

Challney High School for Girls

Attendance and Punctuality Procedures



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reviewed:

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Date of next review:
February 2019

AIM

The School's aim is that students and staff should enjoy learning, experience success and develop their full potential. The aim of these procedures are to reflect this and recognise that regular attendance has a positive effect on the motivation and attainment of students and staff.

PRINCIPLES

There is a clear link between poor attendance at school and lower academic achievement. Recent guidance from Ofsted states that students who have more than 95% attendance each academic year, manage to achieve five or more GCSEs at grades 9 to 5, including Maths and English.

OBJECTIVES

1. To provide an effective and efficient system for monitoring attendance and punctuality.
2. To recognise the external factors which influence student attendance and work with parents and the school to address these.
3. To encourage students to take full advantage of their educational opportunities by attending school regularly.

PRACTICE:

a) ATTENDANCE

Form tutors mark the register at 8.40 am and 12.20 pm using SIMS Lesson Monitor.

- The Attendance Officer, the Home School Liaison Officer (HSLO) and Key Stage Liaison Officers (KSLOs) monitor daily attendance in each year group. Parents/Carers are asked to telephone the school before 9.30 am to explain any absence. There is a dedicated extension number to report absences and this is accessed through the telephone menu.
- Parents/Carers are contacted, where students have failed to arrive by 9.30 am and notice of their absence has not been received. This is through our Parent Call system.
- When the parent/carer fails to report an absence two days in a row, and staff are unable to make contact on the phone, a home visit is usually conducted by the KSLO and Education Welfare Officer (EWO).
- Authorisation of absence in most circumstances requires a written note from parents/carers; this may be a note in the student planner.
- Either a phone call or a letter home follows up unauthorised absences.
- Persistent absence is reported to the EWO for further action.
- Students are spoken to about their attendance by their form tutor, KSLO, Head of Year or EWO as applicable.
- Attendance workshops are arranged for students below 95% attendance on a half-termly basis. These are led by the KSLO.

- When attendance continues to fall, the school sends a letter home inviting parent/guardian for a meeting.
- We have a two-letter system for attendance. These letters are either decided during attendance meetings with the EWO and KSLO or sent out at the discretion of the KSLO, if there is any cause of concern regarding a student's attendance. Letter 1 is an awareness letter for parents/carers, to inform them that the student's attendance is of concern and that attendance will be monitored over coming weeks. The student's attendance certificate is sent for information purposes, to support the letter. Letter 2 indicates that the student's attendance is of serious concern and that any absences will not be authorised, unless suitable medical evidence is provided. Letter 2 provides contact numbers for parents/carers, should they wish to discuss the matter further.
- Students who have 100% attendance are 'Platinum'. These students are invited to afternoon tea with the Headteacher once per term. 'Gold' certificates are awarded to students who have attendance of 98-99%, 'Silver' certificates for students who have attendance of 96-97% and 'Bronze' for students who have 95%. Gold winners are invited to a pizza party and all students with 95% or above will be entered into a prize draw to win a £20 voucher on a termly basis. Names are displayed on the school notice board for all of the above categories. Rewards for attendance are on a termly basis.
- Attendance information is available for Parents/Carers on the parent portal of the VLE. This information is relayed to parents/carers via the subject update and annual report.

b) PUNCTUALITY

Students are expected to be in school by **8.30am** and to register with their Form Tutor at 8.40am

- In Years 7-11, names of students who arrive to school late is monitored and recorded daily. This is on a termly basis. On the first occasion, students are given a warning. On the second occasion, students are given a 20-minute lunchtime detention, and for third and subsequent lateness to school, students attend a 30 minute after school detention. Parents/Carers are sent a text message about punctuality on each occasion and the student will have a 'late to school' stamp in their planner. We encourage Parents/Carers to look at this weekly.
- Students who arrive after 10.30 am need a note or telephone call from home explaining their late arrival. If a note has not been received, this becomes an unauthorised absence.
- Persistent offenders have letters sent home and are discussed with the Head of Year, concerning further action.

