

Tapton School

Attendance Policy

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COMMITTEE: Learning and Inclusion

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NEXT REVIEW: September 2019

INTRODUCTION

Tapton School is committed to maximising the achievement of all students. There is a clear link between good attendance and educational achievement. Good attendance is an important consideration when applying for any post 16 placement.

AIMS OF THE POLICY

- To encourage all students to achieve their maximum potential.
- To monitor and track students' attendance and punctuality through effective systems.
- To encourage parents/carers to play the vital role of supporting the school by encouraging their child to achieve good attendance and punctuality.
- To work in partnership with parents, CYPD to help students succeed.
- To promote good attendance, by recognising and rewarding good and improved attendance by individuals and groups of students.

ATTENDANCE AND THE LAW

- Parents must ensure that children of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The LA must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the LA, pupils who fail to attend regularly or are absent for more than 10 days without explanation.
- The LA has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil, is an offence punishable by law (Education Act 1996 Section 444).
- Fixed penalties can be issued by the Local Authority where the criteria for such a notice are met.

EXPECTATIONS

What the school expects of our students

- To attend regularly and punctually, fully prepared and equipped for the day.
- To follow agreed procedures in the case of lateness or absence.

What the school expects of parents/carers

- To fulfil their legal responsibility by ensuring their child arrives on time and attends school
- Contact school and leave a message for the attendance officer by phone, text or email if their child is absent and send a note to school when the pupil returns explaining the reason for the absence. The parent or carer should sign the note.
- To arrange holidays out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances school may authorise leave during term time and will consider each request on its own merits. If this is unavoidable, permission to take the holiday should be requested in writing from the head teacher at least two weeks prior to the holiday.
- To inform the Form Tutor of any forthcoming appointments and wherever possible to arrange the appointment out of school hours or during the school holidays.

The schools response to requests for leave during term time

Following Government guidelines introduced in September 2013 no leave of absence can be authorised by school for holiday during term time. School expects all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances school may authorise leave during term time and will consider each request on its own merits.

- Any requests for leave during term time should be made in writing, by the parent/carer, providing the reason for making the request and stating specific start and end dates. The request should be submitted at least two weeks in advance of the intended leave.
- The actual date that the child will return to school should always be provided by the parent/carer.
- School will inform parents in writing advising whether the leave is authorised or unauthorised, clearly stating why a decision has been taken.
- Parents/carers should contact school if any delays occur.
- Failure to return to school on the expected day after leave may result in a student being taken off roll at Tapton School and they will then need to reapply for a place. Parents should be aware that this process may not be successful because of the popularity of the school and our oversubscribed nature.

If you achieve 100% attendance (190 days) you still have an amazing 175 days holiday.

Leave for religious observance

Tapton School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

- Leave may be granted for any day of religious observance if recognised by the parents/carers religious body.
- Parents/carers are requested wherever possible to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than **two** days be designated for any individual occasion of religious observance/festival and no more than a maximum of **three** days in total in any academic year.

What parents/carers can expect of the school

- A broad and balanced education that is dependent upon regular attendance.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- First day contact with parents whose children are absent by text, email or a phone call.
- Prompt action on any issues raised.
- Liaison by appropriate school staff (e.g. Form Tutor, Year Manager, Attendance and Punctuality Officer, AEN) to address and work with students/parents on attendance issues.

ATTENDANCE PROCEDURES

Clear information on attendance procedures will be provided for students and parents via the school website, Tapton Update, letters, leaflets, posters, school literature etc.

Register Procedures

- Registration is at 9.00am each morning. Staff and students should be present at this time.
- If students arrive at the form room, assembly or class room after 9.00am and at the classroom after 1.35pm (1.00pm Tuesdays) they will be deemed to be late and recorded as L on lesson monitor.
- Students are registered at the beginning of lesson 4.
- Staff should insert a mark on the lesson monitor system for every student, whether they are present, absent or late, and send to base.

