

Sir Thomas Picton School

Attendance Policy



We believe that good attendance is central to good learning.

This policy aims to:

- communicate the school's aims and procedures clearly to pupils, parents/carers and staff.
- improve achievement by ensuring high levels of attendance and punctuality.
- achieve a minimum of 95% attendance for all pupils, apart from those with chronic health issues.
- create an ethos in which good attendance and punctuality are expected and yet valued.
- promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and foster a sense of pupils' responsibility to themselves and their future selves.
- raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a pupil's education.
- work in partnership with pupils, carers and parents, staff and a range of professional support services so that all pupils thrive and make excellent progress.
- establish an understanding of how attendance is monitored and ensure consistency in both recognising achievements and dealing with challenges.
- identify the key roles played in promoting and securing good attendance levels.

Roles and responsibilities

The Headteacher will:

- ensure that appropriate staff members are empowered to drive the school's attendance towards achieving its annual attendance targets.
- consider requests for the authorisation of holidays to be taken during term-time by families in extreme circumstances*

The Deputy Headteacher responsible for attendance will:

- lead the school's focus in evaluation and development planning to improve attendance.
- co-ordinate the support of the Pupil Support Officer, Behaviour Manager and Attendance Officer to work with Heads of Year (HoY) to support pupils to achieve their attendance and/or punctuality target.
- meet the HoY fortnightly to monitor attendance in their year groups and in the school.
- update senior leadership team fortnightly on current attendance with specific improvements and challenges identified, provide the Headteacher with termly reports to be inserted in Headteacher's Report to Governors.
- meet weekly with the Attendance Officer and LA Pupil Support Officer (PSO) to discuss appropriate interventions i.e. PSPs (Pastoral Support Plan), Penalty Notice, referral to PSO.

Heads of Year will:

- promote good attendance within their year group, ensuring that all pupils and parents are aware of the school's attendance targets.
- analyse their year group's attendance monitoring data provided by the Attendance Officer.

- discuss their year group's attendance data in a fortnightly meeting, during which purposeful interventions are designed to ensure that targeted pupils are supported effectively in improving their attendance.
- when a pupil's attendance falls below 90% will contact the parents/carers by telephone to offer support and set targets for improvement, this will be logged in the attendance chronology.
- manage and measure the ongoing impact of attendance strategies on learning through the use of a diagnostic tracking system to identify underperformance and trends.
- discuss progress and challenges of attendance with line manager.
- ensure that tutors in their pastoral team record attendance data accurately.
- as required, provide evaluative feedback on adherence to attendance procedures if conducting individual performance management reviews with staff.

Attendance Officer will:

- provide HoY with pupil attendance data fortnightly.
- send a text message to the parent/carer of any pupil not attending school without prior notification.
- telephone any parent/carer who does not respond to a text message alerting them to an unexpected absence.
- will inform parents/careers if a pupil's attendance falls below 95% by letter, this will be logged in the attendance tracking.

Pastoral Support Manager will:

- work with and support pupils and their families when attendance is between 80-85%, this will be logged in the attendance chronology.

Pupil Support Officer will:

- work with and support pupils and their families when attendance is below 80%, this will be logged in the attendance tracking.

Form Tutors will:

- ensure that attendance data is recorded accurately in registrations.
- record appropriately any reasons for absence for individual pupils.
- work with HoY to support pupils in achieving their target attendance for the academic year.
- use the school's rewards and sanctions to celebrate success or address unacceptable attendance.

Class teachers will:

- take electronic registers within 10 minutes of the start of lesson (in cases where technology fails, a paper register should be taken)

Pupils will:

- attend school, and each lesson, punctually every day, ready to learn, except when illness would prevent any learning taking place or contagious/infectious.
- through the school council express their thoughts and opinions on attendance issues.

Parents will:

- ensure their child/children attend school punctually every day, ready to learn, except when illness would prevent any learning taking place or contagious/infectious.
- contact the school, as soon as practical, if absence or late arrival is unavoidable on the attendance line (01437 774737).
- Make every effort to ensure that their child/children are not taken out of school for medical/dental/other appointments whenever possible.

Link Governor will:

- meet with the attendance team termly to review and discuss attendance procedures and data.
- receive regular updates on the school's attendance.
- be invited to attend the monthly attendance panel meetings for holiday requests. **
- Report to the Governing Body on at least an annual basis on the implementation and effectiveness of the school's attendance policy.
- help to write the relevant attendance information for inclusion in the Governor's Annual Report to Parents.

This policy was reviewed and amended in March 2018, and will be further reviewed as and when necessary, no later than April 2020.

Signed

Chair of Governors Date

Signed

Headteacher Date

Related Policies: Teaching and Learning, Child Protection, Anti Bullying, Behaviour, Strategic Equality Plan, Penalty Notice Policy

* Holidays during term time are to be avoided in almost all circumstances, due to the unavoidable disruption to learning and progress. Decisions to authorise will be made in accordance with "The All Wales Attendance Framework (2011)". With regard to exceptional circumstances, each request will be considered individually and the criteria for consideration are listed on p.74.

