

Greengate Lane Academy

Attendance Policy



Aim

- To encourage maximum levels of attendance
- To encourage staff, parents and children to work together, within a framework of good practice that both supports and helps to motivate, and is consistent across the school

Principles of Good Attendance:

- The school is committed to maximising the achievement of all pupils
- There is a clear link between good attendance and educational attainment
- Regular and punctual attendance is vital if children are to benefit fully from the academic and social opportunities which are offered to them within school
- Parents/carers play an important role in supporting school in encouraging children to reach good attendance levels
- A broad and balanced curriculum is dependent on regular attendance
- School will take appropriate action to promote and encourage good attendance

Statements of expectations

What the school expects of the children:

- That they will attend regularly
- That they will arrive on time, appropriately prepared for the day
- That they will report to reception should they arrive after the official registration time
- That they will inform their class teacher or office of any problems that will prevent them from attending school
- That they understand the health and safety issues raised by non-attendance

What the school expects of parents:

- To fulfil their responsibility by encouraging their children to attend school and to understand the health and safety issues raised by non-attendance
- To ensure that they contact the school on the first day whenever their child is unable to attend
- To ensure that their daughter/son arrives on time and is well prepared for the school day
- To contact the office/class teacher in confidence whenever any problems occur that may keep their child from attending school
- To inform the office of any forthcoming appointments or holidays and ensure the continuity of their children's education by taking holidays during the school holiday period and arranging appointments outside of the school day whenever possible

What parents and children can expect of the school:

- A broad and balanced education – which in itself is dependent upon regular attendance
- Regular, efficient and accurate recording of attendance
- First day contact with parents when a pupil fails to attend school without providing good reason
- The encouragement and promotion of good attendance
- Prompt action on any problem notified to us
- Close liaison with the MAST to assist and support parents and children where needed.
- A full understanding of the health and safety issues raised by non-attendance
- Notification to parents/carers of their child's attendance through the school's reporting system

Early Intervention:

It is acknowledged that an early response to developing patterns of absence can be most effective.

The circumstances of the individual child or group of children must determine the nature of communication regarding attendance. At Greengate Lane Academy we will be particularly sensitive to issues of linguistic differences in matters of communication, and of cultural differences in perception regarding attendance.

Major early signs of absenteeism are:

- Unauthorised absences
- Lateness
- Occasional or developing patterns of absence

Strategies to be used by class teachers when tackling these early signs of absenteeism:

- Discussion with children
- Communication with parents or carer
- School-based interview meetings with parent or carer

How attendance will be monitored

Accurate Registration

1. Registration is at 8.50am each morning and 1.00pm in the afternoon
2. If children arrive after 8.50am and after 1.00pm they will be deemed to be late
3. Children should be at their classrooms by 8.50am each morning at the latest although staff will be there from 8.40am to greet them
4. Children will sit in silence whilst the register is taken
5. Class teacher must insert one of the following marks:

/\ - present

L - late although arrived during registration

N - child not in class (no reason given)

6. The office will input any other marks/codes
7. Any absence notes will be sent up to the office immediately
8. If no information is forthcoming that allows the authorisation of the absence, contact will be made by the office (by telephone or text). If a child is persistently absent the contact will be by telephone or this may also prompt a home visit.
 9. If children arrive after the register has been taken they must report to the office. This information will be entered daily into the computer by the office and monitored by the LM.

The response the School makes to Poor Attendance

- Parents are asked to contact the school on the first day of their child's absence.
- The office will make 'first day contact' with parents of all absent children by text or telephone. If there has been no contact by 9.30am a home visit may take place to ascertain why a child is not attending school.
- The school will target children with known attendance/punctuality problems and monitor these closely.
- The LM will target children with known attendance/punctuality problems and monitor these children closely.
- Where the LM/office has been unable to contact the parents or has been unsuccessful in their attempts to return a pupil to school, or where concerns arise about attendance patterns the LM will refer the pupil to the LA Support Officer.
- At the end of each week the office will produce information about outstanding unauthorised absences. Parents/carers will be telephoned/texted/receive letters about these unauthorised absences.
- At the end of each half term the number of lates and % attendance figures will be produced and a Cause for Concern list produced. This information will be passed to the Head teacher and Class Teacher who will be expected to monitor children and share any concerns/information with the LM.

Term time leave of absence

Please see the Exceptional Leave During Term Time Policy from the Sheffield City Council, Children, Young People and Families.

Rewards

Class rewards

The class attaining the highest and second highest percentage of attendance for each week will receive a trophy to be placed inside their classroom. The trophies will be awarded in the achievement assembly each Friday. All

classes with 100% during the week will get a cake on the following Monday to share.

