



NEWLAND SCHOOL FOR GIRLS

Pride Aspire **Excellence**

ATTENDANCE POLICY

Draft	December 2015
Approved by Interim Executive Board (IEB)	March 2016
Review	September 2018

NEWLAND SCHOOL FOR GIRLS

WHOLE SCHOOL POLICY FOR IMPROVING ATTENDANCE

PRINCIPLES

Good attendance is the foundation stone of success. As a learning community staff, parents and students are all responsible for ensuring that unnecessary absences do not hinder achievement and progress. By working together to improve attendance we can raise aspirations, improve the quality of our students learning and enhance their life chances.

AIMS

To raise attendance in order to raise standards and students' achievements.

This will be achieved by:-

- Demonstrating to students, parents, staff and the wider community that good attendance is valued by the school.
- Supporting our School vision by valuing our attendance.
- Encouraging students to take full advantage of their educational opportunities by attending regularly.
- Reducing the number of unauthorised absences – both from the school and as a result of internal truancy.
- Identifying patterns of non-attendance at an early stage and working to resolve any personal/social difficulties.
- Monitoring individual student attendance and providing appropriate support.
- Identifying those students who are likely to meet Persistent Absentee (PA) criteria and monitor closely.
- Recognising the external factors which influence pupil attendance and working in partnership with parents, the Educational Welfare Service and other schools to address difficulties.
- Rewarding good attendance and punctuality in keeping with the reward system in the school.
- Consistent implementation of the School Policy and evaluating and monitoring its effectiveness.

ANNUAL TARGET

The school attendance target for 2018 – 2019 is 97%.

Individual students should aim for attendance of at least 97%.

REGISTRATION AND ATTENDANCE AT LESSONS

We register students on a lesson by lesson basis using PCs, laptops or ipads. The system allows the generation of very detailed and specific analysis of student attendance and is very heavily dependent on the consistency and accuracy of input. The taking of a register is a legal requirement and **under no circumstances should it be completed by a student.** It is very important **ALL** staff adopt a very professional approach to the completion of registers. Registers need to be completed accurately, updated to account for latecomers and taken in the early part of every session (within the first 5 minutes).

PUNCTUALITY Appendix 1a and 1b

Lesson 1 and Lesson 5

Registers are taken at 8:45am and 1:05pm.

Arrivals after 8:45am and 1:05pm will be marked LATE (L). In the morning, if the late arrival is due to the bus being late a normal mark will be given. This will be altered by the Attendance Welfare Officer.

Students are expected to be in lessons on time. "Late" students to morning and afternoon school must report to Student Reception. These girls will be given a Late to Lesson Slip (after 8.45am) to show that they have received their mark and a detention slip.

If a girl arrives at your lesson without a Slip please use your discretion. If it is convenient to register her with an (L) please do so (she will waste less lesson time this way) but if this is not convenient please send her to Student Reception and expect her to return to your lesson with a Slip to say that she has done this.

DUTY OF CARE

If a student leaves your classroom without permission you must inform Student Reception. If you have any student with you who is not on your register, you should inform Student Services of their whereabouts so that their attendance can be recorded and a red dot note made of why they are not in the scheduled lesson.

SUPPORTING STUDENTS Appendix 2

Attendance Welfare Officer, Pastoral Mentors and FLO will monitor attendance of individual students and intervene according to percentage attendance. HoH will be kept informed and intervene when necessary.

ROLES AND RESPONSIBILITIES – see Appendix 3

PARENTS

- Parents are legally responsible for ensuring that their child is educated at school (or otherwise). Parents should aim to ensure their daughter attends regularly and is punctual – contacting the school and informing the Attendance Welfare Officer if their daughter is to be absent. Parents should also make contact to update us about change of address and telephone numbers.
- The school will not authorise holidays in term time. If parents wish to take their child out of school during school term they are required to complete a LEAVE OF ABSENCE FORM. A letter from the Headteacher accompanies each Form that is requested and points out that the school does not support any parents taking their daughter out of school during term time for holidays. If a child is to be taken away from school the parent needs to ask for leave of absence and for this absence to be approved (authorised), this will only be done in **exceptional circumstances**. The parent will also be made aware of the fact that the Local Authority may issue a Fixed Penalty Notice for unauthorised absence due to holiday. The Leave of Absence Form should be returned to the Attendance Welfare Officer. The form will be considered by the Assistant Headteacher – I/C Attendance and the parent will be sent confirmation as to whether the absence from school has been authorised.
- Parents should ensure that their child is in school unless there is a genuine reason. The School will work with parents at every opportunity to communicate to them how important good attendance is e.g. Home School Agreement, Parent's Evenings etc.