** It has been agreed by governors that no holiday requests will be authorised during September following the 6 week summer break.

Truancy

All staff at Sir Thomas Picton School are concerned about all pupils' regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is a rare occurrence for a child to truant, if there is a concern that a child might be truanting then immediate action is taken.

If truancy is suspected, the Head teacher is notified and parent(s)/carers are contacted. Parents are encouraged to bring their child to school so that any reasons for the child not wanting to attend can be discussed and hopefully resolved. The Head of Behaviour and Interventions, along with the Pastoral Support Manager, will meet with the parents and truant.

The Head of Behaviour and Interventions, along with the Pastoral Support Manager, will also deal with any instances of internal truancy and report to the Attendance Officer.

Appendix i: Sir Thomas Picton School Zone and Actions

Any pupil in Years 7 to 11 for whom there is a concern regarding their attendance will be discussed in a fortnightly meeting which will include, Deputy Head teacher, Head of Year, Pupil Support Officer, Behaviour Support Officer and Attendance Officer. If a pupil is regularly late for school or is often absent then initial contact will be made by the Pupil Support Officer or Head of Year to offer support to ensure that the child returns to school as quickly as possible.

In the Sixth Form, pupil's attendance is monitored by the Head of Year. Initial contact will be made with the Sixth Form Support Officer via telephone, if a pupil's attendance drops below 85% the Head of Year will send a letter to the pupil's parent(s)/carer(s) inviting them into school to discuss the best way to support improved attendance.

The procedures and actions for pupils whose attendance falls below 95% is summarised in the attendance zone table below:

100%	Outstanding, Well done! You are taking full advantage of your education.
99%	Excellent effort; Well done! (In a year this is the equivalent of 10 lessons missed)
98%	Very Good ; A really good effort (In a year this is the equivalent of 20 lessons missed)
97%	Good attendance: A good effort (In a year this is the equivalent of 30 lessons missed)
96%	You are missing out on some of the learning (In a year this would add up to 8 days of school or 40 lessons missed!)
95%	Difficult to catch up missed work (In a year this would add up to 2 weeks of school or 50 lessons missed!)
94%	Starting to impact upon Learning (In a year this would add up to 12 days or 60 lessons missed)
91%-93%	A significant amount of education to lose. (In a year this would add up to 14 days of school, almost three weeks of school missed; which is 70 lessons!) <i>Pupil to meet with HOY, possible panel meeting.</i>
86 - 90%	A serious loss of learning which is likely to have a significant impact on learning and the results that you achieve in school. <i>Pupil to attend a meeting with the Attendance Officer and Assistant Head of Key Stage, possible panel meeting.</i>
85% and below	Very poor attendance that has a detrimental effect on achievement, opportunities and life chances. Risk of prosecution. Referral to the Local Authority and possible Penalty Notice (fine). <i>Parent invited in to meet with Deputy Head and Pupil Support Officer (PSO) from the Local Authority</i>

Student Attendance

Attendance is taken very seriously at STP and we are working hard to help students achieve 100% attendance. We believe that:

- Regular attendance promotes the effective and continuous learning of all students
- Regular attendance promotes positive friendships and well-being
- Failing to attend school on a regular basis is a safeguarding matter
- Good habits of attendance and punctuality will assist to develop self-discipline and responsibility in preparation for future employment

If students achieve 100% attendance, they still have 175 days of holiday.

Good Attendance

What does your child's percentage attendance mean? Parents/carers often become confused about what good attendance is. As a school, our target attendance percentage is 95%.

Attendance Percentage	Days missed over a school year
100%	0 days
95%	10 days
90%	20 days
85%	30 days
80%	40 days

If you have a 90% attendance record, it means that you are absent from lessons for the equivalent of one half-day every week. A 90% attendance rate means that you have missed the equivalent of four whole weeks of lessons in the school year.

You can track your attendance for the year here:

Percentage Attendance %	100											
	90											
	80											
	70											
	60											
	50											
	40											
	30											
	20											
	10											
	0											
		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL

Months Attendance

Our target attendance for every child is a minimum of 95% attendance!

Below are a table and chart, **The Sir Thomas Picton Attendance Zone**, which shows your attendance and the impact it is having on your education. Together they show the clear relationship between good attendance and achievement in school.

The rewards for excellent attendance are clear: Pupils are more likely to enjoy school, achieve better results and have increased opportunities and life chances.

