



Newquay  
Tretherras  
Attendance  
Policy and  
Guide

Updated September 2017

## **Attendance Guide**

- School's expectations and priorities
- Strategies for improvement
- Advice for parents
- Identify efficient systems of registration
- Provide for efficient and timely monitoring and referral procedures
- Ensure regular training for staff
- Encourage special projects to encourage attendance

## **The Whole School Attendance Guide**

- All staff have a copy
- The guide is introduced to staff as part of the induction process
- The guide is frequently referred to
- The guide is relevant
- The guide is monitored and evaluated
- The guide is reviewed
- The systems are simple and clear

- Those who do not comply are reminded of their responsibilities

## **Attendance guide**

### **Aims**

- To improve the attendance and punctuality of students to above 95% - with an aspirational target of 97%.
- To provide early intervention for students and their families with low attendance
- To celebrate outstanding attendance

### **Celebrating outstanding attendance**

- Students with 100% attendance in each term are celebrated in rewards assembly
- Students with >97% attendance in each term will be rewarded with a non-school uniform day for them.
- Students with 100% attendance over each term will receive a praise post card sent home.
- Target students that improve their attendance over each fortnight will receive a praise post card sent home.

## **Early intervention**

### **Monitoring systems**

- SLT/Strategic Leader on attendance to monitor gaps of key groups every 2 weeks, and chair the Attendance Strategy Meeting once per fortnight to highlight target groups/gaps and inform staff of target students.
- Strategic Lead will update Care and Guidance team every fortnight with progress and focus groups.
- PP gap identified as needing improvement – Form tutors to use 'Individual Attendance Action Plan' to provide regular target setting and intervention for target students. Communication with parents to engage support.
- Strategic lead to report on attendance issues at PDW once per half term.

- The attendance target for all students is 97%. Form tutors discuss attendance with target students regularly.
- Parents are informed of their child's attendance in all progress statements/Parents can also view their child's attendance live in 'classcharts'.
- Year teams review attendance at every meeting and decide on interventions.
- Heads of Year and the Attendance Officer liaise at PDW/and daily with a summary of attendance, unauthorised absence and interventions. EWO maintains record – monitors intervention.
- The School seeks to contact parents on the first day of absence by phone, text or email
- Attendance letters are logged on SIMS
- Parents will receive Letter A if attendance falls below 90% - asking for support to get their child back into school asap.

### **Intervention points**

#### **For students whose attendance is below 90% where parents have given medical reasons.**

- If there is no improvement (drops below 90%) in attendance the parents will be requested to provide medical evidence through letter B.
- The School will then decide whether to authorise further absence, this decision will be made by the Head of Year and Strategic Leader for attendance. Medical clarification may be sought from parents regarding the advice to keep their child off school.

#### **Long term medical issues suspected:**

- After 3 consecutive days absence the Form tutor will ring to offer support with reintegration and offer of school work.
- If a student is absent for 10 days with the same medical reason a home visit by EWO may (if appropriate) be offered. The School may not authorise without medical evidence
- If a student is absent for 20 days with a medical reason the School will only authorise where a Medical Consultant is involved. HOY to

discuss with parents about alternative provision/personalised package.

### **Intervention strategies**

A variety of different interventions is used to support parents and to encourage their legal responsibilities. These include;

- a /EWO referral is made for all students whose attendance is below 85%,
- IAAP (Individual Attendance Action Plan) for target PP students with falling/poor attendance record,
- IAAP for any student that has attendance less than 90% and/or significant falling attendance – Form tutor to provide weekly/fortnightly intervention + involve parents.
- Phone calls home by Form tutor if attendance falls below 90% and/or has more than 3 days off in a fortnight.
- Where appropriate FT/DHOY/HOY to meet with families to discuss falling attendance/attendance concerns,
- Chris Guard/PP Co-ordinator to liaise with strategic lead each week. To liaise with parents of target students – select few to be targeted with minibus pick up.
- home visits – by EWO/Chris Guard where IAAP has failed to improve attendance significantly/attendance concerns,
- the involvement of the Education Welfare Service/EWO – EPM (Emergency planning meeting) – when liaison with parents has not improved attendance/following EWO home visit.

Punctuality:

- 3 X late for Registration in a fortnight will incur a year office detention – administered by form tutor.
- Students late to any lesson will be chased by class teacher and where appropriate given a department detention. Repeated failure to turn up to lessons on time/detentions will be chased by HOD. Parents contacted.

