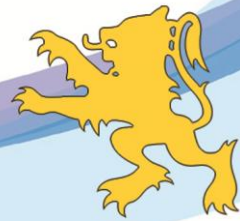




FINHAM PARK SCHOOL

A Mathematics and Computing College

ATTENDANCE AND **PUNCTUALITY POLICY**



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ATTENDANCE AND PUNCTUALITY POLICY

Policy Date: March 2010 Date of Policy review:

Aims

Regular attendance and punctuality are vital if students are to benefit fully from the opportunities offered by the School. Progression and continuity are essential in the learning process. The School aims to ensure that each student has a full and punctual attendance.

Regular attendance is key to achieving the five outcomes of Every Child Matters:

staying healthy, enjoying and achieving, keeping safe, contributing to the community, and social and economic well-being. Research clearly demonstrates the link between regular attendance and educational progress and attainment.

We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Parents

Section 444 of the Education Act states:

“If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his parent is guilty of an offence”.

The Education Act 1996 Part 1, Section 7 states:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude

[b] To any special needs he may have, either by regular attendance at school or otherwise.”



If a student is unable to attend school through sickness or other authorised absences (see below) parents must notify the school of the student's absence on the first day of absence.

Parents should avoid, if at all possible making non-emergency medical/dental appointments for their child during school hours.

Authorised absences include: - illness, emergency medical appointments.

Unauthorised absences include: - looking after brothers and sisters, birthdays, general trips such as shopping.

Parents **do not** have the right to take their child out of school for a holiday during term time and the school may be unable to authorise any holidays taken during the academic year.

Students

Students are responsible for making sure their attendance and punctuality is maintained at the highest level.

They should attend all of their lessons on time, equipped and ready to learn.

Students have a responsibility to follow school procedures should they arrive late for registration.

Students who experience difficulties which may prevent them from attending school regularly should speak, initially to their mentor or College Leader. Students will then be offered appropriate support.

Staff

Staff should provide a positive pro-active ethos which places high value on attendance and punctuality. They should ensure that all procedures are followed correctly:

Registration Procedures (see also Attendance and Punctuality Guidance for Staff 2010)

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.



Any child who is absent from school at morning registration or in the afternoon session must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised (N).

Registration begins at 8.50am each morning.

The mentor will call the register recording a mark for each student, followed by a head count as a double check. No blanks should be left.

Any student who is absent when the register is called, but who subsequently arrives before 10.30am should be recorded as late. This will be coded by the Attendance Clerk.

The Attendance Clerk will text parents on the first day of absence for any student who is not in school.

In the afternoon the register will be called by p5 teaching staff- the same procedures apply when taking the register: The teacher will call the register recording a mark for each student, followed by a head count as a double check. No blanks should be left.

The marks indicated in Appendix 1 should be used to record absence when registering on SIMS.

If for any reason SIMS is not working, paper registers must be taken- these should be kept by the mentor for this eventuality. Paper registers should be returned to the school office immediately after the end of morning and afternoon registration sessions. PAPER REGISTERS SHOULD ONLY BE USED WHEN SIMS IS NOT WORKING.

On the morning of an assembly registers should be taken as normal using the SIMS system.

Categorisation of Absence

Any student who is on roll but not present in the school must be recorded within one of these categories:

Unauthorised absence

This is for those students where no reason has been provided, or whose absence



is deemed to be without valid reason. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence.

Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Courses taken at college or other schools, or approved education off site
- Most types of dual registration

Note: Students recorded in this category are deemed to be present for attendance returns purposes. Their attendance and punctuality will be checked by the College Leader on a fortnightly basis

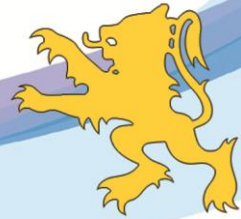
Punctuality

Students arriving late and up until 9.05 should go straight to their mentor period.

They will be marked late once the register has been called. A Late Gate system is in operation on a spot-check basis listing students who arrive after registration has begun at 8.50. The Attendance Clerk collates the information and contact home and or letters are sent according to the procedures for punctuality. In cases of persistent lateness parents will be invited to school by the College Leader to discuss the problem.

Those arriving after 9.05 should report to the Student Reception and be marked in by the Attendance Clerk who will give the student a late slip.

The student must show the late slip to the class teacher once they arrive.



If the student does not have a late slip they must be sent back by the class teacher to the Student Reception to sign in.

Those arriving after 10.30 will be regarded as absent and a parental note will be required before the absence can be indicated as authorised.

Any student who arrives late to school more than twice in a 5 day period will be seen by their mentor for a Punctuality Conversation.

Attendance to School: Procedures

Attendance figures for each student will appear on the annual report sent to parents and will be available at any parental interview that takes place during the year in school. This information can be located at any time on SIMS under the individual child's records.

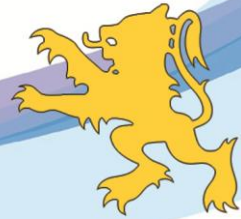
The Attendance Clerk will email attendance data for each college to Deputy Headteacher for Outcomes, AHT i/c attendance, College Leaders and mentors every fortnight. Appropriate interventions will be taken (see Attendance Procedures 2009/10) including referral to the EWO. Refer also to Persistent Absence below.

