

# **Longdean School**



## **Attendance Policy**

Reviewed: October 2013  
Ratified: October 2013  
Next review: October 2015

## **Attendance Policy**

### **Principles:**

- Attendance is strongly linked to achievement. Good attendance is therefore necessary if students are to fulfil their academic and social potential at Longdean School.
- Promoting good attendance is the responsibility of all staff, students and parents.
- For high levels of attendance to be achieved good relationships are needed between home and school.
- The creation of a school environment where students are safe, achieve, and enjoy coming are vital if attendance is to improve.
- Strategies for dealing with both excellent and poor rates of attendance should be applied fairly and consistently to all students regardless of nationality, race, ethnicity, gender, disability and religion.
- Wherever possible there should be early intervention to deal positively with high levels of attendance and appropriately with low levels of attendance. This intervention will involve working with external agencies if appropriate.

### **Definition of terms:**

Authorised absence – It is the decision of the school to determine whether a student's absence is authorised or not. Authorised absence is absence that the school has approved. The school may approve absence for any reason that it deems appropriate.

Unauthorised absence – This relates to student absence that the school has decided not to approve. Absence is also unauthorised if a reason for student absence is not provided to the school by parents.

### **Roles and Responsibilities:**

- Governors will establish an attendance and punctuality policy in consultation with the Headteacher, staff, students and parents. Governors will also work with the school to set an attendance target for each academic year. They will ensure that it is communicated to all stakeholders and that it is applied fairly and consistently. They will also ensure that the policy is regularly reviewed
- The Headteacher is responsible for the day to day implementation and management of the policy and procedures
- All staff will support students to ensure they attend regularly and will address problems that may lead to non attendance. All staff will recognise and reward good attendance. Staff will take registers twice daily and in all lessons. They will also record incidents of lateness. Staff will also share with students their attendance figures and work with them to improve them
- Some staff will contact parents on the first day of absence and record reasons for absence if a phone call is not received. Selected staff will also monitor attendance figures on a weekly, fortnightly and half term basis and share any concerns with relevant staff, students, external agencies, including the Attendance Improvement Officer (AIO) and parents

- The Attendance Improvement Officer (AIO) will support the school in implementing procedures to raise the attendance of students. The AIO will also work with the school, families and individual students whose attendance is a concern in order to ensure they attend school regularly. If this intervention and support does not lead to sufficient improvement in the student's attendance the school will consider issuing parents a Fixed Penalty Notice (FPN) in line with guidelines issued to the school by Hertfordshire County Council
- Parents will ensure that their children attend school regularly and on time. They will also inform the school if their child is unable to attend for any reason by contacting either of the two attendance officers in the school. Parents will work together with the school and other agencies to address any issues leading to non attendance at school. Parents will endeavour to avoid having medical appointments during school hours
- The school discourages parents from taking holidays during term time. If holidays in term time are unavoidable a written request will be submitted to the Headteacher. Each case will then be considered by the Headteacher on an individual basis and parents will receive a written response to their request
- Students will attend school regularly and on time. Once in school they will attend all lessons on time and they will remain on the school site. Students will be aware of their attendance figures and should strive to improve it.

**Attendance:**

Students will be placed into three groups based on their attendance. These groups are as follows:

- 1) Attendance greater than 93%
- 2) Attendance ranging from 90 – 93%
- 3) Attendance less than 90%

As a school we will carry out strategies to raise these students levels of attendance on a daily, weekly, half termly, and termly level. A lot of these ideas are already taking place and many of the new ones will become a part of the new reward and behaviour policy that we will also be using from September 2010. The strategies that the school will be using are outlined in the table below:

<b>Time period for action</b>	<b>Action Taken</b>	<b>Longdean Responsibility</b>
<b>Daily/ongoing</b>	Lesson Checks, first day response phone calls, registers kept up to date. Lesson registration using SIMS Students late to lessons and school monitored	Attendance officers Tutors/teachers to take accurate registers
<b>Weekly</b>	Attendance printouts provided for each tutor in school and the Directors of House/Pastoral Managers. Attendance figures given to DHT, HT & SLT. These will	Attendance Officers to provide data.  KS Coordinators, Directors of House and