### **Home tuition**

- Home tuition is provided by Cornwall Hospital Education Service, must have a consultant referral and for students who are physically incapable of attending school.
- A student who is waiting for a consultant referral will be supported with work and home visits (where appropriate) by Newquay Tretherras.

### **Unauthorised absence**

- Truancy is a serious offence recorded as 3pts which involves a 1 hr senior team detention and/or the loss of break times for 3-5 days and/or working in the withdrawal room, depending on the length of truancy. Parents will be contacted.
- At 10 unauthorised sessions the Head of Year and Educational Welfare Officer will meet with the student and/or family.
- A further 10 unauthorised sessions in 100 will result in an Education Planning Meeting with the Strategic Leader for attendance or Head of Year and an action plan agreed.

## **Attendance Registers**

- Must use national codes
- Register twice a day - at the start of the morning session and during the afternoon session (Period 5)
- Registers show whether the pupil is present or absent
- If a pupil is absent, the register must show whether the absence was authorised or unauthorised
- If a student suddenly appear absent – an emergency chase up message will be sent to reception/attendance officer. After initial enquiry if not resolved Reception/attendance officer will contact parents and inform them they are missing from school.

## **Authorised/Unauthorised Absences**

*There are three grounds for authorised absence:*

- The pupil is unable to attend (through sickness or other 'unavoidable cause', religious holiday)
- The pupil is attending another school/unit where he/she is also registered
- The pupil has been granted 'leave of absence' by the Headteacher

## **Approved Educational Activity**

- All children present at another school or at off-site provision
  - Including traveller's children
- Work Experience
  - Year 10 and 12 only
- Sporting Activities
  - Must be taking part
  - Not following the local team

## **Keeping Registers**

- Pupils cannot attend a school if they are not registered
- It is understood that once a pupil has attended a full session (ie half a day), they are a registered pupil
- The only exceptions could be for a pupil who is visiting from abroad for a short period
- A pupil cannot be registered at two schools, except in a shared arrangement
- Registers should be kept secure to avoid improper access (SIMS)

- Any officer of the LA authorised for the purpose can inspect school registers
- The LA officer can make copies from the registers
- The Headteacher is required to sign that such copies are accurate and to account for any discrepancies

### **The Governors**

- The Governing Body is responsible for making sure that two registers are kept – the Admission Register and the Attendance Register
- Best practice recommends that a Governor should be nominated to maintain this responsibility through contact with staff in school (Sarah Karkeek/Geoff Brown) This responsibility should include setting and regular review of targets for the whole school, year/class groups and individual pupils

### **The Headteacher**

- The Headteacher is responsible for making sure that two registers are kept – the Admission Register and the Attendance Register
- The Headteacher is responsible for the operational management of the attendance policy

### **The Senior Leadership Team**

- Best Practice recommends that a member of the Senior Management Team should be responsible for:
  - Building effective working relationships with schools, parents and other services to resolve attendance problems
  - Setting and regular review of targets for the whole school, year/class groups and individual pupils

### **The Attendance Officer**



- Responsible for the operational management of the attendance policy
- Building effective working relationships with schools, parents and other services to resolve attendance problems
- Setting and regular review of targets for the whole school, year/class groups and individual pupils

### **DFE and LA Targets**

- The Government cites and promotes regular school attendance as a key component in its strategy to raise educational standards
- The DFE continues to focus on truancy as a high priority for improvement
- LA agree targets for absence in negotiation with the Governing body
- The Governing Body has a responsibility to set an overall absence target for the following academic year which must be submitted to the LA by the 31<sup>st</sup> December each year

### **Persistent Absenteeism (PA)**

- DFE priority to reduce the level of persistent absenteeism
- Priority LAs and schools are identified by DFE
- Implementation of 'fast-track' attendance processes at both LA and school level
- Rigorous and robust data is provided to identify issues, PA pupils and those vulnerable to becoming PA pupils
- Multi-agency approach

### **Roles and Responsibilities**

#### Local Authority

- LA have a duty to ensure that a child is receiving a suitable education either by regular attendance at school or otherwise

- The Education Welfare Service (EWS)/EWO is often responsible for carrying out the LA's duties

