

The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future



Attendance A Statement of Policy

Approved by	TG & CW
Portfolio	Standards
Approved on	Spring 16
Review date	Spring 18
Review Cycle	2 Year

Attendance Policy

MISSION STATEMENT

The Federation of the Church Schools of Shalfleet and Yarmouth seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives The Federation of the Church Schools of Shalfleet and Yarmouth will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS

1. To adopt a zero tolerance approach to school absence by effectively supporting, monitoring and challenging absence of pupils to ensure children and young people reach their full potential.
2. To improve the overall percentage of pupils at school.
3. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents and pupils.
6. To develop a systematic approach to gathering and analysing attendance related data.
7. To further develop positive and consistent communication between home and school.
8. To implement a system of rewards and sanctions.
9. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
10. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

AIM No 1

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

AIM No 2

To make attendance and punctuality a priority for all those associated with the Federation including pupils, parents, teachers and governors

1. Use staff/school handbook prospectus of DfE literature.
2. Make reference to policy, relevant handbooks and practice at parent meetings.
3. Produce termly/annual reports to parents/governors.
4. Include attendance information in the newsletters.
5. Provide INSET training for appointed/promoted staff.
6. Display materials at focal points
7. Discuss low attendance issues in Education Welfare Service
8. Introduce award systems, including certificates and end of year prizes etc.

AIM No 3

To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make text contact first, then telephone contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Appoint an Attendance Co-ordinator
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Have clear procedures prior to referral to Education Welfare Service.

8. Review attendance regularly.
9. Be familiar with the Education Welfare Service's referral system.

AIMS No 4

To provide support, advice and guidance to parents and pupils

1. Highlight attendance in:
 - PSE
 - Collective Worship
 - Anti-bullying
 - Staff available to talk to pupils
 - School pastoral support
 - Making use of available resources
 - Clubs
2. Public support offered by schools.
3. Set aside time for parents to speak to staff.
4. Seek improved communication with parents e.g. when parents ring in.
5. Provide accurate and up-to-date contact information for parents.
6. Involve parents from earliest stage.

AIM No 5

To develop a systematic approach in gathering and analysing attendance related data

1. Standardise recording of:
 - authorised/unauthorised absence
 - educational activity
 - presence
2. Be consistent in the collection and provision of information.
3. Identify developing patterns of irregular attendance and lateness of individual pupils and take prompt and appropriate action to address this.
4. Decide what information, if any, is provided for:
 - governors
 - pastoral staff
 - other school staff
 - parents
 - pupils (individual or groups)
 - education welfare service

AIM No 6

To further develop positive and consistent communication between home and school

1. Promote expectation of absence letters/phone calls from parents
2. Initiate first day absence contact.
3. Make full use of computer generated letters
4. Explore the wide range of opportunities for parental partnerships (see Aim 2)
5. Provide information in a user-friendly way (may include languages other than English, and non-written).
6. Encourage all parents into school.

AIM No 7

To implement a system of rewards and sanctions

1. Identify finance for a system of rewards.
2. Actively promote attendance and associated reward and effective sanctions.
3. Ensure fair and consistent implementation.
4. Involve pupils in system evaluation.
5. Make use of imaginative and immediate sanctions.
6. Take action which accords with objectives agreed between school and others, e.g. Education Welfare Service, parent, Behaviour Support Service.

AIM No 8

To promote effective partnerships with the Education Welfare Service and with Other Services and Agencies

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Carry out enquiries and interventions prior to referral.
3. Gather and record relevant information to assist completion of Education Welfare Service referrals.
4. Arrange multi-agency liaison meetings as appropriate.
5. Encourage active involvement of other services and agencies in the life of the school.

