance Officer monitors through SIMS and daily registers. A less than 94% report is pulled off, individual summary sheets, and analysis of data trends.
- If attendance falls to a level of concern (92% dependant upon Individual) various strategies are employed which might involve the Attendance Officer, EWO, Head of House, Parent, Education Social Worker and other agencies.
- Communication with parents via phone, text and letter.
- EWO and Attendance Officer weekly meeting.
- Attendance Clinics - meeting with pupils or pupils and parents/carers.
- Attendance Officer provides Heads of House with weekly attendance figures.
- Weekly meetings between Heads of House and Deputy Headteacher.

PROMOTING GOOD ATTENDANCE

- Attendance Matters Booklet is given to pupils who initially drop below 92%, and to new admissions from primary schools.
- Attendance Officer has regular contact with parents to try to establish good relationships.
- Attendance League Table is produced on a weekly basis and distributed to forms. The winning form is presented with a prize.

- Pupils are awarded Bronze badges for full attendance for one term, Silver badge for two full terms of attendance, and Gold for 3 full terms of attendance, within the same academic year.
- Promote positive staff attitude to pupils returning after a lengthy period of absence.
- Provide support agency numbers to parents as necessary.

SIMS REGISTERS - AM/PM REGISTRATION

Form Tutors are expected to complete their Registers on SIMS for both morning and afternoon registration. In the event that a Form Tutor is unable to log on to the system there is a paper copy of the register in folders, which are located in the trays by the Pupil Support Centre Office. These folders must be collected for both registration periods as other documentation may be in there to be communicated to the form. The folders must be returned to the trays at the end of each registration period.

New Form Tutors will be given training by GMS to enable them to complete online registers.

Attendance and punctuality are recorded during morning and afternoon registration and through class registers. It is the responsibility of the Form Tutor to record the pupil as being present or absent. Form Tutors should use the following codes:

Present	/
No Reason for Absence	N
Late	L

LESSON MONITOR

Where ever practically possible Lesson Tutors should complete lesson monitor. Lesson Tutors should inform GMS of any suspicious absences from their lessons. Less Monitor is yet to be developed further.

PROCEDURES FOR MANAGING ATTENDANCE, ROLE OF THE ATTENDANCE OFFICER

MANAGEMENT OF DAY TO DAY ABSENCE.

After registration both morning and afternoon the Attendance Officer will check all registers. If a pupil is absent and no message has been received the Attendance Officer will attempt to contact parent/guardian by telephone or text for a reason for the absence. At the school's discretion, the absence can then be authorised, and a note is not necessary.

If it has not been possible to make contact and a note is not received on the pupil's return, further attempts are made via group call to obtain a reason for absence.

Unless previously informed, when a period of absence extends beyond five days without a further message being received the Attendance Officer will contact parents by telephone for an update on the pupil's absence.

It is the responsibility of the Attendance Officer to update the attendance data onto the system following morning and afternoon registration. This includes processing explanations, amending registers and entering attendance codes.

In accordance with DFES Guidelines am and pm registration must be completed. If a teacher suspects post-registration truancy it is reported to the Attendance Officer immediately. Spot truancy checks are also undertaken by the Attendance Officer.

Percentage attendance is included on Review and Guidance Reports. Parents/guardians have the opportunity to discuss their child's record at Review and Guidance appointments which take place in February and July.

IF A PUPIL ARRIVES LATE

The Form Tutor will mark the pupil as late if they arrive at registration after 8.50 am or after 1.15 pm. If the child arrives after the registration period GMS will sign the pupils in late and record reason for

lateness. The Registers will close at 9.05 am and 1.20 pm and any lateness following this time may be regarded as Unauthorised lates.

When a child has been late twice in one half term, the Attendance Officer will telephone or text home to raise our concern.

When a pupil has been late four times in one half term, the Attendance Officer will write to parents and include a specimen reference with this. Further sanctions may be applied within school.

When a child has been late more than 8 times throughout the school year a further letter will be sent to parents informing them of our concerns and that we may not authorise any more lates which may result in legal action (Appendix 2 and 3), parents will also be invited to an Attendance Clinic.

PUPILS OFF SITE WITHOUT PERMISSION

Teaching staff should alert the Attendance Officer of any pupils who are absent from their lesson under suspicious circumstances. The Attendance Officer will contact home to alert parents, and the pupil will be placed in a Senior Leadership Team Detention, Parents will be invited into school to meet with Head of House, and the register will be adjusted accordingly.