STUDENTS

- Students are expected to attend school regularly and be punctual to all lessons.
- Ensure that they report to Student Reception if they arrive at school after 8:45 and 1:05. Access to school at 8.45am will be the main entrance only.
- Sign out with Student Reception if needing to leave the school site during the day.
- If it is necessary for a student to leave the School Site during the day all notes will be verified by a telephone call. This procedure will only apply if the student is not being collected by an appropriate adult.'
- Report to Student Reception on re-entry.
- Bring a note from their parent/carer to Student Reception following any absence, unless the absence has been covered by a telephone call. Parents/carer must always inform the Attendance Welfare Officer of any known future absences to be taken.
- Complete attendance and punctuality record in their Pupil Planner weekly.

FORM TUTORS

- Build supportive relationships and discuss with students the reasons for any absences when returning from absence.
Ask girls to take notes of explanation for absence to Student Reception.
- Ensure that weekly attendance and punctuality records are completed in Pupil Planners.
- Use Form Time on Wednesday to discuss the importance of attendance to attainment.
- Make sure that punctuality is as much an issue as attendance. Check the weekly register print out that you receive from Heads of House for LATES. When you discover that a girl has a pattern of lates discuss them with her and inform the Head of House.
- Ensure that pupils in your Tutor group are aware of their attendance target and their previous weekly attendance. Reward in accordance with school policy.
- Keep up to date attendance information.
- Liaise with the Attendance Welfare Officer if calls are required.
- Monitor the attendance data received.

SUBJECT TEACHERS

- Take an accurate register using the school policy of 'Good Morning' to each individual student.
- Challenge lateness. You have responsibility for all LATES to your lessons-not just Lesson 1.
- Stress the importance of good attendance and punctuality.
- Check suspicious or repeated absences and contact form tutor and/or Pastoral Mentor.
- Welcome students back into the teaching group after absence – assist with "catch up" by setting appropriate work.
- Plan and deliver lessons that encourage students to enjoy attending and learning.
- Set a good example to students by your own attendance.

DIRECTORS OF LEARNING

- Ensure that subject based registers are accurate by ensuring that any changes to groups are notified to the SIMS Manager.
- Ensure that there is follow up action by subject staff for poor attendees and for those students who arrive late to lessons.

- Half Termly look at the attendance at lessons across the Directorate to identify poor attendance patterns.
- Liaise with appropriate Head of House.
- Through regular lesson observations monitor level of engagement in lessons planned and delivered to ensure students enjoy learning.

HEAD OF HOUSE

- Maintain a high profile for attendance within the school through assemblies and through displays and monitors weekly attendance figures.
- Help promote rewards for improved attendance.
- Work with the Pastoral Mentors to monitor and support pupils that form part of the PM's caseload.
- Meet with Attendance Welfare Officer to monitor the attendance of identified students. Meetings will be scheduled to take place on a monthly basis. Referrals for individual students giving cause for concern will be made to the FLO as and when necessary.
- Ensure escalation of school interventions to prevent pupils joining the PA list.
- Issues rewards to students gaining 100% attendance and to students with the most improved attendance.

PASTORAL MENTORS

- Support Form Tutors in their drive to improve attendance and punctuality. Arrange a sanction as appropriate for girls who miss Tutor Time/Assembly time AND inform parents. Parents should be informed as a matter of urgency and on a weekly basis. Heads of House to be notified.
- Rigorously use data to identify PA students and develop an individual plan for them.
- To work with the respective Head of House to support students in raising attainment.
- Work with others to develop and implement strategies to improve attendance.
- Make use of the Attendance Tracker information to ensure that the girls being mentored are improving their attendance. Use the BLUE PA ALERT COLUMN to identify girls in the Year Group who have the potential to become a PERSISTENT ABSENTEE.
- Runs half-termly attendance competitions for pupils with 90-95% attendance to encourage better attendance.
- Writes half-termly reports to show impact of attendance competitions.
- Make use of the Attendance Tracker information to alert your pupils to whether or not they are meeting their attendance targets. Display the Attendance Tracker poster in your Tutor Room.

