

# **Archbishop Beck Catholic Sports College**

## **ATTENDANCE AND PUNCTUALITY POLICY**

### **AIMS**

1. To raise levels of achievement by improving levels of attendance and punctuality.
2. To adhere to the legal responsibilities as laid down by the Education Act 1996 and Pupil Regulations 1995.
3. To ensure a whole school approach to attendance and to give it a high profile within the school and community.
4. To enhance the ways in which attendance is monitored in order to produce accurate information on which to base intervention.
5. To reward good attendance.

### **RATIONALE**

- Parents have the primary responsibility for ensuring that children of compulsory school age receive their entitlement to a suitable education either by regular attendance at school or otherwise. It is the responsibility of the LEA to ensure that parents meet these requirements (Education Act 1996).
- Attendance improvement is a high government priority.
- Attendance is at the heart of the school standards and Every Child Matters agenda.
- There is a direct and well-proven correlation between attendance and examination performance.

### **OBJECTIVES**

1. To keep an accurate and up to date record of attendance.
2. To inform parents of attendance issues.
3. To raise the profile of expectations around attendance and the link to attainment with pupils, staff and parents.
4. To identify the causes of non-attendance and take appropriate action where necessary.
5. To improve attendance in individuals, groups and the school.
6. To support vulnerable families and to improve attendance.
7. To monitor attendance and investigate data on a regular basis to look for new ways to secure improvement.

## **STAFF RESPONSIBILITIES**

### **Mrs. S McAlister (Deputy Head teacher).**

- To liaise with staff and governors on all issues related to school attendance and ensure it is given a high priority across the school and community.
- To ensure that attendance is a regular agenda item in all meetings at all levels.
- To promote good school attendance with pupils and parents / carers.
- To have a general overview of all aspects of attendance data and management and produce an action plan.

### **Mrs. M Haddock Social Inclusion Manager**

- To liaise with the Deputy and all relevant school staff, EWOs, external agencies, parents and pupils on attendance matters.
- To support the Deputy and Progress Managers in promoting the importance of good attendance with all parties.
- To liaise and act accordingly where there are serious concerns about attendance issues related to individual pupils.
- To inform the Deputy and / or Leadership Team about attendance on a regular basis.
- To prepare reports and statistics in consultation with the Deputy head teacher, for the Leadership Group, governors, DCfS and the LA.

### **Mrs. J Campbell Attendance Officer**

- To manage the electronic reporting systems and ensure that all data is reliable.
- To prepare reports and statistics for staff, pupils and parents as requested.
- To liaise and act accordingly where there are serious concerns about attendance issues related to individual pupils.
- To monitor lates in a daily basis.
- To support the Deputy, Inclusion Manager and Progress Managers in promoting the importance of good attendance with all parties.

## **PROGRESS MANAGERS / STANDARDS CHAMPIONS**

- To ensure that parents / carers and all pupils are fully aware of all matters and routines related to attendance. These should especially include:
  - Procedures and timings of registration
  - Lateness procedures
  - Role of the Social Inclusion Manager and EWO

- To ensure that all form tutors and team members are fully aware of any procedures and routines related to attendance.
- To ensure all form tutors and team members are fully aware of the legal documentation related to attendance and how it is used.
- To monitor form group and individual attendance on a regular basis using data supplied by the Attendance Officer.
- To liaise with form tutors on all matters related to attendance and to assist in difficult cases related to: truancy and unauthorised absences and parent / carer liaison.
- To liaise with the Attendance Officer, Social Inclusion Manager and EWOs in all matters related to attendance.
- To organize and carry out sanctions for lateness.

## **FORM TUTOR**

- To take the a.m: register in accordance with the set guidelines, using only the defined codes.
- To file all absence letters/evidence accordingly.
- To be proactive in notifying the Attendance Officer and Progress Managers of concerns around the attendance of an individual pupil.
- To direct any requests for leave of absence and holidays to the Attendance Office.
- To keep a careful overview of form / individual student statistics in liaison with the Attendance Officer.
- To display the graphs / statistics / certificates in the form room as they are distributed.
- To promote good attendance.
- To be a good role model by arriving at group on time and engaging positively with pupils.
- To liaise with the Progress Manager / Attendance Officer and Social Inclusion Manager on related matters.
- Ensure all pupils understand and are aware of the procedures around lateness.
- To organize and carry out sanctions for lateness

