

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 1achieving 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.

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 chronology.

Pastoral Support Manager will:

- work with and support pupils 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 chronology.

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 monthly updates on the school's attendance.
- be invited to Stage 3 Attendance meetings.
- 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 February 2016, and will be further reviewed as and when necessary, no later than April 2018.

Signed

Chair of Governors Date

Signed

Headteacher Date

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

* 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.

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: 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 table below:

STAGE 1- Attendance Officer	STAGE 2- Head of Year	STAGE 3- Panel	STAGE 4- PSO
<ul style="list-style-type: none"> • Attendance falls below 95% (including authorised absence) • Letter sent home by Attendance Officer as agreed in Year Attendance meeting 	<ul style="list-style-type: none"> • Attendance falls below 92% (including authorised absence) • Phone call from Attendance Officer to address: School attendance target. Actual attendance to date. Medical? Wellbeing? Behaviour? Academic/ALN? • HOY to signpost parent/carer to relevant support • Inform parent/carer of following: School attendance target, Actual attendance to date, 	<ul style="list-style-type: none"> • Attendance falls below 85% (including authorised absence) • Meeting arranged with Panel • Inform parent/carer of following: School attendance target, Actual attendance to date, Previous target set by HOY, Support given by school, • Inform of next stage if target is missed 	<ul style="list-style-type: none"> • Attendance falls below 80% • PSO to contact parent/carer and arrange meeting to discuss attendance • Copy of Attendance chronology provided for PSO

Punctuality and Attendance

Good Attendance & Punctuality are linked to proven exam success
Give yourself the best chance possible for success in the future 😊

Punctuality is an important part of self-discipline and is essential to good time management and ultimately, arriving on time means you are ready to learn.

Being frequently late for school adds up to lost learning:
5 minutes late every day = 3 lost days (15 lessons) a yr
15 minutes late every day = 2 lost weeks (50 lessons) a yr
30 minutes late every day = 19 lost days (95 lessons) a yr

School begins at 8.50 and you should be outside your tutor room by this time.

If you arrive in school after 9.00am then you must report to the Main Office. If you arrive after 9.30am in the morning you must provide an absence note. If you are late without a note and for an avoidable reason then you will have a 10 minute late detention.

The proper place for you on a school day is at school. If you are not in school then you must have a justifiable reason and your parents should telephone the school office on the first day of absence.

An absence note must be provided on the day of your return to school. These are found on pages 14 – 17 of this diary.

Parents are requested not to arrange family holidays during term time. Any requests otherwise must be made in writing to the Headteacher.

There will be testing and examinations throughout the year for all years, including vital GCSE assessments for years 9, 10 & 11. These dates can all be seen on the calendar on the school website. For the more important testing/examinations, texts will be sent to parents so please ensure we are informed of any contact detail changes. The page that follows is a tear out page that you can use to inform us of any such changes.

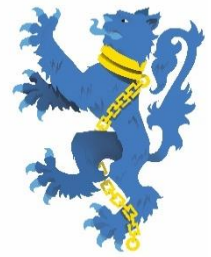
10 days absence (50 lessons) = 95% attendance
19 days absence (95 lessons) = 90% attendance
29 days absence (145 lessons) = 85% attendance
38 days absence (190 lessons) = 80% attendance
47 days absence (235 lessons) = 75% attendance



17 days off school every year means that you will probably obtain a whole grade lower in your exams than you are really capable of.

Pupils with less than 85% attendance are unlikely to gain 5 A-C GCSE's or any qualifications

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 other 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 happened 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

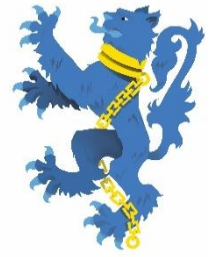
What to do if you don't come to school

- 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

VIVO points are awarded to all pupils who achieve 95% or better attendance in any term
100% attendance for the year will be awarded at our key Stage 3 Presentation Afternoon in July

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;

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- Length and purpose of the holiday;

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

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- Circumstances of the family and the wishes of parents;

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- The overall attendance pattern of the child;

.....% 2014-5
.....% 2015-6 to date

Reasons for absence?

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Leave Authorised / Unauthorised?

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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.