

## ATTENDANCE POLICY

### Preamble

- Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (Education Act 1996)
- Under the provisions of the **Education Act 1996 (Section 434)** and the **Pupil Registration Regulations 1995** the school must keep an attendance register.
- The school keeps records electronically. The school is aware that when records are kept on a computer there must be a print-out at least once per month, and that at the end of the year the print-outs must be bound into annual volumes.
- The school is registered with the Information Commissioner under the **Data Protection Act 1998**.

### Policy

- The school is committed to a positive policy of encouraging pupils to attend school regularly. The school will work with parents and pupils to secure this aim.
- The school is committed to maintaining an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or the school knows a reason for non-attendance.
- Pupils' of compulsory school age must have their attendance registered twice per day. It is the practice of this school to register ALL pupils (including those over compulsory school age).
- The register must be updated twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the pupils who should attend each lesson do so, this is achieved via electronic lesson registration.
- The register must record one of the following: **present, absent, or attending an 'approved educational activity'**. **The L.E.A. codes must be used at all times**

An 'approved educational activity' is defined as:

- one taking place off the school premises
- approved by a person authorised by the governing body or the Headteacher
- supervised by a person approved by the governing body or Headteacher

- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education.
- Link courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision ( e.g. sick children being taught at home), or attending approved sporting activity.
- When a pupil is absent it must be marked as an 'authorised' or 'unauthorised' absence and coded accordingly.

## **Process**

### **Responsibilities**

The Governing Body will:

- approve the policy and any proposed changes
- receive reports from the Headteacher
- review the working of the policy in the light of the Headteacher's report
- ensure that the policy is promoted and implemented throughout the school, and is known by the parents

The Headteacher will:

- set attendance targets as part of the development plan and target-setting process
- monitor progress
- ensure that strategies are in place to promote and implement the policy throughout the school
- determine (in collaboration with SMT and Head of Year) whether to authorise any proposed absences requested on the school's official form, or absences which have taken place for which no request was made
- instruct notification of parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence
- initiate with appropriate staff strategies to improve attendance
- liaise with the LEA over persistent absentees
- liaise with the LEA and police when they wish to exercise their powers to enforce truants to return to school
- make an annual report with statistics to the governing body and W.A.G.
- review daily absence using the Absence Report

SMT will:

- oversee the attendance arrangements
- work with Heads of Year to ensure the efficient running of the system
- make periodic checks of the registers to monitor pupil absence

- make regular checks on absence notes and the reasons for absence
- ensure that unaccounted for absences are followed up
- deal with issues of inadequate registering
- arrange appropriate training for staff
- keep the Head informed of the progress of the policy
- advise the Head on any strategies that could be initiated or improved
- review daily absence using the Absence Report

Heads of Year will:

- ensure that all pupil absences are noted and absence notes received from parents
- ensure that all registers are completed and handed to the school office at the end of each term.
- make regular checks on the efficiency of the registering
- make regular checks on absence notes
- ensure that all suspected truancy is followed up and dealt with
- contact parents over pupil absences where appropriate
- liaise with outside agencies on absence
- make reports to SMT on the efficiency of the system
- liaise with SMT over training needs
- review daily absence using the Absence Report

Form Tutors will:

- ensure that pupils are registered accurately
- ensure that pupils bring absence notes
- follow up cases of unaccounted for absence or unacceptable notes
- keep the Head of Year informed of any signs of suspected truancy
- inform the Head of Year of any possible underlying problems which might account for absences
  - review daily absence using the Absence Report

Classroom Teachers will:

- check the attendance of pupils at their lessons, using the daily Absence Report
- inform Administration of suspected truancy i.e. Attendance Clerk.
- inform the (Head of Year) of the names of pupils who are absent without notification

Pupils are required to:

- attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session)
- if possible inform the school of their absence on the first day of non-attendance. I.e. Parents/carers via absence phone line.

- bring an explanatory note on the day of return to school
- discuss with the tutor any planned absences well in advance
- make any request for leave of absence (see below) on the school's official leave of absence form

### **Inspection**

The Headteacher will ensure that the School Admission and Attendance Registers are available for inspection by WAG, Estyn or officers of the LEA.

### **Leave of Absence**

Leave can be granted by only by the Headteacher in consultation with SMT and/or Head of Year. Parents will be expected to write to the Headteacher to seek approval.

### **Holiday Leave**

- Parents can be given leave by the school to take a child on a holiday.
- Formal requests must be made to the Head, via the Head of Year in writing.
- The application must be made by the parent (or person with parental responsibility) with whom the child normally resides, but the letter can be brought to the school by the pupil.
- The Headteacher will not give leave automatically but will take into account :
  - The age of the child
  - The time of the year proposed
  - The nature of the holiday
  - Parental wishes
  - The views of the Head of Year
- If the pupil still goes on a holiday that has not been approved by the school it counts as unauthorised absence.
- The School will only agree to absences of more than 10 school days in any school year in exceptional circumstances.

### **Short Term Leave**

- The School can legally grant short-term leave for family reasons. It is for the Headteacher to determine the reasonableness.
- Where a pupil becomes pregnant leave will be given of no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the pupil remaining in school as long as possible.

**( See. Circular 10/99 and Annex A Reasons for Absence)**

- Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded, but the pupil will sign out with the attendance clerk.
- The School may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Headteacher will set a time limit for such absences in consultation with SMT and Head of Year. The Headteacher may also seek advice from the LEA or appropriate agency before coming to a decision.