## **SOCIAL INCLUSION MANAGER**

- Liaise with the Progress Managers to identify PA pupils and initiate Individual Action Plans for pupils who are cause for concern in matters relating to attendance and punctuality
- Update the Progress Managers with regard to all action taken; provide accurate data including clear support strategies in place.
- Initiate visits to homes of PA students who have not been registered during the morning session through the EWO
- Attend meetings with parents to discuss attendance/punctuality issues
- Meet regularly with those students who are on the PA register and monitor their attendance and punctuality
- Meet regularly with EWO to refer students causing concern

- Liaise with the Key Stage Deputy Head teacher to discuss PA students on the register
- Liaise with the Learning Mentors to support attendance and punctuality
- Ensure all records are maintained and completed accurately
- Develop, implement and monitor individual student Attendance Action Plans
- Work with SLT to develop accurate attendance profiles, showing trends and patterns of attendance

## **ATTENDANCE OFFICER**

- To report on all matters relating to electronic registration.
- To manage the first day response system.
- To enter codes for pupil absence once letters / evidence are presented.
- To file all absence letters / evidence accordingly.
- To update SIMs using written information and evidence from Truancy Call
- To ensure the progress managers receive a weekly copy of the late sheets.
- To provide progress managers and form tutors with data for all tutor groups.
- To publish weekly attendance figures and form certificates.
- To produce statistical information on vulnerable groups on a weekly basis and graphs on a half termly basis.
- To keep statistical information on weekly, monthly, half termly, termly and annually attendance for comparative reasons.
- To assist the Deputy Head teacher in the collation of attendance statistics for the DCfS, LA and school governors.
- To be vigilant with the system of electronic registration.
- To print off the attendance reports as required and in accordance with the monitoring programme.
- To liaise with the Deputy, and all relevant school staff, EWOs, external agencies, parents and pupils on attendance matters.
- To support the Deputy, Social Inclusion Manager and Progress Managers in promoting the importance of good attendance with all parties.
- To liaise and act accordingly where there are serious concerns about attendance issues related to individual pupils.

## **ALL TEACHERS**

- To ensure a register is taken using the electronic system in every lesson taught.
- To be vigilant and notify the attendance staff immediately if pupils daily lesson attendance history shows anomalies.
- To provide a good role model and actively promote good attendance in their lessons.
- To provide a positive learning atmosphere that promotes and encourages good attendance.

• To discourage internal truancy by the following:

- Refrain from allowing pupils out of lessons unless absolutely necessary.
- If a pupil is granted permission to leave class, the class teacher must give the pupil a note.
- Not allowing pupils to go to the toilet during lessons unless they have a medical pass.
- When a pupil is clearly ill they should be sent, with a note, to the Main Office. Should it be necessary to send a pupil home this will be done via the Progress manager or another senior member of staff.
- Pupils who arrive at the Office without a note from the teacher should be sent back for one. However, in the case of a medical emergency, the priority must be to seek medical attention. In this instance the Progress Manager will be informed.

## **EDUCATION WELFARE OFFICER**

Pupils are selected for referral at weekly discussion meetings. Some referrals will be pupils with a history of poor attendance, some will be pupils whose attendance has started deteriorating; some referrals will be for pastoral reasons.

When a pupil is first referred to Education Welfare a School Referral Form is completed along with a printout of their attendance. Re-referrals are made by the EWO being given a printout of the pupil's attendance.

The EWO will follow LA procedures which may lead to legal procedures

## **PARENTS**

Parents have prime legal responsibility for ensuring that registered pupils of compulsory school age attend regularly. If a child does not attend school regularly the Social Inclusion Manager or Progress Manager will investigate and involve the assigned EWO. Action will be taken to try to improve the attendance, and the school will use all its powers in collaboration with the LA such as Attendance panels, the issue of fixed penalty notices, prosecution and contracts.

## **PUPIL REGISTRATION**

The school is required to take an attendance register twice a day, once at the start of the morning session, and once during the afternoon session. Registers are taken electronically, and class teachers take lesson registrations electronically. For each pupil, the register must be marked either as a present or absent by the form tutor or class teacher. The Attendance Officer will record pupils who are engaged in an approved educational activity away from the school site, or record accordingly for any other reason.

## **AUTHORISED ABSENCE**

Authorised absence is absence with permission from the school. This includes instances of absences for **which a satisfactory explanation has been provided (e.g. illness)**.

## **UNAUTHORISED ABSENCE**

**Unauthorised absence** is absence without permission from the school and includes all unexplained or unjustified absences.

- Truancy - where a pupil is away from school without permission from a daily authorised person. The parent is not an authorised person and the school can refuse to accept their reason.
- Lateness. Arrival after the register has closed at 8.35 a.m. unless late arrival is duly authorised.