ATTENDANCE WELFARE OFFICER

- Assisting the Inclusion/Pastoral Team with student welfare/school liaison matters.
- Contact parents where necessary for the welfare of the student.
- Supply students with the Leave of Absence Forms, timetables etc.
- Deal with incoming absence calls.
- Update attendance records.
- Produce standard absence letters and reports.
- Monitor attendance statements.
- Student admissions/transfers/leavers (provide data/attendance figures)
- Communicate/liase with the Assistant Headteacher and tutors, as appropriate.

- Issue staff who deal with classes out of school with paper registers for each lesson and input the attendance information when these are returned.
- Attend Attendance Forum Meetings.
- Provide various Data for providing statistical reports for the Senior Leadership Team, Team Leader, Governors, LEA and the DCSF.
- To assist SLT on morning late duty when recording lates.
- To provide WLT with list of late pupils for daily lunchtime detention.
- To monitor number of lunchtime detentions and advise when a SLT detention is needed after 3 lates.
- To work with FLO to ensure every student with below 90% attendance is on an attendance plan.
- To inform parents when pupils are on attendance plans and invite parents to an attendance meeting if no improvement is seen.
- To conduct “Return to school” interviews” with girls with unexplained absences.

Prosecutions

- To monitor students with high unauthorised absences.
- To complete the necessary paperwork for the EWS (Education Welfare Service) to allow prosecution.

STUDENT RECEPTION

- To sign in pupils if they arrive at school later than 8.55am (the time covered by SLT on late duty) and issue lunchtime detentions.

FAMILY LIAISON OFFICER

- Work with specific groups of students (identified by Key Stage Leaders), as well as dealing with Fixed Penalty Notices and prosecutions.
- Attends scheduled meetings with Assistant Headteacher for attendance and Pastoral Mentors.
- Respond to Referrals regarding individual students who may be giving cause for concern.
- Work with Pastoral Mentor attached to Y7 to identify potential attendance concerns, Yr 6 → Yr 7. Visits the parents of these students and make it clear to them that Newland School for Girls has high expectations about attendance. FLO offers guidance and support to families.
- To work with Attendance Welfare Office to ensure every student with attendance under 90% is on an attendance plan.

ASSISTANT HEADTEACHER I/C ATTENDANCE

- Has responsibility for Attendance.
- Monitors figures weekly.
- Responsible for liaising with Pastoral Mentors to ensure procedures for supporting students are in place
- Responsible for liaising with the LA Strategy Manager for Attendance.
- Responsible for updating data and regular analysis.
- Ensures attendance figures are produced to meet statutory requirements.
- Writes a half-termly attendance report for the Headteacher.

LEADERSHIP TEAM

- Monitor attendance data provided by Assistant Headteacher and recommend actions as required.
- Ensure attendance has a high profile in the school.

- Give consideration to Timetable arrangements that encourage attendance.
- Uses assemblies to raise profile of good attendance.

HEADTEACHER

- Monitors attendance.
- Promotes the importance of attendance to students, staff and parents.
- Reports to the Governing body on attendance.
- Ensures attendance figures are produced to meet statutory requirements.

GOVERNORS

- Receive termly up-dates on attendance rates from Headteacher in order to monitor attendance rates.
- Challenge attendance reports through questioning, make suggestions for action as appropriate.

IN THE EVENT OF A FIRE

- Registers are printed immediately in the attendance office
- The following process should be followed to print the registers
 - Reports,
 - lesson monitor,
 - whole group student reports,
 - today's register report,
 - print

IN THE EVENT OF THE ATTENDANCE OFFICER BEING ABSENT

- If no one in the attendance team is present, pastoral mentors are responsible for their own attendance:
 - Ensuring all marks are entered
 - Checking on pupils with Ns before calls are made home regarding absence.

The above also applies in the afternoon.

ATTENDANCE REWARDS

We regularly celebrate good and improved levels of attendance.

All students who have achieved 100% attendance for the previous week have their names displayed in assembly

Attendance rewards include:-

- one off specials
- Attendance must be 95%+ to be invited to the Y11 Prom.
- 60 vivos per half term for 100% attendance. vivos to be spent in the vivo online shop or to pay for trips.