AIM No 9

To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

1. Be sensitive to the individual needs and circumstances of returning pupils.

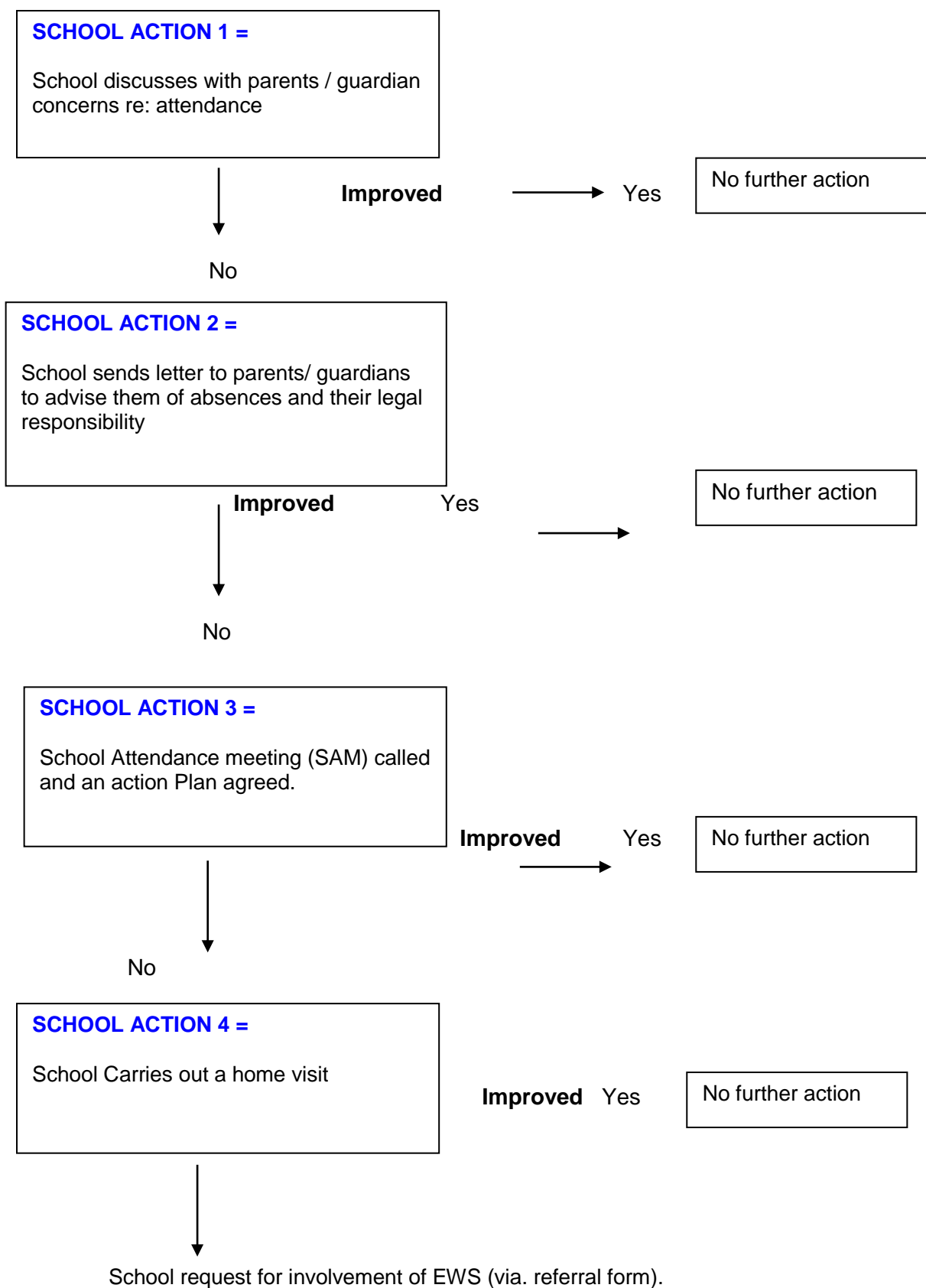
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.