Responding to Lateness

- Students arriving to registration and lessons after the following times will be marked late and the number of minutes late recorded in SIMS.

Monday, Wednesday, Thursday & Friday		Tuesday	
09.00	Registration	09.00	Registration and Period 1
09.19	Period 1		
10.18	Period 2	10.04	Period 2
11.33	Period 3	11.20	Period 3
13.32	Period 4	13.00	Period 4
14.35	Period 5	14.04	Period 5

- Students arriving after 9.00am must go to registration (lesson 1 on Tuesdays).
- Students arriving after 9.15am or 1.40pm must sign in at the attendance office and go to their next lesson and show their late note. The mark will be entered on the lesson monitor system.
- Students who arrive late to registration or lessons will be recorded as late and receive a 15 minute whole school lates detention at lunchtime for each occasion they are late. Extra time will be added for those who are particularly late (more than 15 minutes).
- If students are late twice they will be seen by their Year Manager and set a 30 minute lunch detention. Parents/carers will be informed by text.
- If students are late 3 times they will be seen by their Year Manager and a member of Leadership and set an after school detention (KS4 students will have their lunch pass removed for 2 weeks and placed on lunch report). Parents/carers will be informed by the Year Manager.
- If students are late 4 times or more further steps will be taken to address the issue as appropriate.

Dealing with absence notes

- Form Tutors should encourage students to bring absence letters on the first day of return and remind them for the next week.
- The Attendance Officer should enter the appropriate code onto the lesson monitor system to amend the register when a note is received and retain for 1 year.
- If after a week the Form Tutor has still not received an absence note they should inform the Year Manager.

The School's response to absence/poor attendance

- Parents are asked to contact the school on the first day of their child's absence.
- The attendance officer will record all incoming messages on lesson monitor and inform Year Teams.
- At the weekly Year Group inclusion meetings, attendance issues will be discussed.
- The Year Manager and AEN will target students with known attendance/ punctuality problems and monitor students. Parents will be contacted if the student is absent by text or phone.
- Where appropriate, strategies will be employed in order to address the attendance of individual students, including working with the Year Team, being on report, put in detention or the Isolation Room, meeting with and home visits by the Attendance and Punctuality Officer and inviting parents/carers into school for a meeting.

- Where the Year Team, Attendance and Punctuality Officer and AEN are concerned about a student's attendance, they may refer the student to the MAST who will feed back to the Year Team any problems from the home visit.
- At the end of every half term the Attendance Officer will collate attendance information for each year group and share the information with the pastoral team.
- The school will at all times work with Sheffield LA and the structured system of sanctions it has laid down. The system of first a formal warning to parents, then the issuing of a fixed penalty notice (a request from the Headteacher to the LA) and finally prosecution will be observed in most cases of persistent attendance problems. The school understands that this is the normal order of sanctions but that, in exceptional circumstances, a fixed penalty notice may be issued first.

Responding to and maintaining good attendance

- Every half term/term 100% attendance certificates are awarded to students and for students whose attendance has improved significantly.
- Yearly certificates are awarded for 100% attendance.
- Form groups are awarded certificates on a monthly basis for the highest attendance in their year group.
- Students with over 95% attendance and punctuality are selected for celebration rewards at the end of the year.

Responding to lateness to lessons

- Register should be taken at the start of the lesson.
- Any student arriving late should be entered in SIMS as late and the number of minutes late recorded.
- Students who arrive late to lesson should be instructed to attend the next available whole school lates detention at lunchtime by the member of staff.

ATTENDANCE ROLES AND RESPONSIBILITIES

The roles and responsibilities of staff in school - professionals involved with attendance.

The Headteacher

- In conjunction with other school staff the Headteacher will consider all requests for leave during term time and inform parents/carers within 10 school days, in writing of a decision.

