

Salendine Nook High School (Academy)

Attendance Policy (Non-statutory)

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Mission Statement

The school recognises that punctual and regular school attendance is an essential precondition of social inclusion and a prerequisite to effective learning.

We are also aware that students who fail to attend school regularly are at greater risk of offending or of becoming victims of offending by others.

Aims

- To make attendance and punctuality a priority for all those associated with the school including students, parents, staff and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents/carers and students.
- To develop a systematic approach to gathering and analysing attendance related data and acting upon this analysis to ensure no student or groups of students are left behind.
- To promote effective partnerships with the Attendance & Pupil Support Service and other external agencies.
- To recognise the needs of the individual student as identified by pastoral staff and/or Attendance Officer when planning reintegration following significant period of absence and all pupils who have problematic attendance.
- To liaise with our Pyramid of Schools in order to develop consistency and joint working with regards to attendance.

Objectives

- To set individual, form group, year group and whole school targets for attendance and lateness.
- To promote the maintenance/improvement of whole school attendance through:
 - Classroom/whole school display.
 - Assemblies
 - Positive Behaviour rewards
 - Reporting to parents
 - Reporting to Governors
 - Newsletters to parents
 - School website.
- To ensure all staff are responsible for and involved in promoting and monitoring school attendance and that they are clear about their roles and responsibilities.
- To implement a robust and sustainable system of rewards and sanctions to promote good attendance.
- To implement high quality communication with parents/carers by Tutors, Heads of Year, Assistant Heads of Year, School Attendance Officer and Attendance & Pupil Support Officer (APSO).
- To develop and implement robust systems/structures/responsibilities in the gathering and use of data to rapidly identify and deal with any attendance issues especially in regards to pupils with a history of problematic attendance.
- To promote effective partnerships with parents/carers on attendance at transitions events and parents'/carers' evenings as well as parental meetings addressing specific issues.
- To participate in local/national initiatives and use any attached funding to support strategies to improve attendance.
- To share good practice across other schools.
- To develop and maintain effective data that informs attendance issues via each year group KPI & PA.

Regulations

The school must keep two registers of students. The admissions register, which records the personal details of every student at the school, and an attendance register which records every student's attendance at every session the school is open to students. The contents and maintenance of registers is governed by the Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 1571/1999).

Admissions Register

The school **MUST** record the details of every student at the school on this register and it **MUST** include the following information:

- The student's name
- Gender
- Date of birth
- The date student was admitted to school
- The name of the school the student last attended

In addition the school **MUST** also record the following for each student:

- The name and address of every parent and carer of the student that is known to the school.
- Which of these parents or carers the student normally lives with.
- Emergency contact details of the parents and carers.
- Under the Data Protection Act and the Records Management Society guidelines, registers are kept for the required three years in secure storage.

IT IS THE PARENT'S RESPONSIBILITY TO KEEP THE SCHOOL INFORMED OF ANY CHANGE OF DETAILS

Attendance Register

Salendine Nook registers students in every lesson using Lesson Monitor. This enables school to keep a close eye on attendance and lateness. The morning registration takes place in form rooms or in the assembly hall. The afternoon register is taken at the start of the first lesson in each afternoon. The school uses the national attendance codes as defined by the Department for Education.

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (not agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code / description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance after 3 days	Unauthorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

ATTENDANCE PROCEDURES / ABSENCE PROCEDURES

The Form Tutor will mark the register with one of 3 codes;

/ = present

L = late (with minutes added)

N = not present

All other marks will be inputted by Office Staff.

The Form Tutor will monitor absence and inform the relevant staff promptly with any concerns or information regarding absent students. A list of pupils whose attendance is a concern is kept and first day contact is made with parents / carers of students on this list via a text message (MyED) or phone call.

Registers will close at 10.00 a.m. for the morning and 1.05 p.m. for the afternoon session. Any student arriving after this time will be marked as absent, unless there is an acceptable explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The morning registration will be at 8.45 am.

The afternoon registration will be at 1.05 pm.

Students will receive a late mark if they arrive after the form tutor / subject teacher has taken the register or if they do not attend form time.

PARENTS/ CARERS

- **Have** a legal obligation to ensure that their children attend school regularly.
- **MUST** keep the school informed of any change in the family circumstances or contact details.
- **MUST** contact the school before 9.00 am via MyEd, school email or telephone if they know that their son/daughter will be absent from school giving a clear reason for the absence. Please note it is the school's decision whether an absence is changed to authorised.
- **Should** make medical and dental appointments out of school time whenever possible. Parents should inform school of any appointments in advance.
- **Should** seek advice and help from the school if they have a difficulty with their son/daughter's attendance.
- **Should** work closely with School and other agencies if the need arises.

Religious Observance

Under the regulation the school will authorise a maximum of 3 days per year (in line with Kirklees guidelines) absence due to religious observance but the day(s) must be:

- exclusively set apart for religious observance

Parents must request leave of absence for religious observance in advance of the occasion.

Family Holidays / Leave of Absence

In line with the updated Kirklees LEA guidelines (2015) and based on the amended Pupils Registration Regulations (2006), we do not allow holidays during term time. All requests from parents for holiday absence must be made in writing to the Head of Year prior to the holiday being booked. Only in exceptional circumstances will such requests be considered and parents will be reminded of the effect that absence can have on a pupil's potential achievement.

Penalty Notices may be issued:

- If parents have not sought permission from the Head of Year before taking their child out of school for a holiday in term-time.
- If the Head of Year has refused the request but the absence occurs anyway;
- If a pupil has not returned to school by the agreed date with no satisfactory explanation.

AND

- Where the absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days) during the current term.

Frequent Absence

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents and the pupil through the School's Attendance Officer. The school may refer cases to the Welfare Officer if the problem appears to be a medical one. In other cases the school will seek advice from the Attendance and Pupil Support Officer.

Persistent Absence

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. All PA pupils will be monitored carefully and Action Plans drawn up with parents. All PA cases will automatically be made known to the APSO (Kirklees Attendance & Pupil Support Officer services for absences).

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

The School Attendance Officer will monitor overall school attendance and work with staff, parents and pupils to improve attendance and punctuality.

Related Policies: Safeguarding
 Child Protection
 Anti-bullying
 Equality, Diversity and Cohesion.