



**Stretford**  
Grammar School  
*Aspirat primo fortuna labori*

## **Whole School Attendance Policy**

**Ratified by Governors: 2017**



## **Whole School Attendance Policy**

**Member of staff with overall responsibility:** Mrs H.Dolphin

**Governing Body Sub-Committee with reviewing responsibility:** Student Welfare Committee

### **Aims**

The school recognises the clear link between the attendance and attainment of students. The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, groups and the student body as a whole. In order to achieve this, all members of the school community have an important contribution to make.

We will:

- Promote and model a culture across the school which identifies the importance of regular and punctual attendance
- Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.
- Further develop positive and consistent communication between home and school
- Set targets to improve individual pupil and whole school attendance levels.

### **Roles and Responsibilities**

We will develop a procedural framework to complement this policy that will define agreed roles and responsibilities for:

- Parents and carers
- Students
- School staff
- Governors

The framework will identify how we will deliver our aims in respect of regular and punctual attendance. This procedural framework will include guidance on:

- Registration
- What constitutes unauthorised absence
- Consistent use of codes for authorised absence
- Leave of Absence requests

- Systems for monitoring attendance and punctuality for individual students
- Systems for dealing with absence
- Systems for reintegrating students who have been absent
- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

### **Leave of Absence**

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents/carers are able to demonstrate exceptional circumstances.

### **Use of Penalty Notices**

School may request that the Local Authority issue Penalty Notices in respect of unauthorised absence. The circumstances under which such requests will be considered will be set out in the procedural framework on attendance.

### **Working in Partnership**

School will work with the Local Authority and support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance.

### **Monitoring, Analysis, Action Planning**

School will adopt systems for monitoring attendance at both individual, student and whole school level, and will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

### **Linked Policies**

- Safeguarding/Child Protection Policy
- Anti-Bullying Policy
- Behaviour Management Policy
- Policy for Children Looked After

### **Targets**

Our target for every student is at least **97%** attendance over the course of the year.

Where students fall below this target they are at risk of the interventions listed below and of not being allowed to participate in trips or other extracurricular activities.

### **Responsibilities**

#### **Parents**

- Ensure children attend regularly, and punctually
- Contact expected on first day of absence
- Contact each day for continued absence
- Avoid any leave of absence in term time unless absolutely unavoidable

- Requests for leave of absence to be submitted on the authorised form, **giving a minimum of 28 days' notice**
- Early contact with school where parents become aware of problems with attendance
- Attendance at meetings if concerns are identified
- Participation in Attendance Panels as required
- Supporting Attendance Contracts where appropriate
- Supporting the school in agreed interventions/action plans

### **Students**

- Acknowledge behaviour needed out of school e.g. early bedtimes to allow punctual attendance
- Attend school **regularly** and **punctually**
- Adhere to appropriate systems for late registration
- Adhere to attendance contracts where appropriate

### **Attendance Officer**

- Monitor daily attendance and implement interventions as appropriate
- Work with parents to ensure the students attend
- Provide rewards for improving attendance and overall high attendance
- Ensure late detentions are in place

### **Assistant Headteacher (Student Support and Development) through Progress Leaders**

- Take the lead in ensuring attendance has a high profile within the school
- Ensure that all patterns of lateness are identified and acted on robustly through parental contact and Pupil Support Plans
- Take responsibility for ensuring the school conforms to all statutory requirements in respect of attendance

### **All Staff**

- To provide a welcoming atmosphere for children
- To provide a safe learning environment
- To ensure an appropriate and responsive curriculum
- To provide a sympathetic response to any students' concerns
- To promote regular attendance and punctuality as a Form Tutor and liaise with Progress Leader where this is considered an issue
- To be aware of factors that can contribute to non-attendance
- To be aware of the part all staff can play in ensuring attendance is seen as important for all students
- To see students' attendance as the responsibility of all staff, even if the co-ordination and management of attendance are designated responsibilities of specified staff
- To participate in training regarding school systems and procedures
- Teachers will only use /\ or N code in registers

## **Governors**

- Agree adoption of Attendance Policy and review it annually
- Agree statutory targets for attendance for the school
- Monitor attendance figures termly
- Lead Attendance Panels as required
- Appoint a Link Governor for attendance and behaviour

## **Procedures**

### **Registration**

The Assistant Headteacher (Student Support and Development) through Progress Leaders should ensure that staff responsible for marking registers are aware of the codes to be used and that registers are marked accurately and consistently.