	<p>have a comparison of tutor groups in each year as well as the whole year figure compared to the same week in the previous year. Longdean Link Articles</p> <p>Names of students with 3 lates in a week to go to Behaviour Coordinator</p>	<p>Pastoral Managers to look at individuals and groups worthy of intervention. Tutors to follow up with specific students. Deputy Headteacher to organise Attendance Officers</p>
<b>Fortnightly</b>	<p>Students with attendance less than 90% to receive letter home outlining concerns. Students with 100% attendance for the previous fortnight to receive a commendation from tutor. League Tables for tutor groups in each House to be displayed.</p>	<p>Attendance officers to co-ordinate letters and check with Director of House before sending. Tutors to monitor attendance of tutees and award commendations. Display technician. Office to provide details</p>
<b>Half Termly</b>	<p>All students to receive a half termly letter with their attendance figure on it. These letters will be colour coded either green (attendance above 93% well done), amber (attendance 90 – 93% try to improve) or red (attendance below 90% and we are concerned) In addition students with 100% attendance for the half term will receive a congratulatory letter. Interform trophies will be presented in assemblies. The best form in each House will keep the trophy for half term for either best attendance or improvement. Every half term every student's attendance for the half term will be displayed on attendance boards. The figures will</p>	<p>Attendance officers to co-ordinate letter for sending.</p> <p>PDOL and KS coordinators to present these.</p> <p>Office to prepare data, display technician to display league tables.</p>

	<p>again be green, amber and red.  100% attenders for the half term to have their names in Longdean Link.  Every parents' evening to have a display/powerpoint focusing on attendance.  Every half term an attendance letter will go to all or selected groups outlining the need for good attendance at this time e.g. Year 11 in second half term in preparation for mock exams.  AIO visits to continue</p> <p>Students with less than 80% attendance for half term to be invited in.</p>	<p>Deputy Headteacher to organise.   Deputy Headteacher to organise.   AIO/Attendance Officers/KS Coordinators/Pastoral Managers   PDOL/Attendance officers to provide names.</p>
Termly	<p>In addition to the actions/letters above:  Every student with a 100% attendance or improvement of 10% for the term to receive a certificate and also to be entered into the £50 prize draw.  Termly analysis of reasons for absence to be undertaken so that comparison can be made in future and allow letters to be sent at the same point next year.  In addition to less than 90% letters any student with less than 80% attendance for the term to receive a letter outlining the dangers of Persistent Absence.  Attendance in lessons to be a focus of SLT link meetings.</p>	<p>DOH and KS Coordinators to organise raffle and certificates.   Deputy Headteacher to organise   Deputy Headteacher   DOL's/SLT. Class teacher to provide class detail.</p>

## **Punctuality:**

### 1) A punctual start to morning and afternoon school

- Students to be on school site by 8.25am.
- Students to be in form bases by 8.30am.
- Anyone who arrives in school after the 8.30 bell or to registration after the last name has been called out will be deemed late.
- **Registers will close at 9am. Any student arriving in school after this time will be marked absent and a note explaining the absence will be required.**
- PM registration will take place in Period 5. A student is deemed late if they arrive in the room where the lesson is taking place after the second bell at 2.20pm

### 2) A punctual start to lessons:

- All students are to move from lesson to lesson between the two bells.
- After the second bell has gone the registration is to be taken using SIMS.
- Any student who arrives after the last name on the register has been called will be deemed late. There will need to be a degree of professional judgement from staff here as to whether a student is late with a genuine reason or not.

**If a student obtains 3 lates in a week to either registration or lessons they will sit a school detention (Stage 3). The names of students who fit this criteria will be highlighted by the attendance officers and passed to the Behaviour Coordinator who will add them to the school detention list. In addition, where a student is regularly late to school and lessons and is being placed in school detention the school reserves the right to adjust the number of lates leading to School Detention from 3 in a week to 2. The school may also consider a different sanction for repeated lateness.**

### 3) Rewards for good punctuality

For one week in each half term we will use SIMS to identify students who have never been late and enter them into a prize draw to reward their good punctuality.