Certificates are also given out during the Achievement Assembly for classes with no lates during the week, 100% attendance, 98+% attendance or Exceptional Improvement - decision made by Mr Warrener/office. Certificates displayed in classroom and next to Class Attendance display.

Classes with 100% for the week will receive Choosing Time on the Friday afternoon as discussed and organised by the class teacher.

Individual rewards

Children who attain 'Outstanding attendance' (100%), 'Excellent Attendance' (98+%), 'Good Attendance' (95.1+% - school target) for a term will receive a special certificate. Children with 100% for every half term will receive Greengate Lane Academy stickers.

All children with 100% (+ one half day absence) for the whole year will receive a £10 Meadowhall voucher.

All children who exceed the school target of 95.1% during previous half term will have their photograph on the school's attendance notice board.

Parents

- A leaflet will be sent to parents at the start of each school year to outline the school's attendance procedures. It will contain information on expectations, how to contact the school if the pupil is absent, times of the school day, late procedures, staff they may need to contact, term time leave absence, authorised and unauthorised absence, and if there are any special circumstances the school ought to know.
- The school will react swiftly and as sensitively as possible to any parental concerns.

Returning Children

- The school will try to support children returning to school after long periods of absence as fully as our resources allow. LM and MAST will liaise closely on this issue.
- The school will as necessary run attendance interviews with LA support to try and motivate parents/carers with children causing concern to greater levels of attendance.

Persistent absence

Children who's attendance is at **90% or BELOW** will be considered a persistent absentee (PA). These children will have individual action plans in relation to this level of absence with regular monitoring by LM. A referral to LA Support Officer will be completed for these children and the LM will continue to support and monitor daily.

When a child is off due to illness and their attendance is at 93% and below, medical evidence will be needed. This can include a medical appointment card.

Attendance Panel

Where children continue to attend poorly or erratically, the school will invite parents to attend an Informal Attendance Panel meeting to discuss the problems and offer support. If concerns persist or if lack of attendance is having a major impact on learning, parents/carers will be invited to a Formal Attendance Panel (SAP) which will be attended by the Head Teacher and the LA Support Officer.

FOLLOW-UP ACTION IN CASES OF NON-ATTENDANCE

- 1) In all cases of absence, every effort should be made by the teacher or office to obtain the reason for absence, so that it may be authorised as appropriate.
- 2) In on-going cases, where a child has persistent unauthorised absences, the LM will initially invite parents to a meeting to discuss reasons for the absence and possible solutions.
- 3) All action taken by the school should be carefully dated and recorded by the office.
- 4) If attendance remains poor, after all efforts by the school to resolve the problem within the framework of the school's Attendance Policy then the situation should be discussed with the LA Support Officer which may then lead to a prosecution or a referral to MAST to be made. A Pre-CAF form may need to be completed.
- 5) A Request For Support form should be completed with the fullest information after consultation with the LM and should include details of all action undertaken by the school.
- 6) Once the referral has been accepted by MAST it is important that school continues to work in partnership with the allocated worker to ensure the child's return to maximum attendance.

MONITORING PROCEDURES

- 1) The school attendance clerk will have overall responsibility for maintaining Attendance Registers.
- 2) The LM will have overall responsibility for monitoring attendance.
- 3) Any concerns will be reported to the Headteacher.
- 4) The School Governors will receive a copy of the termly authorised and unauthorised attendance figures.
- 5) The LM will meet every half term with MAST to discuss any concerns.

PUPIL REGISTRATION: THE STATUTORY REQUIREMENTS

Parents, schools and LAs share legal responsibilities in respect of school attendance:

Parents or carers of children of compulsory school age must ensure that they receive an efficient and suitable full-time education (Section 7 Education Act 1996)

All Schools (other than independent schools for boarders only) must keep an attendance register on which, at the beginning of each morning and during the afternoon session, a pupil should be marked present or absent.

(Pupils, Registration Regulations 1995)

LAs must ensure that parents are fulfilling their statutory obligations as to their children's education including, where necessary, by action through the Courts.

(Sections 437-448 Education Act 1996)

Schools have a duty to report to their LA on

"continuous pupil absences of two weeks or more and on those pupils who fail to attend school regularly, except where such absences are covered by a medical certificate"

(Pupils' Registration Regulations 1995)

Schools are required to collect and publish data on their rates of unauthorised absence for the preceding year.