## **AUTHORISED ABSENCE**

An absence is authorised by law if:

- The pupil is prevented from attending due to sickness.
- A day set apart for religious observance by the religious body to which the parents belong.
- No suitable transport is available and the school is not within walking distance.
- The pupil is participating in work experience.
- The pupil is participating in field trips or educational visits at home or abroad.
- Sporting activities (approved).
- Link courses with FE colleges where students attend for part of the time.
- Pupils receiving tuition at another school while remaining on roll at their home school.

An absence may be authorised at the school's discretion for:

- Study leave immediately before a Public Examination.
- Attendance at an interview with a prospective employer or another educational establishment.
- Medical or dental appointments by necessity made in school time.
- Exclusions of fixed term.
- Domestic circumstances which could include the death of a close relative, a house fire, family wedding or other acceptable traumatic event.
- Pupil attending another educational institution where they are also required to be on roll (dual registration).
- Home teaching by the LA home teaching service.
- A group activity with an EWO or other LA approved project.

## **LATE PROCEDURE**

If a pupil arrives late during registration the Form Tutor should enter 'L' and the number of minutes late

If a pupil arrives late after registration has ended and has not been recorded at the late gate, they must sign in at the Attendance Office.

Pupils who sign in at the Attendance Office have the time they arrive entered against their name on a group list.

The Attendance Officer will then enter the late marks onto the system.

Each week the Attendance Officer prepares a list of the lates for each year and this is distributed to Form teachers and Progress Managers for them to action.

Progress Managers then speak to pupil / contact parents.

A graduated response to lates is actioned by the Social Inclusion Manager each term and parents are informed of the number of hours missed due to late arrival at school.

## **FIRST DAY RESPONSE**

This has become an essential tool in tackling casual non-attendance.

A text message is sent home to parents. They can then respond to the message via the free return explaining the reasons for absence. If there is no response, letters are sent identifying the unauthorized absence.

## **ABSENCE LETTERS**

### **STAGED RESPONSE**

Weekly Attendance Analysis

#### **Stage 1**

Letter sent home to pupils with attendance below 95%. Parents asked to contact Social Inclusion Manager to discuss concerns.

#### **Stage 2**

Letter sent home to pupils with attendance below 90% where there has been no contact with the school. Parents asked to contact Social Inclusion Manager to discuss concerns.

Continued absence referred to the Education Welfare Officer who will then contact the family directly by phone, letter or home visit (ESO1)

### **Stage 3 ( ESO2)**

Pupils who have not contacted school or EWO. Letter explains the intention to take steps towards prosecution.

Referral made to EWO, parents asked to contact EWO directly.

### **Stage 4**

EWO invite parents for interview to clarify the legal position and put in place an action plan to improve attendance. Pupils attend the meeting

### **Stage 5 (ESO3)**

Penalty notice issued

## **HOLIDAYS AND EXTENDED LEAVE**

Permission for family holidays and extended leave is discretionary - in acknowledgement that a pupil who takes 10 days off can only achieve a maximum attendance of 93.8% between September and May (academic year), and is acknowledgement of this negative impact on attainment; holiday requests will be challenged and discouraged - the Social Inclusion Manager will inform the parent / carer of the school's position when a request is made.

- No holiday requests are permitted for any pupils where it may impact on examination results
- Parents / carers should apply in advance for permission to take pupils out of school during term time.

Where the school is satisfied there are genuine and pressing reasons for a holiday / extended leave in term time they may agree up to a maximum of 10 consecutive days in any one year. This leave is authorised absence.

When a parent / carer requests leave greater than ten days per year, each case will be judged on its merits. Examples where extended leave may be authorised are:

- 'Once in a lifetime' family trips / cultural trips
- Parent / carer recuperation or convalescence from serious illness or surgery.
- Death of a parent or sibling.
- Life threatening illness of a parent or sibling.

Family emergencies will be given careful consideration with the interest of the child as a priority.

Such leave is authorised absence, but is an absolute exception.

## **LONG TERM ABSENCE**

Pupils who are absent for a long period of time or in hospital will have special arrangements to ensure that they have sufficient and appropriate work to do at home. This is monitored by the learning Mentors.

A reintegration programme will be put in place for their return to school

## **OFF SITE PROVISION**

Weekly attendance figures are faxed or phoned through from Colleges/ Work placement providers to confirm attendance/ non attendance at College. The learning mentor for the key stage will follow up any absences with individual pupils. Continued nonattendance may lead to the withdrawal of the placement and school procedures for attendance will be put in place.