Assistant Head

The Assistant Head will:

- Liaise with MAST and Attendance and Punctuality Officer and involve Year Manager, Key Stage Leader and AEN as appropriate.
- Agree and oversee Attendance and Punctuality Policy.
- Agree and oversee the Attendance Plan.
- Support the Year Manager and Attendance and Punctuality Officer in promoting good attendance by:
 - Monitoring attendance data
 - Monitoring that all the procedures in this policy are carried out and that all agreed actions are carried out
- Support the Headteacher in decision-making issues related to fixed penalty notices.
- Report to Inclusion & Community Governors.

Associate Assistant Head

The Associate Assistant Head is responsible for:

- Coordinating the attendance plan within school with Assistant Head.
- Overseeing attendance data.
- Discuss at inclusion when attendance of individual students are causing concern.
- Employing strategies to improve attendance with individuals or groups of students.
- Compiling the data on attendance each term.
- Liaising with Year Managers and Key Stage Leaders on a weekly basis re. concerns on attendance (Inclusion meetings).
- Organise and manage referrals to Attendance and Punctuality Officer
- Provides background information about individuals for Attendance and Punctuality Officer
- Meets regularly with Attendance and Punctuality Officer to check progress and feedback to Year Teams
- Arrange meetings with students in school
- Oversee identifying students for 100% attendance and punctuality certificates

Form Tutors

This is an important role within school and requires the Form Tutor to:

- Complete registers accurately.
- Have regular discussions with their form to promote good attendance and punctuality.
- Collect reasons for absence from students and pass to the Attendance Officer.
- Monitor individual's attendance and alert the Year Managers to any concerns.
- Identify trends in the attendance of individual students and respond appropriately.
- Liaise with Year Managers on absence/punctuality issues.
- Forward letters requesting leave to the Attendance Officer.

Subject Tutors

- Complete registers accurately within four minutes of a lessons start.
- Liaise with the Year Managers re concerns over subject absences.
- If lesson monitor is down send a paper register stating lesson, teacher, date, period and students present.

Year Managers

Year Managers are responsible for:

- Monitoring attendance data for all students in their year.
- Discuss students who appear on the broken week report with 3 or more broken weeks (without valid reasons) at the inclusion meeting.
- Monitoring individual students with known punctuality/attendance problems below 92%.
- Support the role of the Form Tutor and liaise with staff to improve attendance.
- Carrying out spot truancy checks by using the lesson monitor system.
- Discuss at inclusion when attendance of individual students are causing concern.
- Alert Attendance and Punctuality Officer of students with 5 days unexplained absence (statutory is 10 days), but if it is a LAC the MAST needs to be notified after 3 days absence if their attendance is below 95%.
- Addressing attendance issues every week and sending out absence letters for students who have not returned to school with a note.
- Be available to support half termly interviews for students with under 92% attendance with the leadership team.

- Attendance Officer generates letters for parents regarding their child's attendance and forwards to Year Team to check before sending.
- Identifying students for 100% attendance and punctuality certificates.

Attendance and Punctuality Officer

- Meetings in school with students to discuss attendance and punctuality issues
- Visiting students and parents at home to discuss attendance and punctuality issues
- Give written and verbal feedback on each case to Senior Year Manager
- Constantly check on the attendance and punctuality of students
- Discuss safeguarding concerns with JEl or safeguarding team

Attendance Officer

The Clerical Assistant will, as required:

- Update the attendance record of students when parental contact is made.
- Print out the attendance data for Year Managers and Form Tutors on a weekly basis
- Identifying students for 100% attendance and punctuality certificates
- Collating the data for monthly certificates for forms
- Update the student database as students are taken on and off the school roll
- Print out personal attendance records, attendance figures, school population and other reports as required
- Enter all terms, dates and holidays on an annual basis to ensure the registers comply with the database
- Enter all Y6 students along with their personal records onto student database from feeder schools, ready for the start of the school year.
- Administering first day contact.