

West Park

'A caring school where we put pupils and their achievement first'



Attendance Policy

POLICY STATEMENT

Punctuality and good attendance are essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life.

West Park school aims to achieve good pupil attendance by operating an attendance policy within which staff, pupils and parents can work in partnership. Monitoring attendance will help us to identify pupils at risk.

Tutors and Year Heads will actively encourage good attendance and liaise with home and other agencies as appropriate.

Good attendance is regarded as positive achievement and will be recognised and celebrated.

AIMS

- To create a culture of regular attendance.
- To demonstrate to pupils, parents and staff that good attendance is valued.
- To make explicit for pupils, parents and staff the link between levels of achievement and regular attendance.
- To use data on attendance to support the monitoring of individuals and groups of pupils.
- To use data on attendance in discussions with pupils and parents regarding attitude and attainment.
- To recognise and support the key role of form tutors in monitoring and promoting good attendance.

ROLES AND RESPONSIBILITIES

Pupil

- To attend school regularly and on time (*from the Agreement*)
- To ensure that written communications between home and school are delivered promptly.

Parent

- To ensure that (*name*) goes to school regularly, on time and properly equipped (*from the Agreement*).
- To provide prior notification of absence where possible.
- To contact school on the first day of absence.
- To provide written explanation of absence on the day of return to school.
- To avoid absence through family holiday arrangements.

Tutor

- To complete attendance registers punctually and to the correct procedure
- To pick up patterns of absence by individuals and groups
- To be aware of warning signs (lateness, feeling ill, anxiety about work or bullying)
- To apply initial sanctions as appropriate for lateness or truancy
- To refer concerns promptly to the Year Head

Year Head

- To reward excellence and improvement in line with school policy
- To maintain and regularly analyse data on attendance and punctuality
- To ensure that tutors regularly have sufficient information to monitor the attendance of individuals and groups of pupils
- To devise strategies for improving attendance by working with individuals and groups of pupils
- To constantly seek to improve the efficiency of systems and procedures
- To let parents know about any concerns regarding standards of work, behaviour, attendance, punctuality (*from the Agreement*)
- To liaise with outside Agencies as appropriate.

Attendance Officer

- To hold a weekly review with each Year Head
- To provide immediate follow-up of referrals and subsequent feedback
- To act on Attendance Indicators
- To refer to LA Education Welfare for legal action as appropriate where serious attendance problems occur
- To have an overview of school attendance
- To ensure the Pastoral Head is provided with reports on attendance

Head

- To have an overview of school attendance and its impact on school performance
- To ensure Governors are provided with reports on attendance

ATTENDANCE PROCEDURES (from Staff Handbook)

PARENTS' RESPONSIBILITY

1. Inform school of absence on first day - reason and possible length.
2. On child's return to school - send a written note to confirm reason and length of absence. Absence from school should only be for "authorised" reasons

SCHOOLS' RESPONSIBILITY

1. Form tutor date and initial all absence notes.
2. If the note indicates an unauthorised absence - inform Year Head.
3. Year Head send standard letter home.
4. If the child returns without a note they should be given a SA1 (after 2days).
5. Non return of SA1 the next day should be referred to year head.
6. When a child is absent for 3 days and no reason from home has been received the school should attempt to make contact with parents.

The Year Head may modify this procedure as required in the case of serious attendance problem children.

SERIOUS ATTENDANCE PROBLEM CHILDREN

1. Involvement of School Attendance Officer - warning letter from school and liaison with other agencies as appropriate.
2. Further action by LA Welfare Service (prosecution).

FURTHER POINTS

At the discretion of Year Heads any child who is absent for 20 x ½ days in any half term should have their attendance/reasons for absence discussed with parents in school. Parents must be able to justify this level of absence under the attendance regulations. Attendance is monitored daily by Form Tutors and Year Heads.

EXEATS

No pupil will be allowed to leave the school premises during the day without a formal exit permit being issued.

These should only be requested for necessary reasons (e.g. dentist/hospital/ doctor etc) and must be requested in advance in writing by the parent/ guardian. The Form Tutor should then issue a pass, dated and timed, so that the pupil can sign out at one of the reception offices at the appropriate time.

TEACHING AND RECEPTION STAFF RESPONSIBILITIES FOR ATTENDANCE AND REGISTERS.

After morning registration a designated member of staff for each year group will call parents/guardians to establish the reason for a pupils absence. The vulnerable pupils list will be referred to and these pupils homes contacted first. The reason for absence will be recorded

on SIMS with the relevant code. If adults with parental responsibility cannot be contacted reception will notify a senior member of staff.

At the start of every lesson subject teachers should take a register on SIMS. If the teacher notices that a pupil has been present previously that day and is missing from their lesson ((N) unexplained absence), they should send an e-mail to all reception staff. The e-mail should give the pupils name and the lesson they are missing from.

Reception staff should check the signing out book, medical room, any lists provided for trips or sports fixtures, all intervention sessions and any appointments made by outside agencies. This is to investigate if the pupil is absent for a valid reason.

If reception know the whereabouts of the pupil, they will e-mail back the teacher to reassure them. They will then put an appropriate mark in SIMS.

If the pupil cannot be located, then a whole staff e-mail should be sent to check the whereabouts of the pupil. If the pupil is not found within ten minutes a senior member of staff should be informed, either in person or by telephone (BWW, JHP, DLS, DRS, BHP, KPD, NEA, NSW, SKM, JIH). The senior member of staff receiving the information will then either call parents or direct reception to do so.

Parents will be asked to contact school if they locate the pupil so that a plan can be put into place for the pupil to return to school. Parents should be advised that the police should be called if they are concerned for their child's well-being.

For vulnerable pupils, outside agencies, at the discretion of the senior teacher, may also be informed, e.g. social services, youth workers, and youth offending officers.

If parents cannot be contacted and the pupil does not show up in the next lesson, the police should then be contacted and the missing pupil's details passed on.

When a pupil is found by the school, parents, police and any other relevant persons will be informed.

When an absence is unauthorised, there should always be a meeting with a member of staff when the pupil returns to school.

If registers are not completed after 15 minutes into a lesson, Wendy Mayles will alert staff either by e-mail or other means, that the register needs completing immediately.

If SIMS is offline subject teachers should use their back up paper copy register and input this information when SMS comes back online.

STRATEGIES FOR IMPROVING ATTENDANCE

- Effective maintenance of registers.
- Careful monitoring of the attendance of individual pupils.

- Effective and swift follow-up action.
- High expectations from all members of the school community in promoting good attendance.
- Collecting and publicising data within the school.
- Following up absent pupils – giving support, guidance, counselling.
- Ensuring staff have access to the computerised registration system and fully understand procedures for effective maintenance of registers and follow-up action.
- Awarding certificates for punctuality and attendance.
- Holding inter-form competitions for the best or most markedly improved attendance.
- Recording attendance on reports sent home, with positive comments for effort.
- Sending pupils to senior members of staff for commendations of efforts made towards improvement as well as for full attendance.
- Identifying pupils ‘at risk’ before they transfer to another class or group or school and devising ways of supporting them.
- Including attendance – related matters in the induction programme for all new staff and in particular for NQTs.
- Setting attainment goals for individuals or class or year groups.
- Welcoming pupils back after illness.
- Taking specific measure to ease pupils back into school after protracted absences.

PUPIL ABSENCE