MONITORING

- Assistant Headteacher for attendance monitors Persistent Absentee records which are maintained by Pastoral Mentors.
- Assistant Headteacher for attendance works in partnership with the LA Attendance Consultant.
- Attendance figures are produced to meet the statutory requirements of the LA and the DCFS.
- Headteacher reports attendance to Governors in the Headteacher's Termly Report to Governors.

Reviewed: September 2018

Next Review: September 2019

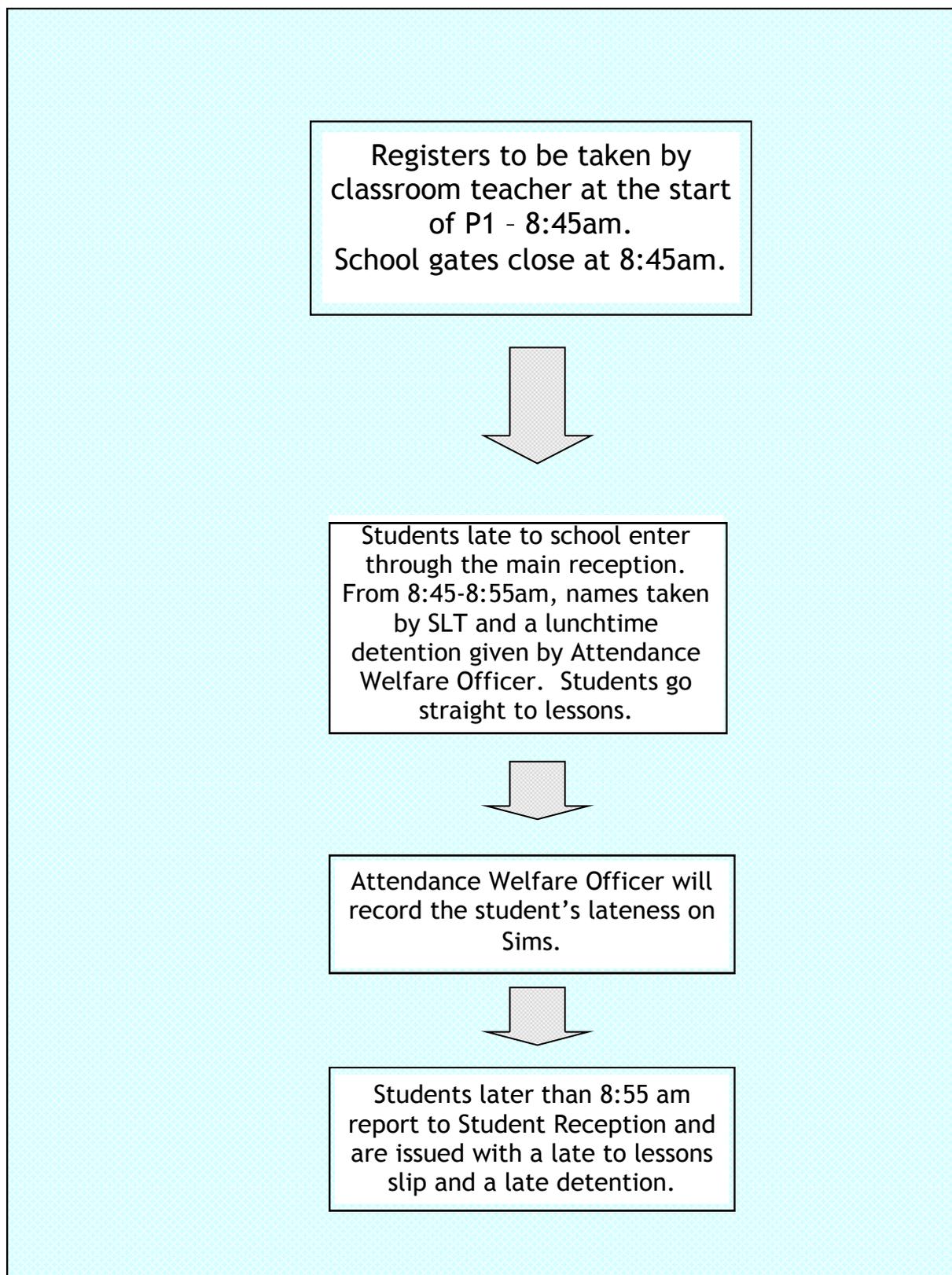
ANALYSING ATTENDANCE DATA

<u>WHEN</u>	<u>WHAT</u>	<u>WHO</u>
<u>Daily</u>	<ul style="list-style-type: none"> - ATTENDANCE OF ALL STUDENTS CHECKED AND IF NOT PRESENT PHONE CALL HOME. IF NO CONTACT IS MADE BY THE PASTORAL MENTOR, A TEXT IS SENT. - INTERNAL TRUANCY Lesson Monitor shows girls missing. Attendance officer will inform Pastoral Mentor attached to the Year group. Checks made and if pupil is not found a safeguarding phonecall will be made to parents. 	<p>Pastoral Mentor</p> <p>Attendance Welfare Officer</p> <p>Pastoral Mentor / HoH</p>
<u>Weekly</u>	<ul style="list-style-type: none"> - Produces Week register builds up to show Month / Half Term CHECK FOR PATTERNS CHECK FOR ERRORS - INFORMATION TO HEADTEACHER WEEKLY - INFORMATION TO SLT, HOH AND ASSISTANT HEADTEACHER I/C ATTENDANCE - MONITORING OF WEEKLY DATA 	<p>Attendance Welfare Officer gives to HoH</p> <p>Tutors, who inform HoH if issues</p> <p>Tutors inform Attendance Welfare Officer</p> <p>Attendance Welfare Officer</p> <p>Attendance Welfare Officer</p> <p>HoH, Assistant Headteacher in charge of Attendance</p>



Procedure for students arriving late for lessons.