## **MEANS OF ACHIEVING AIMS**

- Constantly highlighting attendance as a whole school issue of the highest priority.
- Close monitoring by form tutors, Progress Managers, Standards Champions and the Social Inclusion Manager.
- Target setting - Individual pupils
  - Form groups
  - Year groups
- Encouraging all staff to be vigilant and proactive in raising attendance anomalies and concerns.
- Letters / texts home.
- Interview with parents / carers.
- Involvement of EWO.
- In-house and external truancy checks.
- Senior staff engaged in locality sweep every morning.
- Celebrating attendance at assemblies and rewarding good attendance publicly.
- Data investigations and reports to Leadership Group and Governors on a regular basis.
- Attendance Panel
- Competitions
- Pupil Interviews
- Mentoring
- Deputy Head teacher in collaboration with attendance staff to produce an action plan which is regularly updated.

## **REWARDS**

### **Staged approach**

#### **Individual Pupils**

Each half term

- 100% Attendance certificates and rewards at Celebration Assembly
- 95% - 100% Attendance. Letter sent home to parents
- 92% – 95% Attendance. Postcard sent home to parents

## Each Class

- Weekly Attendance rewards presented in Assembly
- League table of excellent attendance published and posted around school.

## Persistent Absence (PA)

PA pupils who have shown a significant improvement in attendance will be included in the reward process

## **MONITORING (METHODS)**

- First day response / statistics.
- Letters to parents.
- Data analysis by PA, gender, ethnicity, LAC SEN, Disabilities
- Parents made aware of responsibilities.
- Parents interviewed on phone for holiday requests.
- EWO works with the school focusing on PA pupils.
- Regular meetings between EWO and Social Inclusion Manager.
- Printouts for form tutors.
- Punctuality lists to progress managers.
- Attendance Panels

## Evaluation

- Evaluation against targets on a half termly basis.
- Overall evaluation by the Leadership Group
- Report to Governors on a termly basis.
- Evaluation against the action plan on a half termly basis.

**Ratified by Governors – February, 2010**

## **PUNCTUALITY POLICY**

### **AIMS**

- To generally improve the punctuality of pupils in the school
- To raise the profile of good punctuality and its benefits
- To reward good punctuality
- To discourage poor punctuality and apply sanctions
- To improve the monitoring and evaluation of punctuality

### **RATIONALE**

Good punctuality is vital in terms of the achievement of potential. It is also essential in terms of preparation for adulthood and employment.

### **RESPONSIBILITIES**

Mrs. McAlister (Deputy Head teacher) oversees all issues relating to punctuality and attendance with the Leadership Group. She is responsible for co-coordinating strategies with the Leadership Group to improve and promote punctuality among pupils. She is assisted by the Social Inclusion Manager, Attendance Officer, Progress Managers, and Standards Champions. She is responsible for producing any data related to this issue and the dissemination of this with the relevant staff.

### **PROGRESS MANAGERS/ Standards Champions**

Each week the Progress Managers are given the weekly late listings, they will then be responsible for:

- Informing pupils of the detention. Working with Form Tutors to ensure that pupils attend detentions.
- Monitoring all lateness for their year group and liaising closely with the Social Inclusion Manager on this issue.
- Developing strategies with the form tutors, Learning Mentor and Attendance Officer on punctuality.
- Using rewards and sanctions to positively promote good punctuality.
- Provide a good role model.
- Monitoring the Attendance/ Punctuality cards.
- Liaising with parents / carers, and arranging meetings to discuss punctuality.
- Monitoring the detention book and arranging follow up detentions if required.

### **Form Tutors**

- To be fully aware of and follow the late and post registration truancy procedures contained within this document.
- To be responsible for promoting good punctuality and attendance within their group.
- Providing a positive role model by being on time for registration and lessons.
- Making registration a positive experience for pupils by engaging with them and following the guidelines for form period.

- Ensuring that all pupils in their form are aware of the procedures for lateness. Ensuring that all pupils late to form are given a late mark.
- Send pupils who arrive late after the register has been submitted to the Attendance Office for a late mark.

### **Heads of Department**

- Develop strategies with their department to promote punctuality to lessons, using rewards and sanctions to achieve this.
- Use SIMs to monitor pupils arriving late to lessons.
- Send letters home to parents where a problem has been identified.
- Where appropriate, liaise with Progress Managers.
- Provide a positive role model to colleagues and pupils alike.

### **All Staff**

- To be fully aware of and follow the late and post registration truancy procedures contained within this document.
- Act as good, positive role models by being on time to registrations and to lessons, and by reinforcing the need for good attendance and punctuality.
- Follow the late procedure with pupils.
- Ensure that pupils follow the late procedure.
- Challenge pupils who fail to follow procedure and if necessary seek support on this.

