



Attendance Policy

Date of original policy:	November 2004
Member of staff responsible:	Mr G Dearman, Director of Inclusion
Date policy was previously approved:	3 February 2014
Review date:	June 2019 (2 Yearly) (Full Governors)

Approved by SLT on 26 January 2017

Approved by Full Governors on 30 January 2017 (Minute No:114/2016/17.12)

Policy Statement

Regular and punctual attendance is vital if students are to benefit from the academic, personal and social opportunities offered at Parkside School.

Context

Improving levels of attendance has been identified as an essential element in raising standards of achievement.

Aims of Policy

- ◆ To create an ethos in which good attendance is recognised as the norm
- ◆ Monitor and provide effective information on levels of attendance and punctuality to aid improvement;
- ◆ To promote good teaching since this provides the best incentive for students to attend Parkside;
- ◆ To increase awareness amongst parents, students and staff of the importance of regular and punctual attendance;
- ◆ Maintain an effective partnership with the education social work service;
- ◆ Raise student awareness of the importance of punctuality and uninterrupted attendance and encourage students in a sense of responsibility;
- ◆ Demonstrate through the use of rewards and sanctions that Parkside recognises good attendance and punctuality are achievements in themselves;
- ◆ Recognise, reinforce and support the key role of the mentor in promoting and monitoring good attendance.

Policy into practice

Parents/Carers

Parkside will inform parents and carers through the school prospectus, information guides and newsletters of the importance of high levels of attendance and punctuality and of their role in achieving this.

Not correct-Parents and carers will be informed of their child's level of attendance and punctuality through academic review days.

We now send a personalised half termly letter to parents/carers informing

Parents and carers of students causing attendance concerns will be regularly informed and could be invited to attend an attendance panel .

Students

Students will be encouraged to reflect on their personal attendance and punctuality record by:

- Not correct-Students monitor their own attendance by recording their weekly attendance
- Not correct-Targets set by Mentors during Academic Reviews linked to attendance and punctuality, twice a year
- Termly and annual awards for highest 100% attendance
- Mentor group with the highest/most improved attendance for the half term are rewarded vouchers
- Discussions with Mentors, Pupil Progress Team, Assertive mentors, Mentor support College Leaders and, if required, the EWO service.

Staff

Any member of staff taking a register is expected to operate within attendance guidelines, a copy of which is attached.

Mentor

Maintain effective communication with College Leaders/Attendance Lead on all attendance matters concerning their mentor group.

Promote and encourage good levels of attendance.

Not correct-Assist students in the recording and monitoring of their own attendance rates weekly.

Raising Awareness

Staff will publicise and reinforce the school's policy and aspirations about attendance through:

- School prospectus
- School Newsletter
- Assemblies and pastoral meetings as appropriate
- Awards for attendance

- Displays on notice board to highlight progress of improvements in attendance
- Discussions with students by Mentors, College Leaders
- Attendance is a weekly standing item on the SLT meeting agenda
- Attendance policy on website

Governing Body

- Annual review of policy
- Regular monitoring of attendance data
- Appointment of a governor with responsibility for attendance work, including the Parkside Attendance Panel and the Fast Track Prosecution Panel

Attendance Policy

All Staff should read this document. Roles and responsibilities are defined. If we all perform our functions well, then the attendance at Parkside will exceed the expected 96% and the levels of unauthorised absence will reduce.

There will be an annual review of these guidelines.

Mentors

- ◆ Mark the register daily using Sims Lesson Monitor, register to be sent by 8.55am

Class Teacher

- ◆ The Class Teacher will mark the register at the beginning of each lesson using Sims Lesson Monitor
- ◆ The afternoon registration mark will be made by the class teacher at 2.00 pm prompt.

College Leaders

- ◆ Discuss attendance with Mentors during the Pastoral meetings to monitor attendance. Use the statistics produced by Administration Co-ordinator (Attendance).