100%	Outstanding, Well done! You are taking full advantage of your education.
99%	Excellent effort; Well done! (In a year this is the equivalent of 10 lessons missed)
98%	Very Good; A really good effort (In a year this is the equivalent of 20 lessons missed)
97%	Good attendance: A good effort (In a year this is the equivalent of 30 lessons missed)
96%	You are missing out on some of the learning (In a year this would add up to 8 days of school or 40 lessons missed!)
95%	Difficult to catch up missed work (In a year this would add up to 2 weeks of school or 50 lessons missed!)
94%	Starting to impact upon Learning (In a year this would add up to 12 days or 60 lessons missed)
91%-93%	A significant amount of education to lose. (In a year this would add up to 14 days of school, almost three weeks of school missed; which is 70 lessons!) <i>Pupil to meet with HOY, possible panel meeting.</i>
86 - 90%	A serious loss of learning which is likely to have a significant impact on learning and the results that you achieve in school. <i>Pupil to attend a meeting with the Attendance Officer and Assistant Head of Key Stage, possible panel meeting.</i>
85% and below	Very poor attendance that has a detrimental effect on achievement, opportunities and life chances. Risk of prosecution. Referral to the Local Authority and possible Penalty Notice (fine). <i>Parent invited in to meet with Deputy Head and Pupil Support Officer (PSO) from the Local Authority</i>

If you are concerned about your attendance at any time please see the Attendance Officer at the front of school.

Appendix iii : Pupil's Attendance Policy



Why do we need to come to School?

- To learn new things
- It's the law
- Being part of a group helps us to get on well with others and make friends 😊
- Educational visits help us to learn about the big wide world outside of school
- Taking part in clubs and teams is fun and helps us to play together? and get better at what we do 😊, don't let your mates down
- Being at school every day improves your chances of getting a job or going to college and university when you get older

What happens if you don't come to school?

- Children don't learn as well and will get behind with their learning
- Your parents could get into trouble for not sending you to school
- You might get bored at home and develop bad habits and become lazy
- You don't get to make as many friends
- You miss out on special days, celebrations, educational visits, school clubs and team events
- Reduce your chances of gaining qualifications/GCSE/A-Level.

What is good attendance?

- WAG and ERW think 95% + daily attendance is what each child should aim for
- Children should always try and come to school unless they are genuinely ill, make the correct decision that will benefit you the most

What to do if you don't come to school

- Telephone the school and inform them of absence
- If you have an appointment we would like to have a copy of the letter for our records
- We would like a phone call for every day of absence

Rewards

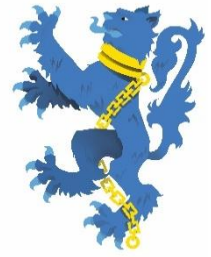
Rewards are given on a termly basis. These include;

- A raffle ticket per pupil achieving 110% attendance per complete fortnight for a termly raffle for a £10 Amazon voucher
- Prizes for 98%+ attendance per term
- Headteachers tea for 100% attendance per term
- Two £5 Amazon vouchers for the most improved per year group
- Postcards home for improvement

100% attendance for the year is also awarded at our key Stage 3 Presentation Afternoon in July and year 10 awarded in assembly with year 11 receiving a £5 Amazon voucher in their leavers assembly.

Appendix iv : Headteachers Checklist - holidays

Family Holidays during Term Time



The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time.

Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, have to apply for permission in advance. Such permission is usually granted in accordance with arrangements made by the governing body of the school. Only in exceptional circumstances may the amount of leave granted exceed (in total) more than ten school days in one academic year.

Welsh Assembly Government guidance clearly states that the reference to exceptional circumstances means that the parent must make out a strong case for taking the child away for more than two weeks a year. Parents should not expect, or be led to expect, that schools will agree to family holidays during term time. Schools may need to remind parents of this from time to time (see Section 2). School staff should consider each request individually - "blanket approval" policies are not acceptable.

The following factors should be considered when assessing requests - no one factor should be regarded as conclusive:

- Time of year of proposed trip;
- Length and purpose of the holiday;
- Duration of the holiday and its impact on continuity of learning;
- Circumstances of the family and the wishes of parents;
- The overall attendance pattern of the child; and
- Leave of absence for more than two weeks must be seen as exceptional. Schools should carefully explore with parents why such leave of absence is necessary. Where such absences are sanctioned they should be counted as an authorised absence.

Where schools are experiencing difficulties with family holidays in term time, they may wish to:

- focus on the issue at parents' meetings;
- issue a letter on the matter to parents; or
- contact the school EWO for advice and support
- request a penalty notice be issued

All requests for holiday leave should be in writing, which should be made by a parent / carer of the child even if they are not going on holiday with them. If the parent with whom the child lives does not give consent to the holiday, leave cannot be given lawfully by the school except by a court order.

Factors to consider when a parent / carer request to take their child out of school during term time for a holiday (for Head teachers and nominated staff only):

The following factors should be considered when assessing requests - no one factor should be regarded as conclusive:

- Time of year of proposed trip;

.....
.....
.....

- Length and purpose of the holiday;

.....
.....
.....

- Duration of the holiday and its impact on continuity of learning;

.....
.....
.....
.....

- Circumstances of the family and the wishes of parents;

.....
.....
.....
.....

- The overall attendance pattern of the child;

.....% 2016-17

.....% 2017-18 to date

Reasons for absence?

.....

Leave Authorised / Unauthorised?

.....

Leave of absence for more than two weeks must be seen as exceptional. Schools should carefully explore with parents why such leave of absence is necessary. Where such absences are sanctioned they should be counted as an authorised absence.