



ATTENDANCE AND PUNCTUALITY POLICY

Mission statement

- *“We are an inclusive Community school, proud to be valued citizens serving the borough of Rochdale.”*
- *“We provide a captivating learning experience and foster a culture of the highest expectations for all*
- *“We ensure every individual is challenged, motivated and inspired to be the absolute best they can be in all that they do.”*

Date signed by

December 2019

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Chair of Governors

Date to be

December 2021

WHOLE SCHOOL ATTENDANCE & PUNCTUALITY POLICY

'Our best always everywhere'

Principles

1. Children should be at school, on time, every day the school is open unless the reason for absence is totally unavoidable.
2. Children are more likely to stay safe, be happy and make good academic progress when they attend school regularly.
3. Many children can be reluctant to attend school at some time in their lives. These and any other attendance problems are best resolved between the school, the parents/carers and the child concerned.
4. The home-school partnership works best when contact is made on the first day of absence.

Statutory framework

Section 7 of the 1996 Education Act states: 'The parent of every child of compulsory school age shall cause him/her to receive efficient, full-time education suitable to his/her age and aptitude, and to any special needs he/she may have, either by attendance at school or otherwise'. Failure to do so is an offence.

Aims

1. To improve the overall percentage of students attending school.
2. To make attendance and punctuality a priority for all those associated with the school including students, parents, teachers, support staff and governors.
3. To develop a framework which defines the agreed roles and responsibilities of everyone associated with the school.
4. To promote consistency in rewards, sanctions and the carrying out of designated tasks across all years.
5. To provide positive and consistent support, advice and guidance to parents and students.
6. To promote effective partnerships with EWS and other services/agencies.
7. To recognise and personalise the attendance and punctuality needs of the individual student within the ECM agenda.
8. To develop a systematic approach to gathering and analysing attendance related data.

Roles and responsibilities for promoting good attendance and punctuality

<u>Form Tutor</u>	<ol style="list-style-type: none"> 1. Take an accurate register twice every day and record lateness with number of minutes 2. Investigate and account for all unauthorised absences 3. Ensure any absence notes are brought in to school 4. Send absence notes to AG 5. Liaise with parents over attendance issues 6. Inform Year Manager of any patterns of irregular attendance 7. Make attendance a high priority in tutorial times 8. Share targets and attendance data with students weekly 9. Monitor students whose attendance is below 95% 10. Reward students for 100% attendance weekly 11. Display attendance data and update weekly 12. Encourage good attendance and punctuality through personal example
<u>Year Manager</u>	<ol style="list-style-type: none"> 1. Monitor attendance and punctuality with the form tutors through half termly meeting & PYT 2. Liaise with parents over attendance and punctuality issues 3. Share targets and attendance and punctuality data with form tutors and AHT, DHT 4. Monitor students whose attendance is below 93% 5. Ensure all students get appropriate % attendance letter 6. Coordinate the rewards for that year group 7. Provide data/reports for EWO, governors and agencies 8. Impose suitable sanctions for lateness to school and truancy 9. Make referrals to EWO and other agencies 10. Lead target days 11. Provide data on attendance history, attend and contribute to attendance panel. 12. Provide FT half termly update of all attendance and punctuality data 13. Liaise with AG and EWO on fixed penalty notices and court action 14. Lead the 'Punctuality Push' initiative and monitor it closely 15. Undertake home visits where necessary
<u>SLT LINK</u>	<ol style="list-style-type: none"> 1. Maintain attendance and punctuality as a high profile around school 2. Attend Governor's meetings and provide reports as required 3. Monitor students whose attendance is below 90% 4. Support pastoral staff in their contact with parents to secure good attendance 5. Liaise closely with staff, YM and PM over punctuality issues

<p><u>Attendance Officer</u></p>	<ol style="list-style-type: none"> 1. Ensure first day contact is made and recorded - daily 2. Produce weekly attendance charts for all year groups - weekly 3. Produce attendance and punctuality figures for reports, review days and attendance panels – ongoing 4. Ensure all students get appropriate % attendance letters every half term 5. Liaise closely with YM regarding absences and punctuality 6. Scan SIMS data for patterns of absence and lateness 7. Refer to EWO to issue penalty notices 8. Attend weekly meetings with EWO and Year Managers 9. Co-ordinate and attend the attendance panels 10. Keep up to date information on holiday requests 11. Keep a file of absence letters per year group 12. Undertake home visits where necessary
<p><u>EWO</u></p>	<ol style="list-style-type: none"> 1. Meet the Attendance Officer, Pastoral and SLT Link weekly 2. Meet the Year Managers weekly for updates and referrals 3. Hold half-termly target days with each Year group 4. Take a lead role in the Attendance and Punctuality Panel meetings 5. Undertake home visits where necessary 6. Monitor the SIMS data closely 7. Advise on the use of Penalty Notices and legal procedures
<p><u>Governors</u></p>	<ol style="list-style-type: none"> 1. Attendance and punctuality will be a standing agenda item at the Governors' Safeguarding Committee meetings 2. The Governors will nominate a member of the Safeguarding Committee to liaise with the school on attendance and punctuality issues
<p><u>Parents</u></p>	<ol style="list-style-type: none"> 1. Parents are responsible for ensuring that their son/daughter attends school regularly, punctually, properly equipped and in a fit condition to learn 2. Parents must contact school on the first morning of absence and provide a note to FT on return to school 3. Parents must contact school when their child is late 4. Parents of students whose attendance is judged to require improvement may be requested to provide medical evidence for ALL absences 5. Parents must attend review meetings with FT and/or Year Manager to discuss attendance and persistent lateness 6. Family holidays in term time should not be taken. If this should happen, then the school will issue a fine.
<p><u>Other staff</u></p>	<ol style="list-style-type: none"> 1. Attendance and punctuality is the responsibility of all staff. 2. Subject teachers will take a register at the start of every lesson and record lateness with number of minutes 3. Subject teachers will respond to absenteeism and lateness to lessons firmly and consistently 4. Subject teachers will take appropriate action to truants and keep Year Managers and Line Managers informed of any actions taken. 5. Subject teachers will take appropriate action for lateness to lessons

<u>Students</u>	<ol style="list-style-type: none"> 1. Attend school every day on time 2. Attend all lessons and on time 3. Bring in a note on return from absence 4. Attend target days / attendance panels when requested 5. Adhere to the targets in the contract agreed at attendance panel 6. Students who arrive late must report to the Pupil Entrance and sign in 7. Students who arrive late after registration has closed must sign in at main reception. A student who fails to do this will be marked as an unauthorised absence for that session 8. Students who arrive late to school attend a 30 minutes centralised consequence detention the following day
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REGISTRATION

AUTHORISED ABSENCE

Absence will be authorised for:

- Sickness
- Medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

We do not authorise any absence from school for students taking holidays in term time. Any students absent for over a month will be taken off roll except in extenuating circumstances. Government figures indicate that any student with 92% or less attendance will drop a full grade in examinations.

In the case of truancy the LEA’s official policy which the school adheres to, is as follows: *“In order to allow children to gain the maximum benefit from their time in school, parents are asked to ensure that they attend school regularly. If children do not attend school regularly, their education will be seriously affected in spite of the efforts of their teachers. When a child has to have unavoidable time off school such as to keep a medical appointment, his/her parents should ensure that he/she attends school for the rest of the day. The Local Education Authority will enforce vigorously the laws which require parents to ensure that their children attend their school regularly.”*