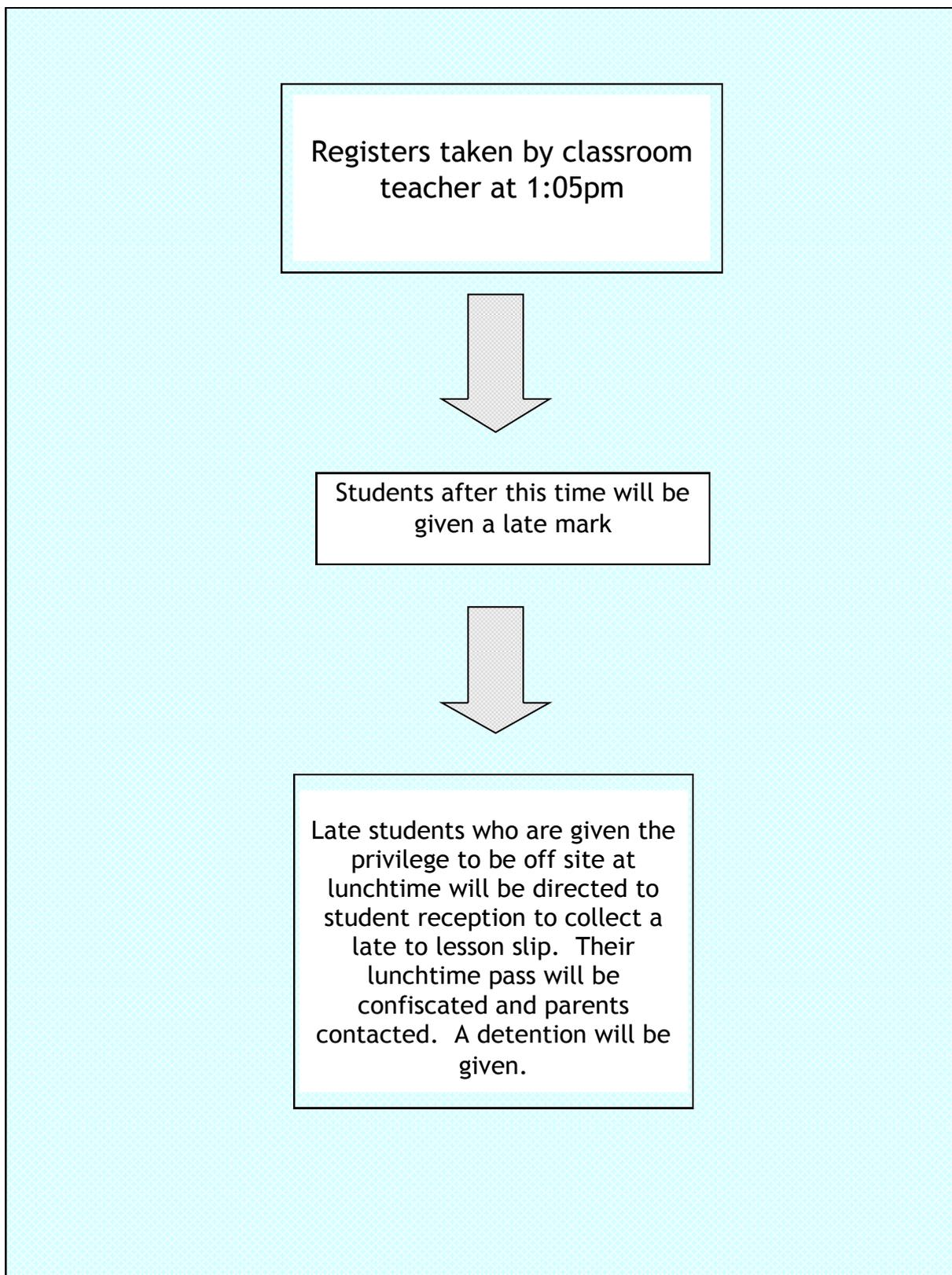
MORNING





Procedure for students arriving late for lessons.

AFTERNOON



Attendance: Process for Concerns with Pupil Attendance Patterns

Step 1.

- Initial phone call made to parents via Pastoral mentors/Attendance officer outlining concern with students attendance pattern. (This is an extra phone call not the usual daily phone call)
- Inform staff of the outcome
- Further discussion at scheduled attendance meeting
- Key worker to discuss with pupil in scheduled attendance meetings/mentoring sessions

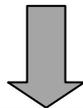
If no improvement is seen



Step 2.

- HoH to make phone call home to discuss a lack of improvement in attendance (PM/Att to provide info)
- Inform staff of the outcome
- Further discussion at scheduled attendance meeting
- Key worker to discuss with pupil in scheduled attendance mentoring sessions

No improvement



Step 3.

- Parents invited to meet with HoH and PM – Attendance officer to provide info.
- Parents are informed at meeting if no improvement is seen they will be required to sit in front of the attendance panel and meet with Asst Head, Attendance Officer and a Governor.
- Staff to inform Attendance officer of outcome
- Minutes of meeting sent to Asst Head
- Further discussion at scheduled attendance meeting
- Key worker to discuss with pupil in scheduled attendance mentoring sessions

Still no improvement



Step 4.

- Parents are invited in to meet with the Attendance Panel.