- Registration periods take place twice a day at 8.40 am and 12.50 pm
- The formal close of registration for morning registration is 9.30 am
- If students arrive after registration has closed they are marked as U (absent for the full session)
- If a pupil needs to leave school during the day they must sign out at reception, providing staff with a note from parents, which must be countersigned by their Progress Leader or Form Tutor
- There is an answer-phone facility available for parents to leave messages regarding their children's attendance
- Any such messages received by school are logged, with the time, date and reason for absence noted
- The Attendance Officer and Assistant Headteacher (Student Support and Development) are authorised to amend absence codes
- Where students are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be amended following regular discussion and information sharing with the other establishment
- Consistency of use of codes, and acceptable reasons for absence across the whole school will be monitored as part of ongoing attendance data evaluation (see Monitoring and Analysis section)
- It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the Assistant Headteacher (Student Support and Development) in conjunction with the Progress Leader / Attendance Officer, and must be communicated to parents in a letter giving reasons for the decision

### **Leave of Absence**

- Any changes to the school's policy on leave of absence will be made known to parents via the curriculum booklet that is provided to students at the start of the academic year. Parents may request a copy of this attendance policy for more specific information. Changes will also be published on the school website
- Parents are strongly discouraged from taking their children out of school, for any reason, during term time

- All requests for leave of absence will be declined unless parents can evidence **exceptional** circumstances
- Requests for leave of absence during exam times will not be authorised
- Parents must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website
- If a pupil fails to return from an agreed period of absence, investigations will be made by staff (telephone calls by Progress Leader/Attendance Officer)
- If school investigations fail to make contact with the parents/student the case will be referred to the Children Missing Education Team who may, after further investigation, inform school that the pupil may be removed from roll. Police welfare checks may also be requested.
- Penalty Notices will be used in cases where an application for leave of absence is refused and the pupil is subsequently absent during the dates originally requested. Parents will be warned of potential consequences when an application for leave of absence is declined and this may also include removal from the school roll if the student is absent for more than 10 sessions (5 school days)
- Penalty Notices will be used in cases where a pupil is absent without a request for leave of absence being submitted, and where the school is satisfied, after investigation, that the pupil is on an unauthorised holiday.
- Where attendance falls below 80% parents may be prosecuted.

## **Attendance Contracts**

The Anti-Social Behaviour Act 2003 makes provision for the use of Contracts where attendance is a cause for concern. The school may choose to initiate such contracts following the case being discussed at the Attendance Panel and agreed by the Senior Attendance Lead. Attendance contracts will not typically be used the first time a pupil and their parents are invited to attend an attendance panel. In serious cases where all previous targets have failed, parenting contracts may be used as a precursor to prosecution, and used as a method of gathering evidence of parent's failure to improve their child's attendance.

- Each individual contract will identify areas of concern and set specific targets to be met by students, parents and the school
- Each contract will typically last six school weeks
- Following this period the contract will be reviewed and a new contract issued if necessary
- Attendance contracts are voluntary, although parents will be encouraged to accept them. Where contracts are refused, it may be necessary for school to make a request to the Authority's legal team for prosecution
- Where contracts are successful a letter of acknowledgement will be sent and new targets set to continue the improvement
- Where contracts are unsuccessful they will be reviewed and a new contract may be issued or school may decide to make a request for prosecution

## **Penalty Notices**

The school may seek to use Penalty Notices in the following cases:

- Following an Attendance Panel where parents have been warned in writing of the school's intention to use a penalty notice

- Where an application for leave of absence has been refused and the pupil is subsequently absent during the requested dates
- Where an application for leave of absence has not been submitted but the pupil is absent and the school is satisfied, following investigation, that the pupil is on an unauthorised holiday
- Students failing to return after an authorised leave of absence
- Students who are persistently late after registration has closed

## **Systems for dealing with attendance issues**

### **Lateness**

The school has clearly defined systems for identifying students whose punctuality is a cause for concern and for implementing work with those students.

