



# NEWLAND SCHOOL FOR GIRLS

**Pride**      **Aspire**      **Excellence**

## ATTENDANCE POLICY

Draft	November 2019
Approved by LGB	Awaiting ratification
Review	November 2020

# NEWLAND SCHOOL FOR GIRLS

## **PRINCIPLES**

Good attendance is the foundation stone of success. 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.
- Where absences reach a certain threshold, a meeting in front of the attendance panel is arranged with students and their parents to discuss related issues and set targets for improved attendance.
- 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 is 97%. Individual students should aim for attendance of at least 100%.

## **REGISTRATION AND ATTENDANCE AT LESSONS**

SIMS allows the registration of students on a lesson by lesson basis using PCs, laptops or ipads. The system allows the generation of detailed and specific analysis of student attendance. 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 1

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 8.55am) to show that they have received their mark and a detention slip. Staff are

expected to ask the students for this. If a student arrives at a lesson without a Slip, the student should be returned to Student Services so that they are signed in officially; they should return to their lesson with a Slip to say that she has done this.

### **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 Officer.

### **DUTY OF CARE**

If a student leaves your classroom without permission you must inform Student Reception by sending a student with a Blue card. 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**

Attendance Officer, Year Leader 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 2**

### **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 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 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.
- If arriving after 8.45am, students will receive a late/detention slip, which they should present to their teacher on arrival at their lesson.

- If arriving after 8.55am, students will be escorted to student services and will receive a late/detention slip which they should present to their teacher on arrival at their lesson.
- 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.'
- 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 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.
- Ensure that weekly attendance records are completed in student Planners.
- Use Form Time on Monday/Friday to discuss the importance of attendance to attainment.
- 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 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, followed by a head count.
- Challenge lateness. You have responsibility for all LATES to your lessons-not just Lesson 1. Follow up as per directorate policy, by keeping students for 5-10 minutes at the end of the lesson (P2, P4, P6).
- Stress the importance of good attendance and punctuality.
- Check suspicious or repeated absences and contact form tutor and/or Year Leader.
- Record absences in the students' book, dating the absence, and directing the work required to complete. Welcome students back into the teaching group after absence – assist with "catch up" and check its completion.
- 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 application of the missed lesson policy of recording absence in books.
- 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 Year leaders 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 safeguarding lead as and when necessary.
- Ensure escalation of school interventions to prevent pupils joining the PA list.
- Issue rewards to students gaining 100% attendance and to students with the most improved attendance.

### **YEAR LEADERS**

- 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.
- Work with others to develop and implement strategies to improve attendance.

### **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.
- Communicate/liase with the Assistant Headteacher and tutors, as appropriate.
- Work with specific groups of students, as well as dealing with Fixed Penalty Notices and prosecutions.
- Attends scheduled meetings with Assistant Headteacher for attendance and Year leaders.
- Respond to Referrals regarding individual students who may be giving cause for concern.
- Work with Year leader attached to Y7 to identify potential attendance concerns, Yr6 into Yr 7. Visits the parents of these students and make it clear to them that Newland School for Girls has high expectations about attendance. Offers guidance and support to families.
- To work with every student with attendance under 90% and ensure they are on an attendance plan.
- Attend Attendance Panel Meetings.
- Provide various Data for providing statistical reports for the Senior Leadership Team, Team Leader, Governors, LA and the DCSF.
- To assist SLT on morning late duty when recording lates.
- To conduct daily lunchtime detention for lateness.
- To monitor number of lunchtime detentions and organise B3 detention when needed after 3 lates.
- To inform parents when pupils are on attendance plans and invite parents to an attendance meeting if no improvement is seen.
- To organise "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 9am (the time covered by SLT on late duty) and issue lunchtime detentions.
- Inform parents of lunchtime detentions for lateness.