- Minutes of meeting taken by Attendance officer
- Asst Head/Attendance officer to inform staff of outcome
- Further discussion at scheduled attendance meeting
- Key worker to discuss with pupil in scheduled attendance mentoring sessions

APPENDIX 3

<u>SPECIFIC ROLES AND RESPONSIBILITIES</u>	<u>STAFF</u>
Maintenance of Lesson Monitor	SIMS Data Manager
Support and training for Staff	CED
Statistics for DfE	Attendance Welfare Officer + CED
Statistics for LEA/Trust	Attendance Welfare Officer + CED
Statistics for staff	Attendance Welfare Officer
Ensuring accuracy and completion of all registers	All staff and Attendance Welfare Officer
SIMS, Keep Kids Safe, Lesson Monitor and any relevant manual systems	Attendance Welfare Officer
First Day absence contacts	Pastoral Mentors Attendance Welfare Officer + FLO
Ensure that tiered standard letters are issued	Attendance Welfare Officer + Pastoral Mentors
Generating Registration Certificates for Parents Evenings and for issuing with Reports.	Attendance Welfare Officer
Monitoring and improving of target group: under 90%	Attendance Welfare Officer + FLO
Monitoring and improving of target group: 90 – 97%%	Pastoral Mentors & HOH
Monitoring of Children in Public Care	CED + FLO
Monitoring of Travellers, Asylum Seekers, EAL, EM	CED+ FLO
Attendance Panel	CED
Governor responsible for Attendance	Currently Vacant
Primary Liaison	HCH + FLO
Whole School Attendance Pupil Noticeboard	Attendance Welfare Officer