RESPONSIBILITIES

Class teachers Class teachers' responsibilities:

- Registers must be completed every registration session.
- All children must be registered as / present, L – late or N for absent.
- Children are expected to arrive at registration on time. They will be marked late at the start of the registration session. If they subsequently arrive, they will need to report to the school office.
- During the week children will bring notes, explanations for absence, parents will telephone the school office, etc. Where the office is satisfied that an absence is authorised (check with the LM if unsure) the code for absence is entered electronically. By the end of the week, most reasons for absence should be recorded.
- All notes should be sent up to the office immediately.

CODES

/ Present (AM)

\ Present (PM)

L Late

B Education offsite

C Other authorised circumstances

D Dual registration (attending other places)

E Exclusion - fixed or permanent

F Extended family holiday - agreed

G	Unauthorised holiday
H	Family holiday - agreed
I	Illness
J	Interview
L	Late (before register is closed)
M	Medical/dental
N	No reason yet provided for absence
O	Unauthorised circumstances
R	Day of religious observance
S	Study leave
T	Traveller absence
U	Late (after registration closes)
V	Educational visit
W	Work experience
Y	Enforced closure

- Where children are absent without notification, the office will telephone/text parents. Reasons for absence will be entered on the computer by the office.
- Where children have outstanding unauthorised absence, the office will send letter/texts requesting information from parents. The office will process any information received.
- Class teachers are asked to monitor children with attendance rates of between 90% and 94% - discussing concerns with the LM.
- Class teacher are expected to motivate all children in their class to improve attendance and punctuality.
- Class teachers are expected to organise choosing time on the Friday afternoon if their class has got 100% for the week.

LM Learning Mentor's responsibilities:

- Targeting individual children with known punctuality/attendance problems and monitoring these children closely, specifically those with attendance rates at 93% and below.
- Supporting class teachers and office.
- Discussion (with office) and completion of referral of children to MAST or LA Support Officer with attendance rates 90% and below or other concerns.

Monitoring of pupil punctuality as follows:

1. Checking the daily 'late' records

2. Supporting the Class Teachers where lateness becomes a persistent problem
3. Running 'late gates'
4. Creating action plans and monitoring PA children
5. Running 'punctuality projects' with MAST and senior management
6. Running 'Punctuality Focus' week(s) with the office
 - The production and distribution of an 'Attendance Matters' leaflet outlining information for parents
 - The termly collation of data for MAST
 - Monitoring attendance and making sure targets are met
 - Monitoring these targets through management meetings with Class Teachers and through monitoring and evaluation meetings with SLT/MAST
 - Supporting all staff when attendance and punctuality is an issue.

OFFICE

Office responsibilities:

- Collation of attendance information to award certificates at the weekly and end of term achievement assemblies.
- Managing the production of attendance information
 1. Half termly % attendance and number of lates to all Class Teachers
 2. Collation of this information for each pupil across the year
 3. To write home to all children with % attendance 90% and below in half term
 4. To write home to all children with 1 late or more in each week
 5. To write home to all children in the PA category each half term
 6. To produce information each term showing attendance across each year group
 7. To produce information each term with the number of lates across each year group
- Running IAP every half term for all children at 90% and below attendance or presenting other concerns (erratic attendance or punctuality problems) and SAPs with MAST and Head teacher for children at 90% and below
- The management of the electronic registration process.
- Texting/telephone parents on the first day of absence for all children where reasons for absence have not been received – putting as many details about absences – particularly illness in comments box.
- Contacting home by telephone/letter when absences continue to be unauthorised at the end of each week.
- The late system
 - Running a RAG Report - sending colour coded attendance certificates with an attached letter if attendance is at 93% and below
 1. Entering late information manually daily
 2. Discussing records of late children to LM at the end of the week
 3. Telephoning/texting parents where lateness becomes a persistent problem

4. Write late letters as directed by the LM
- Production of attendance figures for SLT for Achievement Assembly and LM at the end of each week.
- Monitoring the Cause for Concern/PA list and faxing details of referrals to MAST on Mondays.
- Production of annual registers.

LA Support Officer:

- Monitoring all children with an attendance rate at 90% and below
- Interviewing PA children
- Completing Home Visits (sometimes with the LM) when concerns have arisen – particularly following an IAP.
- Attend half-termly monitoring meetings with the LM.
- To support with any legal questions (fines).

The Governing Body:

- Receiving information from the Head teacher on attendance
- Reports to parents at the Annual parents meeting about issues relating to attendance and punctuality
- Supporting the school in its efforts to raise attendance

CRITERIA FOR REFERRAL TO ATTENDANCE AND INCLUSION OFFICER

A consensus will be reached each term between the Service and the school about a 'standard number' of cases a Support Officer will be actively engaged with. The 'Support Officer' will then accept a referral once the agreed criteria have been met and which relate to the school's attendance policy.