### **Religious Observance**

- There is no legislation or regulation or DfES guidance on this matter. The Headteacher will review each application reasonably, and in consultation with SMT and Head of Year and the parents.
- The school expects advance notice, since religious festivals are likely to be fixed well ahead.

### **Distance from School**

- A pupil will not have failed to attend regularly if the parent can prove that the school is not within walking distance (defined as two miles for children under 8 and three miles for children over 8), in each case measured by the nearest available route, and where the LEA has not made suitable arrangements for:
  - transport
  - boarding
  - changing to another school nearer to the home
- Where there are such occurrences the Head will consult with the LEA, and the Chair of governors as appropriate.

### **Taking a Pupil off the Register**

The Head will authorise the taking of a pupil's name off the register in accordance with the current Regulations.

### **Monitoring and Review**

The Head will review the working of the policy with the Leadership Group and make at least annual reports to the governing body.

## **Procedures**

### **Registration: Times**

Morning Session	conducted by a Form Tutor or another member of staff at 8.45 am in Form Rooms
Afternoon Session	conducted by a Subject Teacher or Supervisor in subject rooms at: Monday –Thursday                    2.25 pm Friday                                        1.40 pm

**N.B.: Sixth Form** students with non-contact periods in the afternoon are registered independently.

### **Registration: Method**

<b>Morning Session</b>	PPMS is used to record attendance for registration and each lesson.
<b>Absence Record</b>	All absences are illustrated on the absences sheet which is issued weekly.
<b>Attendance Clerk</b>	Will oversee the Attendance processes in school and keep senior staff informed at all times

### **Raising the Attendance Profile: The following will take place:-**

keeping and publicising information on attendance per pupil and per year group  
convening special Assemblies, including the COMPACT scheme  
rewards and incentives  
School Publications  
Senior Pastoral and Year Group Meetings – standard item on the Agenda  
following up Causes for Concern  
liaising with outside bodies  
taking steps to improve the quality of teaching and learning  
maintaining the image of the school as a centre of excellence

**\*\*See attached sheet of attendance procedures.\*\***

ATTENDANCE PROCEDURES  
FOR FORM & LESSON 5 REGISTRATIONS

**1. CLASSROOM REGISTRATION**

1.1 Staff will log on to PPMS and complete the registration of their Form Class daily and the Tutor Period every other Friday.

1.2 Form /Class teachers will **ONLY** use the following codes:-

**P** - **Present**  
**A** - **Absent**  
**L** - **Late**  
**D1)**  
**D2) Disciplinary**  
**D3)**  
**D4)**

1.3 Any pupil who arrives **after** the register has been taken for Form & Lesson 5 registrations will need to seek a **Late** mark from the Attendance Officer (A Block).

1.4 All notes (explaining absences) will be placed in your folder and will be sent to the Attendance Officer daily (e.g. after registration has been taken) who will store them and change the code as necessary, i.e. approve the absence.

1.5 Those staff on Late Duty will send their lists to the Attendance Officer where the Code will be entered.

In the event of a technical failure at **a.m. registration** please use the printout in your folder. **SIGN** it **DATE** it, **NOTE** absent pupils and **SEND** it **immediately** to the Attendance Officer. In the event of a technical failure **during the day** telephone a Technician on extension 271 or 273.

1.6 All answer phone messages will be noted and acted upon by the Attendance Officer who will code them accordingly.

**1.8 NO PRE-MARKING OF ANY SORT IS PERMITTED ON THE GROUNDS OF HEALTH & SAFETY (I.E. ROLL CALL).**

1.9 In the case of a session not being marked, it will be the **responsibility of the HEAD OF DEPARTMENT to attend to this.**

1.10 Afternoon registration will take place in Lesson 5. **Please ensure the register is input by 2.45 pm at the very latest on Mondays to Thursdays and by 2.00 pm on Fridays.**

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**2. PUPILS WHO MAY BE OFF SITE**

2.1 Visits etcetera - a list of pupils/staff participating in the event will need to be forwarded, **at least 2 days in advance**, to the Attendance Officer so that appropriate codes may be issued. **This list must contain the registration form of each child and the lessons to be missed.**

2.2 Holidays – all holiday requests will be made via a letter to the Headteacher.  
These letters will be sent to the Attendance Officer.

2.3 Any pupil educated off-site will be coded in advance by the Attendance Officer in liaison with Heads of Year.

2.4 All exclusions will be noted and coded by the Office Manager, Mrs Margaret Evans. Senior Management to inform Mrs Evans who will, in turn, inform the Attendance Officer.

2.5 Any pupil who goes home ill, having first seen the First Aider, will be coded by the Attendance Officer.

2.6 A detailed list must be sent in advance to the Attendance Officer (including registration forms of each pupil) for any pupils receiving tuition anywhere other than their timetabled lesson, e.g.

IS  
Music lessons  
Drama practice  
PE

2.7 All pupils who need to sign in/out [with the appropriate authorisation] must report to the Attendance Officer. **The Attendance Officer will make any necessary changes to codes.**

2.8 Yr 12/13 pupils who have a timetabled lesson that is not covered must report to the attendance officer to obtain a present mark. **They must not seek a mark from anyone else.** Failure to do so will result in an absent mark for that period.

### 3. DISCREPANCIES

3.1 Any teacher who notices a discrepancy will need to telephone Mrs Wills on Ext 292 to record the fact.

DS/HW/HKW  
01.03.06