



Tibshelf Community School

Attendance Policy

POLICY STATUS	DATE	CHAIR OF COMMITTEE	MINUTE No
Initial Acceptance by S&C	03 Feb 2016	Steve Marvin	SC/16/08
Approved by S+C	15/03/2017	Steve Marvin	S+C/03.17-09

Review Period: 1 year



It is the policy of the school that each child is encouraged to attend school on a regular basis in order to enable the student to follow a continuous programme of study.

There is a direct link between attendance and success. Students with poor attendance are less successful than those that attend regularly. All students in school are monitored and strategies are in place to identify concerns quickly. All students with attendance concerns at primary school are placed on attendance monitoring and parents invited into school in the first two weeks of entering the school in Year 7. All new students entering the school as an in year transfer are automatically placed on attendance monitoring.

Therefore the school attendance target for each student is 96%

The government guidelines for persistent absence is any student below 90%

Monitoring attendance is achieved by;

- 1 Registration sessions with the Form Tutor or assigned member of staff.

The Pastoral Support staff will check the online registration twice daily as well as well as checking missing students, through lesson by lesson registration. Register folders should be collected for Tutor Time and returned to student services after Tutor Time to ensure any written communication or messages are shared with students.

- 2 Reward points are awarded to all students each week for 100% attendance for each week.

Published weekly figures for all year groups – to encourage more rivalry and push to importance of good attendance.

- 3 Certificates of attendance are given for students who have achieved 100% attendance and above 96% attendance each term and at the end of the academic year. These are presented to students termly during assembly.

4. Certificates are awarded at the start of each academic year for students with 100% attendance for the previous year and all students above the school target of 96%.

5. A school prize is awarded for full attendance over five years.

6. Regular attendance action days occur where families of absent students are contacted by phone/letter/text.

7. Incorporation of the fast tracking process into our attendance policy will serve to identify non-attendance quicker.

8. Regular assemblies by the SLT/PPCs on the theme of attendance and academic/personal success. Attendance is a weekly theme in form time and incorporated into the form tutor programme

Absence

Monitoring Absence

- (a) Parents should notify the school each day if a student is absent and a note should be produced on the day of return.

In the case of prolonged absence parents are asked to make contact with the school either by note or telephone.

All notes must be retained under the Pastoral Care System.

- (b) Where absences are known about in advance (e.g. family holidays, funerals), parents should notify the school in writing or complete a holiday request form. In the case of a family holiday the school will write to the family to authorise (or not) the request.

The school policy will only authorise holidays under exceptional circumstances or at their discretion, in line with Government guidelines.

- (c) Text messages are sent daily for unexplained absences asking parents to call school to explain. Problem cases and children in care are contacted by telephone each day. Where there are extensive absence problems, the Pupil Progress Co-ordinator or Pastoral Officer will liaise with the Educational Welfare Officer (EWO).
- (d) The school attendance officer provides a daily report to the pastoral managers of students that have been absent for more than one day so parents/carers can be contacted and attendance of individual students can be monitored.
- (e) Letters are sent at the end of each month to students with unexplained absences.
- (f) Attendance targets are set annually. Every fortnight the attendance % of all students is examined with the EWO. Standard letters are sent to all students who are below 90%, and warning letters are sent to parents to inform them when their child's attendance has dropped below 92% to raise their awareness. There are also standard letters for improved attendance and those with exceptional attendance. At the start of each academic year letters are sent to all parents with a child whose attendance is below 90% during the previous year and they are placed on a monitoring list.
- (g) Attendance panel meetings will be held every term for students below 90%.
- (h) Students with attendance between 85-90% are seen individually.
- (i) Form Tutors and Pupil Progress Co-ordinators will be informed of attendance weekly and termly and discuss this with their students in form time.

After two letters have been sent regarding attendance being under 90% the EWO will look into each case and see if the student can be added to her monitoring group. Each term the EWO meets with a different monitoring group, the EWO and Pastoral Officer review the attendance of the monitoring group weekly, if ongoing concerns EWO does a home visit to discuss issues with parents.

The EWO, Pupil Progress Co-ordinator and Pastoral Officer meet on a monthly basis to discuss any issues.

In the case of unauthorised absence, the Pastoral Officer will contact the parents either by telephone or letter. Ultimately the EWO may be consulted.

The EWO, with support from the school, will prosecute parents for non attendance.

(j) Part-session Attendance

Where students arrive after the session has started or when they need to leave school for a part of the day the system is as follows;

- ❑ Arrival after close of register – students should report to reception where their time of arrival will be recorded.
- ❑ Where a student must leave school part-way through the day, students should obtain Pupil Progress Co-ordinator permission and then report to reception where their time of leaving and re-entering school is noted.

Punctuality (See Punctuality Policy)

Punctuality is encouraged both at registration times and during the course of the day at lessons.

Letters are also sent to students who are regularly late for school and parents contacted by telephone.

Students that are late are placed in an immediate 20 minute break detention. Repeat offenders have an extended lunchtime detention. Serial offenders may be placed in daily lunchtime detentions as well as after school detentions.

This policy will be reviewed periodically in line with school practice.