### **Attendance Officer**

- Record the times of pupils who arrive late.
- Challenge pupils as to the reason for lateness and remind them of their responsibilities.
- Crosscheck the late list provided by the gate duty staff and ensure that any amendments necessary are actioned.
- Inform the Progress Managers of the pupils with late marks via a weekly print out.
- Inform the Social Inclusion Manager of pupils arriving late to lessons on a daily **basis**

### **Procedure at Registration a. m.**

- Registration takes place at 8.30 a.m. each morning in form rooms. Form tutors enter the attendance data through SIMs. If a pupil is present a / is entered. If a pupil is absent an N is entered. If a pupil arrives late to group L is entered.
- A HEAD COUNT MUST THEN BE MADE TO CHECK ACCURACY before the register is submitted. It is vital that the head count matches the number of presents recorded on the computer. If it does not, the register **MUST NOT** be submitted before an appropriate amendment is made.
- If a pupil arrives at the end of registration, pupils should be sent to the Attendance Office to register.

- If, during registration there is an experience of computer failure, a paper register must be taken and sent immediately after registration. If for some reason a pupil attends registration who is not on the computer listing, a note must be sent immediately to the Attendance Office advising the staff of the pupil's presence.

### **Procedure for Pupils who arrive to school late after registration has ended**

- Any pupil who arrives late to class must register at the Attendance Office
- If the in-lesson register has not been submitted, the pupil should be marked L (late).
- If a pupil arrives late to lesson for no valid reason, this should be dealt with within the department policy, and Progress Managers notified if necessary.

### **Post Registration Truancy Procedure**

- If a pupil is in school, but not present in a lesson the class teacher must register this and make a note on SIMs. This is part of staff responsibility in terms of "Safeguarding Children and keeping children safe (Every Child Matters), and for Health and Safety reasons.
- If a pupil is seen absconding from the premises initial contact must be made to the member of SLT on duty. The Progress Manager and Social Inclusion Manager must be informed as soon as possible. Parents will be informed.

### **Monitoring and Sanctions**

#### **Process for lates**

- SLT will ensure a high profile presence each morning on Walton Vale and the surrounding area.
- Progress Managers will monitor corridors and Form Period
- 2 lates per week ensures a detention with Form teachers
- 4+ lates per month letter sent home to parents expressing concern
- 11 - 15 lates per half term -Further letter sent home indicating time missed and an explanation of the penalty notice.
- 16 + lates per half term - Attendance Card Letter home to explain process and an explanation of the penalty notice.
- Late lists will be examined each week by the Standards Champions
- Pupils who fail to turn up will attend a follow up detention later in the week held by The Assistant Head teacher linked to that year group. Standards Champions to inform pupils.
- Persistent re-offenders will be invited in for a Punctuality Panel interview with their parents/carers and EWO.

- If parents fail to turn up to discuss the issue a home visit will be made by the EWO or the Social Inclusion Manager and the interview will either be re-arranged or conducted in the home.

### **Late arrival to lessons**

- Late arrival at lessons will be monitored through SIMs.
- A rota for the collection and detention of pupils will alternate between year groups each day.

### **Rewards**

- The positive promotion of good punctuality through rewards e.g. certificates, cash rewards, assemblies, letters of commendation for good punctuality and for improvement forms a part of the whole school reward policy.

### **Monitoring**

- Punctuality to lessons will be monitored on a daily basis
- Overall punctuality will be monitored on a half termly basis and statistics produced. These will be shared with all staff at relevant meetings.
- Year punctuality will be monitored by Standards Champion and the Attendance Officer and shared at year team meetings.

### **Evaluation**

- Achievement of individual targets
- Overall school improvement
- Raised profile of punctuality
- Increased parental responsibility
- Evaluation by the Leadership Group.

## **Persistent Absence (PA)**

Attendance data is analysed continuously to identify key levels of non attendance referred to as Persistent Absence. This is reported to the LA each half term. Pupils who have reached Persistent Absentee status become a part of our PA cohort.

Strategies are put in place as soon as a concern is identified to support and improve the attendance at an individual level for each pupil.

### **Stage 1**

Detailed half term report to Local Authority to identify PA pupils

### **Stage 2**

Individual Attendance Action Plans are initiated and stored on the shared drive with access for named senior staff ( All additional data input managed by SIM)

### **Stage 3**

On going communication between parents and Social Inclusion Manager to help review and encourage continued improved attendance.

Meeting with both pupils and parents held in school or at home

### **Stage 4**

Alternative support through multi Agency network

### **Stage 5**

Referral to the Team around the School

### **Stage 6**

Continued non attendance without reason will result in legal proceedings through the EWO. This is a staged approach and runs parallel to the whole school attendance management procedures.