- Students arriving late to school are met by the Attendance Officer who signs them in and discusses with them the reason for their lateness. If students do not have a valid reason they will receive a lunch detention for 15 minutes
- Progress Leaders will discuss the effects of persistent lateness with students and parents as necessary
- Where persistent lateness is a serious problem (students receiving 5 late marks in one half term) the Progress Leader will convene a meeting with parents and students
- Students will be placed on a punctuality Student Support Plan to be monitored by the Form Tutor and parents daily, and reviewed by the Progress Leader.

### **Absences**

The school has clearly defined systems for identifying students whose attendance is a cause for concern, and for implementing work with those students.

## **Monitoring, analysis, evaluation and Action Planning**

The Assistant Headteacher (Student Support and Development) has responsibility for monitoring whole school attendance and evaluating the effectiveness of the school's policy and procedures.

- Data on attendance will be collected and analysed a minimum of once a half term throughout the year by Progress Leaders and SLT and daily by the Attendance Officer for:
  - Patterns of broken weeks
  - Patterns of absence
  - Patterns of lateness
  - Patterns of medical appointments
- Regular checks will be made to ensure correct and consistent use of absence codes across the school and that staff uphold the legal requirement of taking the register
- Trends in reasons for absence will be analysed termly
  - Extended medical leave
  - Use of the code C
  - Leave of absence
  - Exclusions
- Trends in particular groups (SEN, CLA, FSM, ethnic groups, gender), forms or years will be identified half termly

- Attendance data will inform action planning, and will be linked to the school development plan and future revisions of the Whole School Attendance Policy
- Data will be returned promptly to the Local Authority and the Department for Education within set deadlines
- Evaluation of the effectiveness of the school's systems for registration, identification of attendance issues and dealing with lateness will be on-going with a formal review taking place annually
- Monitor and evaluate the impact of interventions half termly
- Frequency and nature of feedback re analysis of attendance data to:
  - Governors – termly
  - Students – on-going/half term
  - Staff – on-going/half-term

<b>Day of Absence</b>	<b>Procedure</b>	<b>Staff Member</b>
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<b>1st</b>	<ul style="list-style-type: none"> <li>- Those pupils marked as N with no reason will be sent a Sims Intouch message call between 10am and 10.30am.</li> <li>- If there is no response to Intouch message a phone call to be made by the Attendance Officer.</li> <li>- Attendance Office to make final attempt to contact parent by phone.</li> <li>- If Attendance Officer makes no contact First Response letter to parent.</li> <li>- First response should reduce the number of unexplained absences. To further reduce these Form Tutors will be sent an unexplained absence report every Monday from the previous week and Form Tutors must chase individual pupil and obtain reason for absence.</li> <li>- This can be recorded in the Pupil Planner.</li> <li>- These must be completed by the end of the week and passed on to the Attendance Officer.</li> </ul> <p><b>Letter A</b></p>	<p><b>AO</b></p> <p><b>AO</b></p> <p><b>AO</b></p> <p><b>AO/FT</b></p> <p><b>Pupil</b></p> <p><b>PL/FT</b></p>
<b>2nd</b>	<ul style="list-style-type: none"> <li>- Intouch message to be sent if pupil still coded as N.</li> <li>- If no response to Intouch message, attendance officer to attempt telephone contact.</li> <li>- Failure to make telephone contact will result in a home visit to be carried out.</li> <li>- If no contact calling card to be left.</li> </ul>	<b>AO</b>
<b>3rd</b>	<ul style="list-style-type: none"> <li>- Continued unauthorised absence Attendance Officer/AHT Lead to make Home Visit, hand deliver Unauthorised Absence letter as still no response.</li> </ul> <p><b>Letter B</b></p>	
<b>4th</b>	<ul style="list-style-type: none"> <li>- Letter sent to Parent/Carer inviting them in to school to discuss their child's attendance concerns.</li> <li>- Contact Early Intervention Team – Welfare check/Safeguarding</li> </ul> <p><b>Letter C</b></p>	
<b>5th</b>	Begin PN1 Proceedings.	

