

South Bromsgrove High

Attendance Policy

Reviewed by the Governing Body
Next review
Policy responsibility

July 2019
July 2020
Deputy Headteacher
Pastoral & Welfare

The school's mission is to provide a 'safe and supportive' environment where there is an expectation that students aim for 100% attendance. In order for students to fulfil their potential and take advantage of the opportunities afforded to them, excellent attendance is an expectation.

We believe that every student at South Bromsgrove High has a fundamental right to a broad and balanced education supported by parents and staff encouraging the maximum attendance possible.

The aims of this policy are:

- to ensure a safe and supportive environment for all students
- to encourage maximum student attendance, recognising and valuing high attendance rates
- to encourage students to take full advantage of their opportunity for educational achievement by attending regularly
- to recognise the factors which can detrimentally affect student attendance and work in partnership with parents and designated support services to address problems.

Key Principles and Key Issues

- To promote an ethos whereby parents are encouraged to work with the school where there are issues with attendance.
- To provide an efficient and effective system for monitoring attendance and punctuality to school and to lessons.
- To report regularly to parents with regard to student attendance and provide opportunities for public recognition of outstanding attendance – linked intrinsically to the school's reward system.
- The school has a responsibility to report on attendance in respect of progress made towards targets.

Practice and Procedures

Tutors will ensure that information entered in their roll call and registration is accurate and completed in good time.

Daily Attendance Procedures

1. Attendance registers are to be completed by the tutor during morning registration (8.50a.m. – 8.55a.m.) and by the Period 3 classroom teacher for afternoon registration (11.40a.m. – 12.40p.m.).
2. In the event of a roll call being done by a teacher without laptop facility, a paper register will be taken and entered electronically by the attendance office.
3. Absent students are to be marked using the appropriate code and those absences that are explained should have the relevant code entered.
4. Students arriving after 8.50 a.m. should report to the Attendance Officer where they will be expected to explain why they are late.
5. If students arrive late with no valid reason after 10.30a.m. then the code used will be 'late, after register closed' which is an unauthorised absence and will have a negative impact on the students attendance.

6. An automated text system is used to request information on the first day of an absence in the event of a parent/carer not contacting the school. An update will be required on each day of absence unless otherwise directed. In the absence of a mobile telephone contact from a parent/carer the Attendance Officer will telephone.
7. In the case of poor attendance, it will be necessary for parents to provide evidence of medical intervention i.e. medical note, signed appointment card, prescription.
8. If no contact is made an email will be sent requesting an explanation for the absence. A response to this email is expected within one week, after which time the absence will be unauthorised.
9. If a child has not been seen in school for 3 days (except for a planned holiday) the school will conduct a safe and well check as per our safeguarding policy.

Use of registers

The registers and roll call are legal documents and a means of exercising pastoral care. They indicate absence and the Tutor, Attendance Officer and Attendance Intervention Coordinator are responsible for finding reasons for it, and if necessary counselling according to need. Unsatisfactory attendance will be brought to the attention of the Head of Year or Assistant Head of Year in the first instance. One of these pastoral staff members will take the appropriate action, which is:

1. A discussion between the Head of Year, Assistant Head of Year or the Attendance Intervention Coordinator and the student.
2. If there is no improvement then the Attendance Intervention Coordinator will send a letter informing parents/carers and requesting their support. This letter will be supported by phone contact and/or a meeting with parents.
3. Evidence of an unofficial absence/persistent casual absence will result in a letter pointing out the legal implications and asking parents to telephone the school if the child is absent with their knowledge or provide a medical note for each absence. If the latter does not happen, the Assistant Head of Year will ask the Attendance Officer to telephone the parent to find out where the student is.
4. A pattern of irregular attendance or persistent, chronic and unnecessary absence or attendance falling below 90% will result in the Head of Year or Assistant Head of Year referring to the Attendance Intervention Co-ordinator during their weekly meetings – a weekly attendance review will be completed and circulated.

Family Holidays during Term Time

It is our intention that everything we do here at South is outstanding. Attendance is no exception. In order to be outstanding the School's aim is to exceed 96% attendance on average.