Appendix 1
Attendance Codes

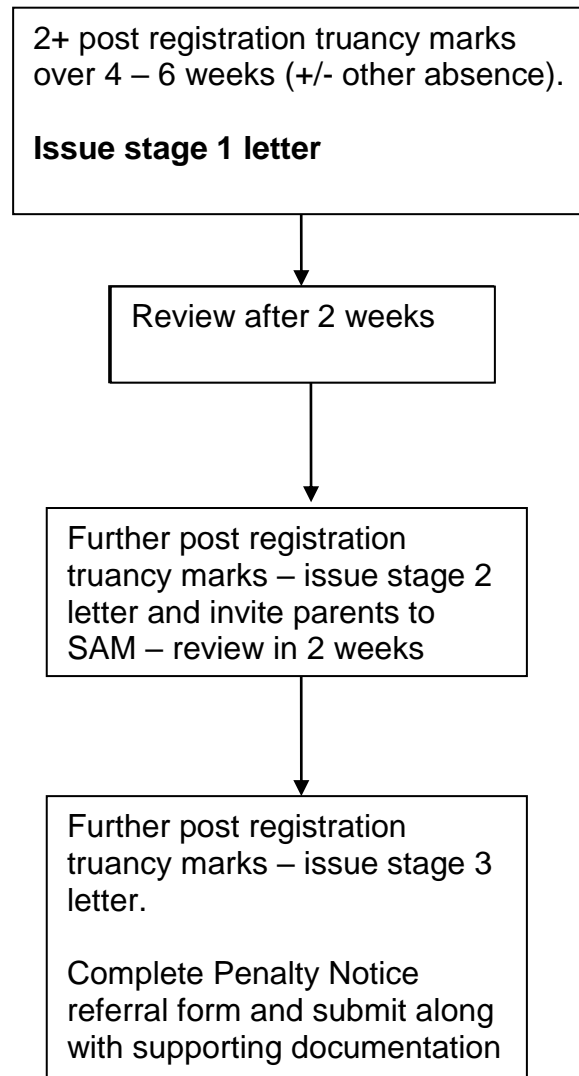
Code	Description
/\	Pupils on the admission register who are present at the start of each session
B	Educated off site (not dual registered) at a supervised activity approved by the school. Must not be used for children working at home
C	Other authorised circumstances (not covered by another appropriate code) Only exceptional occasions warrant leave of absence and each request should be viewed individually. E.g. public performances, young carers in a genuine crisis until alternative arrangements can be made, maternity leave (maximum of 18 weeks), part-time timetable.
D	Dual registration – the school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance
E	Excluded
F	Extended family holiday (agreed) – this code is used following 10 days of H code and only in exceptional circumstances
G	Family holiday not agreed or days in excess of agreement
H	Family holiday agreed – Can be used for exceptional circumstances where head teacher agrees amount of leave authorised
I	Illness – only authorised where written confirmation of absence received from parent
J	Interview
L	Late before registers close – registers should close within 30 minutes after the start of the session
M	Medical / Dental appointments – sight of a medical card must be seen
N	No reason yet provided – this code should not be left on the register for more than 2 weeks. If no reason has been given for absence the code should be changed to O
O	Unauthorised absence – no reason given, unreasonable explanation e.g. birthday, shopping, up late, closure of a siblings school
P	Approved sporting activity – the activity must be supervised by a person authorised in that behalf by the Head teacher or the school
R	Religious observance - n.b. days off linked to religious festivals but not set aside for religious observance must not be marked R
S	Study Leave – should be used sparingly and only for Yr 11 pupils during mock and public examinations
T	Traveller absence -
U	Late after registers close -
V	Educational visit or trip supervised by the school
W	Work experience – work experience undertaken as part of an alternative curriculum/provision should be coded B
X	Non-compulsory school age
Y	Forced or partial closure

Appendix 2

School Attendance Procedures



Appendix 3
School procedures for managing post registration truancy



Appendix 5

School procedures for managing applications to take pupil out of education