Administration Co-ordinator (Attendance)

- ◆ Will operate the Same Day Response each morning whenever possible.
- ◆ Will prepare statistics for SLT, College Leaders and Mentors, using Lesson Monitor and attend meetings when necessary.
- ◆ Will, with Deputy Headteacher, Student Achievement and Inclusion, organise Truancy Checks
- ◆ Will prepare the DFE return
- ◆ Will work closely with EWO to monitor students' attendance advising on student attendance panel and fast-tracking meetings
- ◆ Will attend Parkside Attendance Panel and Fast-track meetings every six weeks

Attendance Meetings

- ◆ Every 3 weeks Admin Co-ordinator (attendance), EWO and a member of staff responsible for attendance will meet
- ◆ Students whose attendance is causing concern will be discussed
- ◆ Students who will appear at the Attendance Panel will be selected at this meeting

Attendance Panel

- ◆ This meets every 6 weeks
- ◆ The panel consists of Director of Pastoral Care, EWO, School nurse and governor with responsibility for attendance
- ◆ Student and their parent/carer are invited to the meeting
- ◆ Students are set an attendance target for the next 6 weeks
- ◆ This is then reviewed after 6 weeks and further action is taken if necessary
- ◆ Attendance panel minutes are circulated to SLT.

SLT

- ◆ Attendance will be a weekly agenda item
- ◆ Names of students with persistent absence and those taken to the fast track panel will be discussed

Governors

- ◆ Appoint a Governor with a responsibility for attendance
- ◆ Involved in the rewarding of attendance, and the multi-agency approach to attendance
- ◆ Attendance is reported on in the Headteacher's Report to Governors on a regular basis

Deputy Headteacher, Student Achievement & Inclusion

- ◆ To be responsible for all attendance matters.
- ◆ To prepare information for Governors and, SLT
- ◆ To receive attendance information from College Leader with responsibility for attendance
- ◆ To meet with Admin. Co-ordinator (Attendance) to review systems.

Lates

- ◆ A student who arrives late will get a 30 minute detention at the end of the day.
- ◆ When students are late they will report to registration up until 8.55 a.m. If their group has gone to assembly the student goes straight to assembly. Continuous problems should be referred to College Leaders and then, if necessary, to Deputy Headteacher, Student Achievement & Inclusion.
- ◆ If a student arrives after 8.55 a.m. s/he reports to the Pupil Progress Centre to sign in. At that point s/he will complete the sheet with details of why s/he is late and the time of arrival. The student will then be issued with a slip to take to their subject teacher to show s/he has signed in. Subject teachers should tear the slip up so that it cannot be used again. The Administration Co-ordinator (Attendance) will amend the register in the office and file the slip.

Truancy

- ◆ Students who truant a lesson should be dealt with, in the first instance, by the class teacher. This will then be passed to Pupil Progress to organise a detention
- ◆ Truancy patterns will be examined and action taken by the College Leaders, Deputy Headteacher, Student Achievement & Inclusion and Headteacher as appropriate.

Absent Students

- ◆ Students should bring a note to explain absence as soon as they return

- ◆ The administration assistant (Attendance) will endeavour to make telephone contact with parent/carer of each student on their first day of absence. If an acceptable reason is given the appropriate absence code will be recorded and details will be placed on the system.
- ◆ Any student absent from school for three or more days/or at least twice in a term will be referred to a learning mentor
- ◆ A home visit by the Education Welfare Officer may take place if no contact has been made after three consecutive days of absence
- ◆ The student has the responsibility to have each absence signed off. They can do this by getting parents to authorise their absence or by asking Staff to check their registers to verify the student was in school.

Holiday Requests

- ◆ The school follows the new government regulations, in operation from September 2013, which state that parents are not entitled to take their children on holiday in term time. Parents needing leave of absence for exceptional circumstances should complete the required form at least two weeks before the anticipated start date.

The Headteacher will then decide whether or not authorise the leave of absence.