ABSENCE NOTES FROM PARENTS

If a pupil brings in a note regarding an absence, this should be left in the register in the left hand pocket. The notes will remain in the register for the current/relevant week, then they will be filed by the Attendance Officer (Gill Smith) in the office.

EXCLUSIONS

When a pupil is excluded, whether long or short term, the HOH must inform the Attendance Officer to ensure that no enquiries are made to the pupil's home regarding their absence.

AUTHORISED ABSENCES

If a pupil is on a school trip, being educated off-site full or part-time, or is off school for any other valid reason, this information must also be

passed to the Attendance Officer to prevent calls being made to the pupil's home.

HOLIDAY LEAVE

When a pupil/parent/carer request a holiday during term time, they are required to collect a holiday form from the office (Attendance Officer) In consultation with the Deputy Head Teacher, the leave will either be unauthorised or authorised.

- If a child has 94% attendance or above, no other holiday leave in the current year, and providing they have no imminent commitments in school the leave will be authorised.
- No child will granted more than 10 days leave in any school year, except in exceptional circumstances.
- Holiday for KS4 pupils will not be authorised due to their commitments in school, i.e. module exams.
- Holidays for Looked After Children will not be authorised as per Guidance from the Local Authority

The Attendance Officer will inform Head of House and Form Tutor of leave which has been authorised/unauthorised.

HOSPITAL/DOCTOR/DENTIST APPOINTMENT

There is an expectation that a parent will initially contact school to inform us of the appointment. A pupil should then bring in an appointment card with details of their appointment upon their return to school. This should be shown to the Attendance Officer and a copy of the appointment placed in the register for Form Tutor. Reception should be informed of the appointment and the pupil should sign out at Reception (A pupil should not leave the school premises without permission). Parents are encouraged to make appointments outside of school hours.

Where a child has **NOT** brought in a note and there has been no contact with parent, the child will not be authorised to leave the school premises until contact has been made with home. If a child leaves school without permission they will automatically be placed in Senior Leadership Team Detention and parents will be informed.

IF A CHILD FEELS UNWELL DURING LESSONS

If a pupil reports to class teacher that they are unwell, initially allow them to sit quietly with fresh air.

If you feel that the pupil could be unfit to remain in school send the child to a First Aider. DM or GMS will consider contacting parents, or sending the pupil back to the lesson. We will endeavour to keep a pupil in school where possible.

No pupil should be sent nor go, to any member of staff other than a trained member of staff (TC, KS, GMS, PS, CG, DM and SH). No other member of staff, including SLT, HOH's should enter into any negotiations about pupils going home for medical reasons, unless its an emergency.

MONITORING ABSENCE AND COMMUNICATION BETWEEN HOME/SCHOOL.

The Attendance Officer will monitor attendance levels.

The Attendance Officer liaises with Form Tutor, Head of House, Pastoral Staff and parents when a pupil's attendance becomes a concern, dependant upon individual circumstances. Various strategies can be implimented to try to resolve issues. Parents will be invited to meet with either the school representatives to discuss their child's attendance or to an Attendance Clinic with (or without) the Education Welfare Officer, which is managed by Attendance Officer.

When a pupil's attendance falls below 92%, according to individual circumstances, 'Attendance Matters' booklet is sent home with a letter. (Appendix 6a, 6b).

If there continues to be no improvement with a pupil's attendance, the Attendance Officer will initially write to parent/guardian inviting them into school to meet with the Head of House and Attendance Officer.

In the event that a parent/guardian fails to engage with the school and a child's attendance continues to deteriorate, the parent/guardian will be invited to an Attendance Clinic, and a letter will be sent informing them that we are no longer prepared to authorise their child's absence without medical evidence, i.e. appointment letters/cards, dated medication. A referral will also be made to the Education Welfare Officer.

An attendance league table is produced by the Attendance Officer to promote attendance. Regular awards are made to recognise success, each half term.

The Attendance Officer will meet with pupils who have attendance concerns on a regular basis to encourage good attendance.

REFERRAL TO EDUCATION WELFARE SERVICE

The Attendance Officer meets with the EWO weekly to discuss existing and new cases for concern. A pupil is referred to the EWO if there is deterioration/no improvement in attendance after all procedures by school have been followed, or if a period of absence extends beyond 5 unauthorised days, or 10 unauthorised days, and the school have cause for concern.