

Longdean School



Attendance Policy

Reviewed: **AUTUMN 2019**

Ratified: **AUTUMN 2019**

Next Review **AUTUMN 2020**

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 is 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.

Parents will be informed in writing if a decision has been made not to authorise any absences. The school will ask for verification of absences from a qualified medical practitioner.

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

- 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 and parents
- The Pastoral Managers will implement procedures to raise the attendance of students. The Pastoral Managers 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. An FPN can now be issued after 15 consecutive unauthorised absences, following a formal warning letter.
- Prior to an FPN application being made, the school will always inform parents that this is a possibility. A formal breach letter will be sent after 5 unauthorised absences.
- 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 does not authorise holidays during term time, unless in genuinely exceptional circumstances. Parents taking their children out of school on an unauthorised holiday that encompasses at least 15 consecutive absences are liable to be issued with a Fixed Penalty Notice, in line with guidelines issued to the school by Hertfordshire County Council.
- 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 95%
- 2) Attendance ranging from 90 – 95%
- 3) Attendance less than 90%

As a school we carry out strategies to raise these students' levels of attendance on a daily, weekly, half termly, and termly level. The strategies that the school is using are outlined in the table below:

Time period for action	Action Taken	Longdean Responsibility
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Daily/ongoing	Lesson Checks, first day response phone calls, registers kept up to date. Lesson registration using SIMS Students late to lessons and school monitored	Pastoral Managers Tutors/teachers to take accurate registers
	Any students late for school without a valid reason will complete a same day sanction. Pastoral Managers to minute attendance concerns as a safeguarding issue on CPOMs, including records of meetings/letters. Meetings should focus on PA or those at risk of becoming PA.	Behaviour Manager Pastoral Managers/AO

Weekly	Form tutors, Directors of House and Pastoral Managers to be informed of who falls into the PA category	AO
Monthly	DOHs and SLT links to be given latest vulnerability data. This is to be discussed in line management with DOH/SLT, as well as SLT/CU	PR/DOH/SLT link/CU

<p>Half Termly</p>	<p>All Y7-11 students will be divided into three categories: <90%, 90-95%, 95%+</p> <p>Parents/Carers within these three tiers will all receive letters regarding their children's attendance. <90% will emphasise the implications of being PA and cross-reference FPN, 90-95% will note the need not to fall into PA and 95%+ will praise good habits.</p> <p>Pastoral Managers will vet student names, in order to ensure that letters are not sent inappropriately.</p> <p>100% attenders for the half term to have their names in Longdean Link.</p> <p>PR to liaise with AIO at HCC. Use allocated 2.5 hours to either meetings with key families or use the time to quality assure procedures.</p>	<p>AO to generate letters. Office to send. Pastoral Managers vet names.</p> <p>PR to generate data, office staff to format.</p> <p>PR/HCC AIO</p>
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Termly	<p>Students who have attendance of 100% to be entered into a prize draw, which takes place in the final assembly of each term.</p> <p>Pastoral Managers to notify PR of anyone in their House with 15 or more unauthorised absences, without good reason. FPN to be issued, if agreed between PR/DOH/PM.</p>	<p>DOH</p> <p>Pastoral Manager, PR, HCC Attendance team.</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 bell at 2.15pm

2) A punctual start to lessons:

- After the 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 registers late to school they will sit a same day detention (C3). The names of students who fit this criteria will be highlighted on the door by a member of SLT and passed the Behaviour Manager who will add them to the school detention list.