<b>Attendance Level</b>	<b>Action</b>	<b>By Whom</b>
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<p><b>All pupils</b></p>	<ul style="list-style-type: none"> <li>Attend school regularly and be punctual daily; registration takes place twice daily at 08.40am and 1.50pm.</li> <li>Use weekly attendance figures to promote good attendance in tutor time and assembly.</li> <li>Discuss attendance patterns and impact of attendance on a regular basis.</li> <li>Pupils will receive individual percentage attendance 4 times per year. This will be colour coded <i>Green, Orange Red</i> and the necessary Intervention will be put place.</li> <li>Teachers to reinforce to pupils the link between good attendance and attainment on a regular basis via assemblies and Tutor Time.</li> </ul>	
<p><b>97% above and Green</b></p>	<ul style="list-style-type: none"> <li>Pupils rewarded on a half termly basis.</li> <li>e.g certificates, reward stickers, entry in to draw for trip days.</li> </ul>	
<p><b>96.9% - 90% Orange</b></p>	<ul style="list-style-type: none"> <li>Pupils to meet with Progress Leader at the beginning of the half term to identify and discuss attendance concerns and set specific targets on a Pupil Support Plan.</li> <li>Letter of concern sent out to parents in this category after Progress Leader has met with pupils advising parents of attendance concerns and targets set.</li> <li>Pupils should be aiming to reach 97% attendance.</li> <li>At the end of the half term pupils meet with Progress Leader and review targets, Certificate of Improved Attendance sent home.</li> <li>Letter sent home to parents to congratulate parents.</li> </ul> <p><b>Pupil failing to make progress towards their attendance targets will now move to the Red Level 1 intervention level.</b></p>	
<p><b>Less than 90% attendance Red</b></p>	<p><b>RED LEVEL 1 INTERVENTION</b></p> <ul style="list-style-type: none"> <li>89%-85% Attendance Panel to be held with parents. Letter sent home by AHT Student Support, Meeting chaired by SLT Lead, relevant Progress Leader in attendance together with SENCo (If on SEND register) &amp; Social Worker (If CSC Involvement) invited to attend.</li> <li>Appropriate targets set with pupil/parent/school and Pupil Support Plan completed.</li> <li>Monitored by Progress Leader/Form Tutor – Review Meeting held with Progress Leader and Parents after 4 week period. If targets met Progress Leader will continue to monitor and liaise closely with pupil.</li> </ul> <p><b>If no improvement and attendance begins to fall intervention escalates to Red Level 2.</b></p>	

## RED LEVEL 2 INTERVENTION

- 84.9-80% Attendance Panel to be held with Parents, letter home by AHT Link and Progress Leader, SENCo (if on SEND register) and Social Worker (if CLA) invited to attend. Previous PSP reviewed and current issues fed in to new PSP.
- Monitored by Progress Leader – Review Meeting held with SLT Link, Progress Leader and Parents after 4 week period. If targets met, new target can be set. Progress Leader will continue to monitor and liaise closely with pupil/parents.

**If no improvement and attendance begins to fall intervention escalates to Red Level 3.**

## RED LEVEL 3 INTERVENTION

- 79.9% and below Attendance Panel to be held with parents, letter home by AHT. AHT to chair the meeting of Attendance Officer, Progress Leader and SLT Link, SENCo (If on SEND Register) and Social Worker (if CLA) invited to attend. PSP reviewed and issues discussed. New PSP in place.
- Monitored by Progress Leader – Review Meeting held with Progress Leader/SLT Link and Parents after 4 week period. If targets met, new target can be set. Progress Leader will continue to monitor and liaise closely with pupil/parents.

**If no improvements are made Parents will be invited in to discuss further action with.**

## Penalty Notices

**PN 1  
Unauthorised  
Absences  
Register  
Codes O**

Where a pupil accrues 10 sessions of unauthorised absence during a term, or 14 sessions over two consecutive terms, the Penalty Notice procedure may be used.

The unauthorised absences can be late after the register closes at 9.30am.

**And/or U**

**Code U** unauthorised absence **Code O** and/or unauthorised holiday **Code G**.

**PN 2  
Unauthorised  
leave in term  
time or  
failure to  
return from  
Authorised  
leave  
Register  
Code G**

- This can be an effective strategy to discourage holidays in term time, or to reduce unauthorised absence where parents do not engage with school support.
- The use of Penalty Notices would not normally be considered appropriate for cases of where absence is chronic.