c) LONG TERM ABSENCE

- When students are absent, or likely to be absent, for more than one week on medical grounds, work must be set by staff and marked by staff on the return of the work. Also on return to school, the student will be fully supported. The Pastoral Team will oversee this support, however if this is an ongoing need, the Support Team may need to intervene.
- At least five days notice is needed for Form Tutors or Head of Year to collate work.
- Permission for public performances and productions outside of school needs will be sought in writing from the Headteacher.
- In accordance with local authority policy, family holidays/extended leave are not authorised.

d) MONITORING ABSENCE:

- Form Tutors monitor attendance of students in their form and refer any attendance concerns to the Year team.
- KSLOs monitor attendance daily and implement appropriate interventions for the individual student
- KSLOs and HOYs monitor known students with persistent absence with the support of the EWO in school.

Students and Achievement

- In Years 7-11, the best attendance and punctuality in tutor groups is reported in the weekly year group presentation.
- A star chart is issued weekly for form groups who exceed 95% attendance as a group.
- Various competitions take place throughout the year and students who have 100% attendance over the academic year, will be recognised in achievement assemblies and awards ceremonies annually.

RECORDING ABSENCE

1. Parental Notes:

Authorisation of absence requires a written note from parents or guardians. This may be an entry in the student planner.

Where parents or guardians have difficulties with writing, it is acceptable that the student writes the note and the parent/guardian signs.

Once confirmation of absence is received by the Form Tutor, Head of Year it will be directed to the Attendance Officer, for recording purposes on SIMS.

2. Family holidays

It is not school policy to authorise absences for family holidays in term time. Students will be removed from roll if they are absent from school for 20 days.

3. Offsite activities

These are normally recorded as an authorised absence, depending on circumstances and at the discretion of the Headteacher.

4. Lesson truancy

All subject teachers are required to keep a lesson register. Students who truant lessons will lose their own social time, via lunchtime detentions. This will correspond with the number of lessons, truanted. Parents/Carers are informed of any truancy immediately via a phone call or text m

The Role of the Form Tutor

1. To mark the register at 8.40am every day.
2. To return any notes regarding absence via the form folder, to reception.
3. To monitor attendance and punctuality of students in the form.
4. To discuss attendance issues/ concerns with the student.
5. To inform the Year Team of any attendance concerns.

Role of the Subject Teacher

1. To mark a register within the first 15 minutes of each lesson.
2. To inform reception of any student missing from the lesson and marking absence in SIMS register.
3. To inform the year team of any attendance concerns.
4. To ensure that the student catches up on missed work at an appropriate time.

The Role of the Year Team

1. To review attendance of their year group weekly.
2. To review persistent absence list weekly and take action as appropriate to improve attendance.
3. To meet regularly with the EWO, to discuss action concerning students whose attendance falls below 95%.
4. To ensure letters are sent home where there are attendance concerns.
5. To complete a late duty once per week with the Home School Liaison Officer (HSLO) to record and monitor punctuality.
6. To organise and oversee the support for students who have been on long-term absence.
7. To conduct home visits as necessary with the HSLO.

The Role of the Attendance Officer

1. To liaise with families regarding absence and record daily absence on SIMS
2. To provide the Year Team with weekly attendance reports from SIMS.
3. To prepare a weekly persistent absence list for Year Teams.
4. To provide Year Teams with a weekly star chart for 95% attendance and above.

Role of HSLO

1. To follow up on absence from school after 9.30am, using our truancy call system.
2. To record and monitor lateness to school every morning from 8.40-9.05.
3. To text parents/carers on a daily basis concerning punctuality to school.
4. To supervise late detentions after school on a daily basis.
5. To update SIMS as required, concerning absence/lateness to school.
6. To explain the 'extended leave' policy to parents/carers as required.
7. To conduct home visits and arrange meetings with the EWO/KSLO concerning attendance or punctuality.

The Role of Parents/Carers

1. To ensure that their child attends school daily and on time.
2. To telephone the school before 9.30am to explain any absence.
3. To provide a note explaining their child's absence on the day that a student returns to school.
4. To make medical appointments out of school time as far as possible.
5. To avoid holidays during term time.