### **ASSISTANT HEADTEACHER I/C ATTENDANCE**

- Has responsibility for Attendance.
- Monitors figures weekly.
- Responsible for liaising with Year leaders 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.
- Attend attendance panel meetings.

### **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, year leaders 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
- Weekly rewards
- Termly attendance rewards trips
- Attendance must be 97%+ to be invited to the Y11 Prom.
- 60 points per half term for 100% attendance. Points to be spent in the school shop or to pay for trips.

### **MONITORING - Appendix 3**

- Assistant Headteacher for attendance monitors Persistent Absentee records.
- 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.

Appendix 1

<b>Time</b>	<b>Action</b>	<b>Lead</b>	<b>Notes</b>
8.00am	Check absences answerphone and emails	KBU	
8.40am-8.55am	Lates Duties front entrance	KBU + SLT	Students who repeat 3 or more lates per half term receive B3 in the first instance and then B4 detention in addition to lunchtime detention.
8.55am-9.00am	Lates from doors added to SIMS Completed Register check	EDA  KBU	Lates after 8.55am logged on SIMS by Student services and issued with detention slip – SS to inform parents
9.00am	Register reminders sent out List of incomplete registers and staff on Hangouts Absence phonecalls made Classrooms of incomplete registers visited for reminder	Student services  KBU  KBU/Attendance team  Year leaders	
9.30am	Morning register completion	KBU	
9.45am-9.55am	P2 anomalous marks check Register reminders sent out (every lesson)	KBU  Student Services	10 minutes into every lesson list of incomplete registers / Missing students on Hangouts YL on Patrol to check

All Subsequent lessons	10 minutes into every lesson list of incomplete registers / Missing students on Hangouts YL on Patrol to check	KBU – (P5)/Student services	
------------------------	---	-----------------------------	--



## Appendix 2

Maintenance of Lesson Monitor	SIMS data manager
Statistics for DCFS	SIMS data manager/ Attendance officer
Statistics for LA/Trust	SIMS data manager/ Attendance officer
Statistics for Staff	Attendance officer
Ensuring accuracy and completion of all registers	All staff and Attendance officer
SIMS, Lesson monitor and any relevant manual systems	Attendance officer
First day absence contacts	Attendance officer /Year Leaders
Ensure that tiered standard letters are issued	Attendance officer
Monitoring and improving of target group: under 90%	Attendance officer
Monitoring and improving of target group: 90 – 97%%	Attendance team and Year leaders
Monitoring of Children in Public Care	Attendance officer / SLT Lead
Monitoring of Travellers, Asylum Seekers, EAL, EM	Attendance officer/ SLT Lead
Attendance Panel	Attendance officer / SLT Lead
Governor responsible for Attendance	
Primary Liaison	LIV
Whole School Attendance Pupil Noticeboard	Attendance officer



### **Appendix 3**

#### Attendance groups monitoring groups and associated letters

<97% - Warning letter  
<94% - Medical evidence letter with number of sessions missed  
<90% - PA letter with sessions missed  
10 Sessions letter  
20 Sessions letter – 12 week rolling monitoring  
<90% Cohort in previous academic year  
Initial PA warning letter with medical evidence requirements

#### 91%-97% Cohort monitoring arrangements

Return to school interviews  
KS3 weekly rewards group  
Attendance reports  
Attendance panel  
Daily check of absence patterns/ multiple incidents  
Home visits – Attendance officer

#### <90% Cohort monitoring arrangements

Return to school interviews  
KS3 weekly rewards group  
Attendance reports  
Attendance panel  
Daily check of absence patterns/ multiple incidents  
Home visits – Attendance officer  
PCSO visits  
Home visits – SLT  
Phased returns/ part time- timetables  
Prosecutions  
Aggravated prosecutions

#### Weekly Reports

- PA all years
- Weekly comparison report
- Individual tutor group marks
- Attendance by year group
- Attendance by house
- Disadvantaged vs Non disadvantaged attendance

#### Monthly Reports

- Students with more than 3 lates

