



Procedure: Whole School Attendance

Procedure Ref: CMP3

Review Date: March 2022

Next Review: March 2025

Authorised by: Assistant Head

1 ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS

Attendance can be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session and within 15 minutes of the start of the session.
- Attendance checks at appropriate times.
- Recording of good attendance on individual Records of Achievement.
- Personalised rewards for improvement in attendance
- Attendance data displayed in corridor or form room so pupils can track improvements and targets school wide.
- Annual celebration of and reward for 100% (and excellent) attendance within year groups.
- A special certificate to be presented to the class with 100% attendance month/half term
- All awards to be awarded by the Headteacher or Head of Year as appropriate.
- Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Establishing a mechanism for working with those parents who are concerned that their children may be experiencing difficulty in attending school.
- The efficient use of Arbor system to can provide valuable, year group, class and pupil level attendance data which enables speedy analysis and timely responses by the school.

2 RESPONDING TO NON-ATTENDANCE

When a pupil does not attend, the school will respond effectively:

- If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone or by letter if parents are not on the telephone.
- Where there is no response, a second letter will be sent after three days of unexplained absence, or there may be a visit from a member of the school staff or the Locality Attendance Officer where the Service is already involved.
- Regular meetings will be held with Locality Attendance Officer to discuss concerns and plan action.
- Where non-attendance continues, the case will be discussed with the Locality Attendance Officer for the school and further action planned.
- After persistent absence, unless other action is planned, the parents will be invited to attend a attendance panel meeting in school. This meeting will include the appropriate staff, Locality Attendance Officer, parent, pupil and school nurse, if appropriate, and will aim to identify and solve the problems that are preventing the pupil from attending school.
- If there is no improvement, then the case will be discussed again with the Locality Attendance Officer with a view to a formal referral being made to the Locality Attendance Service, if one has not already been made at an earlier stage. If a referral had already been made then the case will be reviewed and further action planned.

Reintegration:

- The return to school for a pupil after long-term absence may require special planning and a personalised re-integration plan.
- Staff will be made aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Plans are tailored to meet individual need and may involve phased, part-time re-entry with support in class if appropriate.

The success of the plan will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via staff notices/daily briefings.

3 SCHOOL ORGANISATION:

Every member of staff makes attendance a high priority and this is conveyed to pupils by stressing the importance and value of education and the safeguarding of all pupils.

Specific responsibilities allocated to individual staff is as follows:

Headteacher and Senior Leadership Team:

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence
- To liaise with the Locality Attendance Officer

Attendance Officer and Learning Mentors

- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To oversee the work of administrative staff.
- To produce the attendance profile for the whole school.
- To report to the Headteacher/Assistant Head on attendance issues.
- To liaise with Locality Attendance Officer.

Form Teacher

- To complete registers accurately and on time.
- To follow-up immediately any unexplained absence with learning mentor or attendance officer.
- To challenge suspicious or inappropriate reasons for absence
- To contribute to a corridor or form room display showing information on attendance.
- To refer to all reasons for absence in the register.
- To inform senior staff of concerns in a timely manner.
- To support students and families with their attendance.

Governors:

- Governors play an important role in monitoring attendance and policy.
- Receive regular attendance progress reports at Governors' Meetings.

Parents:

- Contact with school on first day of absence, as soon as possible.

- Provide signed and dated absence notes for all absences.
- Support their child and the school in achieving maximum attendance.

Locality Attendance Officer:

Although school has a designated Locality Attendance Officer, any referral made to the Locality Attendance Officer will be passed to the Locality Attendance Officer for the **area in which the child resides**.

The attendance officer meets with the school on a regular basis to raise any issues causing concern. Staff receive advance notice of any such meetings in order to alert any issues to the attendance officer which may be concerning them.

Following referral of any matter to the ESW school takes part fully in monitoring the situation and works fully with the relevant parties and agencies in the interest of the individual child. Such monitoring and co-operation may well concern matters other than those directly relating to attendance issues.

Office Staff:

Members of school administrative staff play a vital role in supporting school's attendance and absence management strategies by:

- Producing updates from weekly registers and weekly % information.
- Recording absences on SIMs.
- Maintaining a record of late arrivers (after 9:15am is considered as a late)

4 LIAISING WITH EXTERNAL AGENCIES

Other Agencies to be used where appropriate in individual cases.

- The Local Authority Attendance Team
- Educational Behavioural and Support Services.
- Educational Psychologists.
- Social Services.
- Connexions
- Youth Service.
- Local police