We expect that:

- ✓ Family holidays should only be planned during school holidays.
- ✓ Where holidays are taken during term time the school must be notified of this intention in advance; only in exceptional circumstances will that holiday be **authorised**. e.g. Where parents/carers are active Military Personnel or in the case of terminal illness of a close family member
- ✓ If a holiday is unauthorised and then taken, this can lead to a fixed penalty fine.

Please remember that **10 days absence from school accounts for over 5% of the school year.**

Role of the Attendance Intervention Coordinator

We endeavor to work in close partnership with our Attendance Intervention Coordinator to promote better attendance in school.

1. The Attendance Intervention Coordinator has weekly meetings with the Head of Year and Assistant Head of Year to discuss attendance issues and students causing particular concern. A weekly attendance review is completed and shared with the Pastoral Team.
2. When necessary the Attendance Intervention Coordinator will have individual discussions with students and parents where there are concerns regarding attendance.
3. It may also be necessary to inform parents by means of letter as to the legal ramifications of continued poor attendance.
4. If after all avenues have been explored there is still no improvement, the Attendance Intervention Coordinator may find it necessary to issue legal proceedings.
5. If a student is absent and there has been no contact from home, the Attendance Intervention Coordinator will carry out a home visit. This is to ensure that the student is safe and well.

Attendance to Lessons

The classroom teacher is required to keep a lesson by lesson register and to follow up any suspicions of truancy immediately by checking the lesson history on BROMCOM. If the classroom teacher is still suspicious s/he should inform the Attendance Officer or the relevant Head of Year/Assistant Head of Year. They will then follow up the problem and respond accordingly. It may be appropriate to put the student on a daily attendance/punctuality report initially and/or discuss the problem with parents/carers.

Encouragement of good attendance

South Bromsgrove High School has outstanding open links with parents and we believe this to be an important element in encouraging good attendance.

In Year 9 and again in Year 12, parents are encouraged to read, sign and keep a copy of the school/parental partnership which specifically highlights the importance of good attendance. In addition, certificates for 100% attendance are awarded to students in each year group through an awards assembly. Students are made well aware of their responsibility to achieve a very high attendance rate to ensure good academic progress.

In order to encourage good attendance, student participation in specific extra-curricular activities will have to be considered if attendance falls below 90%. An example of this would be the expectation that student wishing to attend the Year 11 Prom must have in excess 90% attendance in the first two terms of Year 11.

Procedure for Following up Attendance Concerns

1. School issues a letter of concern.
2. If there is no improvement, school calls a meeting with parents and the student to put together an action plan including attendance targets.
3. If this is not successful, it may be necessary for the Attendance Intervention Coordinator to instigate legal proceedings.

Attendance Policy in the Sixth Form

The attendance policy for the Sixth Form is similar to that of the rest of the school. Tutors register their tutees at the same time as the rest of the school. Reasons for absence should be communicated to the Sixth Form team via telephone or email by a parent/guardian. Parents will be text by 10.30am to provide reasons for any unauthorised absences. Should parents not respond to the text, this will be followed up with a telephone call later in the day. Absences from lessons (where a student is present or has been present in school) are followed up with a text to parents at the end of the school day.

Unsatisfactory attendance or poor punctuality is in the first instance dealt with by the tutor. Continued problems are brought to the attention of a Sixth Form Student Support Worker who will see the student concerned to ascertain the problem. If appropriate, they will telephone the parent/carer. If the situation does not improve, parents/carers are requested to attend a formal meeting with either the Director or Deputy Director of Sixth Form to discuss their future in school. Students may then be put on formal report.

Study leave

If students do not have lessons in the afternoon they may take afternoon study leave, provided they have written consent from their parents. Students who have study leave, or need to leave the premises for a good reason, must sign out using the electronic tap-in/tap-out system. Students are not permitted to leave the building before 11.40 a.m.

Date Policy agreed	July 2019
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Staff responsible for the Policy	Deputy Headteacher – Pastoral & Welfare
Link Governor	Alyson Jewson