Half- termly and termly figures will also be analysed by the AHT i/c attendance and College Leaders to ensure action is taken with individuals or groups of students. Any sudden or gradual changes in a students' pattern of attendance can indicate a **safeguarding issue**. It is essential that the school procedures and systems for identifying individuals and or groups of students for whom attendance is an issue, take this into account.

Absence notes should be written by parents/carers to the school in the student planner, or e-mailed to the attendance officer at c.ward@finhampark.co.uk Notes should be initialled and dated by the mentor to indicate that they have entered the correct code into SIMS- if staff are unsure of the code to enter please refer student to Attendance Clerk. Any other absence notes should also be initialled and dated, and given to the Attendance Clerk to action. Any absence mark left without a letter of explanation inside it is classified as an unauthorised absence.

The mentor and College Leader will establish the exact reason for every absence, including having personal contact with parents.

The mentor must monitor attendance of his/her tutor group and refer to the College Leader any patterns of absence causing concern or any unauthorised absence that they have not been able to resolve themselves. College Leaders should monitor student absence with the AHT i/c attendance using fortnightly data.



College Leaders will work to resolve patterns of absence causing concern or unauthorised absence with AHT i/c Attendance. Cases not resolved will be referred to EWO by AHT i/c Attendance

Attendance data is presented to governors three times over the course of the year.

Welcoming back

Where a child is absent from school the following procedure should be followed for welcoming them back:

- If student has been absent for one day, the mentor welcomes them back and checks they are ok.
- If student is absent for more than two days, further communication by the College Leader/ Pastoral Support with parents and student will take place and provision made for the student catching up with work.
- For longer term absences a meeting with the AHT i/c attendance will take place and a more formal reintegration be implemented with a plan to catch up lost learning

Truancy

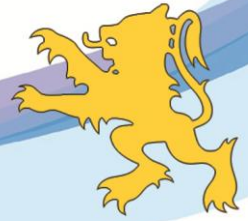
Truancy from school is dealt with as a high priority and must be dealt with immediately.

Parents will be invited by the College Leader to school to discuss the matter, arrangements for monitoring future attendance established and 'catch up time' organised by the College Leader for making up lost learning. If an entire day is missed the student will serve one day in the withdrawal room.

Any recurrent problems with truancy from school should be referred by the College Leader to the AHT i/c Attendance who may involve the EWO

Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 20% or more schooling across the school year for authorised or unauthorised absence.



PA students are tracked and monitored carefully through our pastoral system (see above) and we also combine this with academic mentoring where absence affects attainment.

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/ carers and the student. In cases where a student begins to develop a pattern of absence, the school will try to resolve the problem with the parent/s/ carers by contacting home and arranging a meeting as soon as possible. Clear targets will be set and support will be offered to the parents/ carers and student. If it is not possible to contact home, the school may carry out a Home Visit and make a referral to the EWO.

Attendance to Lessons

Attendance to lessons should be recorded on SIMS at the start of every lesson. The mentor should monitor attendance to lessons via the information stored on SIMS.

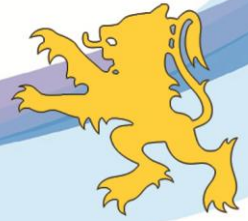
Truancy from lessons should be reported to parents by the subject teacher through the Subject or Faculty Leader

Missed learning must be made up. It will be the responsibility of the subject teacher to arrange to make up the missed learning time, and to ensure the student is set the work to be covered. If a student is repeatedly late to lessons over the course of a week, they will be put on late report by the College Leader.

Students should not be allowed out of the classroom during a lesson unless it is an emergency or medical condition. In this case, the member of staff must make a note on the permission slip in the planner.

Lateness to Lessons

Any student arriving late for the lesson should be recorded as arriving late on SIMS. If the time they are late exceeds 5 minutes this should be entered as a separate behaviour incident on SIMS to inform the College Leader of any patterns. The teacher must indicate the number of minutes they arrive late. It is the responsibility of the mentor to check the behaviour log and to ensure that suitable action is taken to deal with such lateness, which will normally be to discuss this issue with students. The College Leader will take action from the daily logs which may involve a meeting with parents if an improvement is not seen.



Where there is a general pattern of lateness it is the responsibility of the mentor with the College Leader to discuss the problem with the student concerned and set clear targets for improvement. These targets should be noted in the student planner or through a phone call home.

The school's arrangements to monitor the attendance of any students who attend provision off site such as vocational courses, extended work experience or college

Tracie Robinson will make fortnightly phone calls to the host school or college to ensure excellent attendance and punctuality is maintained. This information will be recorded with the Attendance Clerk.

Children In Care

Children in Care should also be monitored closely and the Local Authority representative or Social Worker informed on a daily basis if the child is not in school. The College Leader will ensure that this happens. In the event of the College Leader's absence, the Attendance Clerk will do this.

Children who are subject to a Child Protection Plan

If a child who is subject to a Child Protection plan is absent from school for 2 days, the College Leader should inform the named Social Worker. In the event of the College Leader's absence, the Attendance Clerk will do this.

Monitoring and Evaluation

The policy and procedures will also be updated whenever necessary as a result of outcomes from consultations and/or in response to particular situations that have arisen.



Appendix 1- Codes to be inputted when registering using SIMS

Codes:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Written by Russell Plester March 2010



ATTENDANCE & PUNCTUALITY POLICY

Written by R Plester on:
Review date:

March 2010
March 2011

Approved by Governors:

16 March 2010

Signed:

Signed:

MARK BAILIE
Headteacher

PETER BURNS
Chair of Governors

Date:

Date: