

DOWNEND SCHOOL



Downend School

Attendance Policy

Status:	Statutory
Reviewed:	June 2011
Ratified:	July 2011
To be reviewed:	June 2013

Downend School Attendance Policy

Rationale

Downend School recognises the importance of high levels of attendance in ensuring students' academic, personal and social development through the opportunities available to them at the school. This policy outlines the responsibilities of staff, students, parents/carers and governors in promoting high levels of attendance and strategies that may be employed to achieve this.

Rights and Responsibilities

Maintaining and where necessary improving attendance at Downend School is the responsibility of everyone in the school community:

Responsibility of the school

- The school will employ a range of strategies (see below) to encourage good attendance and punctuality
- The school will promptly investigate absenteeism, liaising closely with parents / carers
- The school will make sure that support and intervention is in place for students whose attendance or punctuality is a cause for concern

Responsibilities of Parents/Carers

- Ensure your son/daughter leaves for school on time – students should be at school for 8:40 for a morning session and 2pm for an afternoon session.
- Provide explanations for absence (N.B. this does not automatically authorise an absence; the school determines if an absence is authorised) Ideally, this should be done by telephone to our absence line (01454 862395) on the first day of absence
- Ensure your son/daughter brings in a note to explain their absence. This should be done on their first day back after absence and should be handed to their tutor during registration or at reception.

- If at all possible, try to avoid making medical/dental appointments for their child during school hours.
- Work in partnership with the school to support your son/daughter in all areas

Responsibilities of Students

- Arrive at school for registration by 8:40 am
- Sign out at reception when leaving the school site for appointments during the school day
- Sign in at reception if arriving to school after 9.00 am (morning session) or 2.05 pm (afternoon session)
- Arrive at lessons on time

Procedures:

1. Electronic Registration

- All staff taking a morning tutor period or teaching p.5 are required to complete an accurate, electronic register at 8.45 am and 2.05 pm and submit the information electronically at 9.00 am or 2.05 pm as appropriate
- Students arriving after 9.00 am are required to register at the school reception before going to their lesson

2. Late Students

- Any student arriving after the register has been taken is categorised as Late (Code – L; non-statistical absence)
- Any student arriving, without suitable reason, after 9.30 am or 2.20 pm is categorised as Late after close of register (Code – U; unauthorised absence)
- Tutors monitor the punctuality of their tutees and act where concerns arise (e.g. speaking with student, personal detention, contacting home)
- Persistent lateness is referred to the Year Coordinator for further action

3. Categorising absence

- The school will decide the appropriate category for any absence
- The attendance clerk is responsible for maintaining the accuracy of the codes for all students

4. Absence in term time

In the interest of all students' education, Downend School discourages parents/carers from taking students out of school during term time.

- Absence in term time is authorised only at the Headteacher's discretion
- Requests for absence up to 5 days in term time for students in all year groups will not be authorised unless there are exceptional circumstances.
- Requests for absence in term time exceeding five days' absence will not be authorised
- Requests to authorise up to five days' absence for any reasons during term time should be made in writing to the Assistant Headteacher – Mrs Feltham no less than four weeks before the absence detailing the reason for the request.
- When considering requests for absence, the Headteacher will consider the student's academic progress, attendance record and the impact of the absence on internal and external assessment
- Absences in term time without the Headteacher's approval will be categorised as Family Holiday (unauthorised not agreed G). Other unauthorised absence coded O.

5. Consequences of poor attendance

- It is the responsibility of the parent/carer to ensure that their child is registered at school and attends regularly and punctually
- YCs are responsible for identifying poor attending students from the data provided and ensuring strategies are put in place to raise the student's attendance
- YCs are responsible for ensuring a PSP is set up for all students with attendance of <80%.
- For irregular attendance, including high levels of unauthorised absence, the school will consider issuing warning of a penalty notice (details available on our website) or setting up a School Attendance Panel meeting as the start of legal proceedings.

6. Attendance targets and monitoring

- SLT i/c attendance sets and monitors progress towards whole-school targets for overall attendance and unauthorised absence
- YCs set targets (in agreement with SLT link) and monitor progress towards Year Group targets for overall attendance and unauthorised absence

- YCs / Deputy YCs / Tutors (as agreed within each year team) set targets and monitor progress towards individual targets for overall attendance for students within the Year Group
- The attendance clerk is responsible for providing fortnightly attendance data to tutors and YCs to enable the target setting and monitoring to take place

7. Rewarding high attendance

Year Coordinators are responsible for ensuring

- consistently high levels of attendance and significant improvement in attendance is rewarded as per the rewards policy outlined in the Behaviour Policy
- these rewards are celebrated in assemblies, awards evenings, newsletters and by letters home

8. Informing parents of attendance and punctuality issues

- The first day call clerk will use an automated call system to contact all parents on the first day of a student's absence where no reason has been supplied
- Tutors are responsible for asking students to bring notes from home to explain absences
- Tutors and/or YCs will endeavour to contact parents to discuss repeated lateness
- The attendance clerk is responsible for issuing letters home requesting reasons for unexplained absences and to notify parents of poor attendance
- Tutors and/or YCs will endeavour to contact parents to enlist their support in strategies (e.g. PSPs, attendance reports) to improve the attendance of poor attenders

9. Liaison with outside agencies

- SLT i/c attendance is responsible for the overall liaison of the school with all outside agencies that support students and their attendance
- YCs are responsible for arranging a fortnightly meeting with the EWO to discuss attendance issues pertinent to their year group

10. Supporting students

- All staff are responsible for the pastoral support and guidance of all students
- All staff, students and parents should be aware of the contents of the school's policies on behaviour, attendance, race and equal opportunities and their responsibilities within

- All staff, students and parents should ensure that the systems outlined in these policies are consistently implemented to support all students.

Policy effective from: September 2011

Ratification: At Full Governors Meeting

Date: 12/07/11

Signature of Headteacher

Date:

Signature of Chair of Governors

Date:

SLT responsible:

Elaine Feltham