

Students HELSBY HIGH SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

References:

- A School Attendance (Guidance and Pathways to Statutory Legal Intervention) – Cheshire West and Chester Council – JANUARY 2018**

Rationale

The school's policy strives to ensure the best possible attendance by every student in the school and by so doing enable each student to realise their potential.

Aims

- To identify and support students whose attendance falls below 90% (persistent absentees) to improve their attendance.
- To highlight the importance of attendance and punctuality and bring it to the attention of students, parents/carers, teachers and Governors.
- To maintain communication between home and school regarding attendance.
- To provide support, advice and guidance to parents/carers and students.
- To promote effective partnerships with the Educational Welfare Service and with other services and agencies.
- To gather and analyse attendance related data and use this to improve attendance.
- To recognise the needs of the individual students when planning reintegration following significant periods of absence.

Introduction

The school expects students to attend school regularly and arrive on time, prepared to learn. The school will investigate all absenteeism and lateness. The school will keep parents/carers fully informed of any attendance problems associated with their son/ daughter.

Monitoring Attendance

The school will monitor the attendance of students through registers taken at the start of the day in tutor groups and at the start of every lesson. The school will also:

- highlight attendance in:
 - Assemblies, PHSCE lessons, meetings with parents/carers
- have a common set of attendance procedures:
 - Reference A details the procedures laid out by CWaC EWS (Education Welfare Service)
- insist that parents/carers advise the school by 9am if their child is going to be absent from school
- have regular reminders of attendance and punctuality in meetings e.g. SLT, KSL, YL, Tutor / Pastoral/ Governors etc.
- work closely with EWS and other agencies
- provide up to date information for parents/carers e.g. annual reports/on request from YL / KSL / SLT
- have a clearly defined late registration procedure, registers will be closed at 9.30am in the morning
- look at reasons for absence and offer support and guidance
- promote good attendance and punctuality with a system of rewards and sanctions to be applied consistently
- monitor progress in attendance using measurable outcomes

Rewards:

- recognition in rewards assemblies, by letter and the attendance prize draw, for students achieving 100% attendance in Years 7 to 11, and those showing significantly improved attendance.
- discussions through Student Voice Groups to identify suitable privileges for those achieving targets
- Praise from form tutors for students who have consistently good attendance

School actions:

- Truants will be placed on causing concern list and monitored and will be expected to make up the missed time after the end of the school day
- Letters home to parents/carers/carers
- Lunchtime and After School Detention for persistent lateness to make up the time
- Attendance Planning Meetings
- Referral to the EWS for consideration regarding Fixed Penalty Notices for persistent absenteeism.
- Attendance will be used as a selection criterion for certain trips and activities. Poor attendance may result in students not being able to attend. However, absence as a result of medical conditions will be taken into consideration on an individual basis.

Strategies:

- Parents/carers contacted by text message each day the student is absent if they have not contacted the school with a reason for absence
- Form tutors monitor students in their form, RAG rated attendance will be distributed every fortnight to Form tutors and Year Leaders. Praise should be given to students consistently meeting our target attendance or making significant improvements.
- Letters will sent to Parents/carers of pupils whose attendance drops below 95% and 90% each half-term, beginning after October half term.
- From Christmas onwards, if attendance drops below 90% attendance (7.5 days), parents/carers may be invited in to school for an attendance panel. Present at this panel will be the child (if they wish and their wishes and feelings if not), the parent*, the HHS Education Welfare and Attendance Officer and the Key Stage Leader. After this meeting a 2 week monitoring period will be observed. If attendance does not improve in this time, parents/carers will be called in to school for a meeting to review the attendance panel and a parenting contract drawn up to support the improvement of attendance. Continued absence after this point will result in a FPN request being made of the CWAC EWS or, in some cases, an attendance planning meeting (parent, the HHS Education Welfare and Attendance Officer, Key Stage leader and a Welfare Governor) will be called.
*the meeting will still be held should the parent fail to attend without prior notification. If the parent/carer does not attend they will receive information regarding the outcome of the meeting
- The school Education, Welfare and Attendance Officer will review attendance with the Deputy Headteacher every fortnight to identify PA students.
- The school Education, Welfare and Attendance Officer will meet with KSL and YL Fortnightly to discuss strategies to support improved attendance
- Parents/Carers will be invited to Attendance reviews
- Attendance action plans for target students will be created
- After three days without contact the school Education, Welfare and Attendance Officer will refer concerns to the School Safeguarding team via CPOMS and safeguarding procedures will be followed to include the following where appropriate: phone calls home; contact with the primary school if there are siblings; home visit by school staff; concerns reported to Police and Children's Social Care.
- After ten days without contact school reports a child missing in education through CME2 (see appendix)
- Monthly monitoring and three wave intervention via pastoral staff for students with less than 90% attendance:

- Wave 1 – 1-1 discussion with Year Leader or Key Stage Leader
- Wave 2 – back to school student attendance meeting
- Wave 3 – parental/carers attendance meeting

Rights and Responsibilities

Students:

- will ensure that they attend regularly and on time
- will attend all lessons punctually
- will have individual records of attendance/punctuality acknowledged by school
- will be made aware of the close connection between good attendance and academic achievement

Parents/Carers:

- be responsible for ensuring their child's regular and punctual attendance
- be responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in fit condition to learn
- will be made aware of the close correlation between good attendance and academic attainment
- will be responsible for informing the school at once, promptly (by 9am) on the day, of any absence
- will aim to make routine medical appointments outside of the school day
- Will provide school with evidence of attendance at hospital, orthodontist or urgent Doctors' appointments to enable the school to authorise the absence
- will attend meetings at school to discuss attendance issues if they become a cause for concern. Such meetings might involve the Attendance Officer in addition to school pastoral staff.
- Will apply for leave of absence for their child well in advance of the planned absence wherever possible.

Authorised/Unauthorised Absence

Leave of Absence from school will be authorised in the following instances:

- illness
- unavoidable medical/dental appointments
- days of religious observance
- exceptional family circumstances such as bereavement
- if permission for absence has been granted by the Headteacher

However, once attendance falls below 90%, the school may request medical evidence (e.g. an appointment card, a prescription, sight of medication provided on prescription etc.) before authorising an absence for illness.

Parents/carers should apply for leave of absence through the appropriate form that is available from pupil services and on the website, it is also attached as **Annex A** to this Policy.

Parents/carers should note:

there is no entitlement for parents/carers to take their child on holiday in term time and this will only be authorised in exceptional circumstances. For a period of 10 consecutive absences as a result of an unauthorised family holiday we will usually make a referral to the CWAC EWS for a fixed penalty notice

Request for Leave of Absence

Please return

this

form to Student Services once completed

This form should be completed and signed by the parent/carer of the student. It must be returned to the school preferably four weeks **BEFORE** the commencement of the period of absence.

Student Name(s):		Form(s):	
Reason for requesting leave of absence during term time:			
Date from:		Date to:	
		Number of school days:	
Signed:	(Parent/Carer)		
Date:			

TO BE COMPLETED BY THE SCHOOL

Date received by school:	
Key Stage Leader Comments:	
Headteacher Response:	

Register Code to be used by the school:

B – Educated off Site	C – Other Authorised Circumstances	G – Holiday Not Authorised	H – Exceptional Circumstances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Response sent to parent on:

Please read this letter before completing and returning the form overleaf to school.

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Last review date: October 2018

Next review date: October 2019 by Welfare committee

Attendance Guidance Flow Chart