### Attendance report comparison

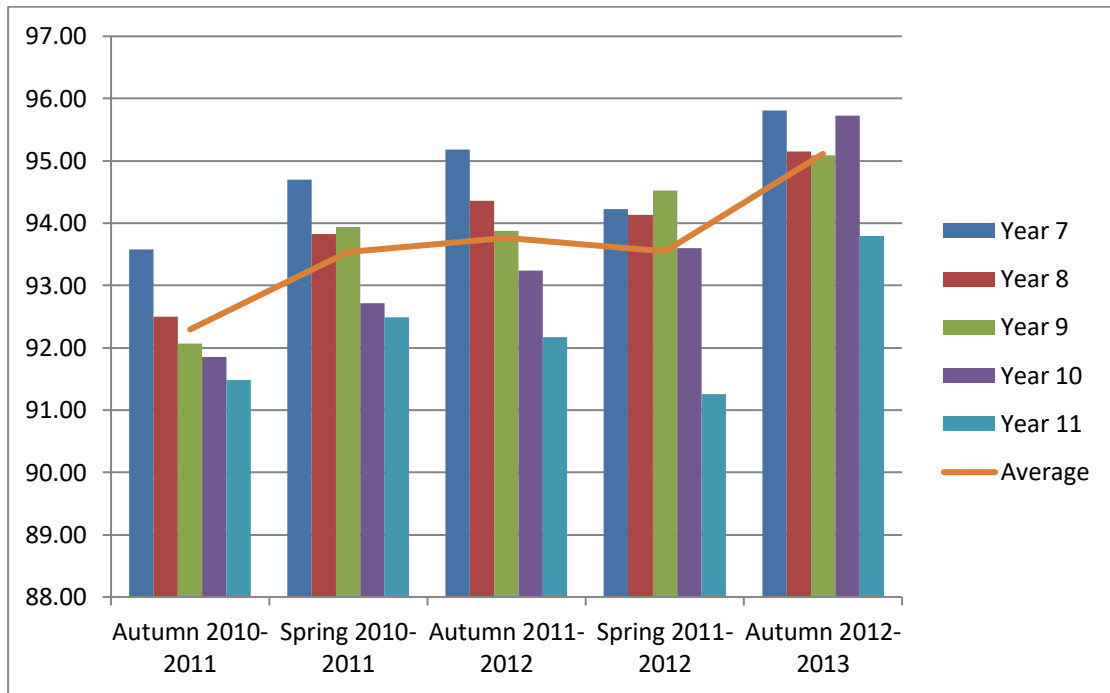
	% Attendance 2014-2015	% Attendance 2015-2016
Year 7	96.22	95.42
Year 8	95.42	95.78
Year 9	95.16	95.04
Year 10	93.98	94.92
Year 11	95.74	94.82
Overall Year 7 - 11	95.30	95.20

**The percentage of absence due to the most common reasons in 2015-2016 is as follows:**

	Illness %	Medical %	Authorised %	Unauthorised %
Year 7	3.51	0.33	4.27	0.31
Year 8	3.28	0.36	3.95	0.27
Year 9	3.35	0.50	4.37	0.59
Year 10	3.13	0.46	4.03	1.05
Year 11	3.15	0.43	3.79	1.39
Overall Year 7 - 11	3.29	0.41	4.08	0.72

### Comparison between 2010-2011, 2011-2012, 2012-2013

	Autumn 2010-2011	Spring 2010-2011	Autumn 2011-2012	Spring 2011-2012	Autumn 2012-2013
Overall	92.30	93.54	93.77	93.55	95.11
Year 7	93.58	94.70	95.18	94.23	95.81
Year 8	92.50	93.83	94.36	94.13	95.15
Year 9	92.07	93.94	93.88	94.52	95.09
Year 10	91.85	92.72	93.24	93.60	95.73
Year 11	91.48	92.49	92.17	91.26	93.79



## ATTENDANCE

### Food for Thought

90% attendance = ½ day missed every week

90% attendance over 1 year = 4 missed weeks

90% attendance over 5 years = ½ a school year missed

Each year there are only 190 statutory school days, 380 registration sessions. This means there are 175 days for shopping, birthday treats, non-urgent medical and dental appointments, holidays etc. If a child misses 16 days of school in a year they are out of school more than they are in school. If a child misses a day a week for its entire school career, it is equivalent to missing 2 years of school.

% Attendance	= % Absence	=Days missed	= Weeks missed	= Years missed (over 5 years of secondary education)
100	0	0	0	0
90	10	19	4	½
80	20	38	8	1
70	30	57	12	1½
60	40	76	15	2
50	50	95	19	2½
40	60	114	23	3
30	70	133	27	3½
20	80	152	30	4
10	90	171	34	4½

## Lateness

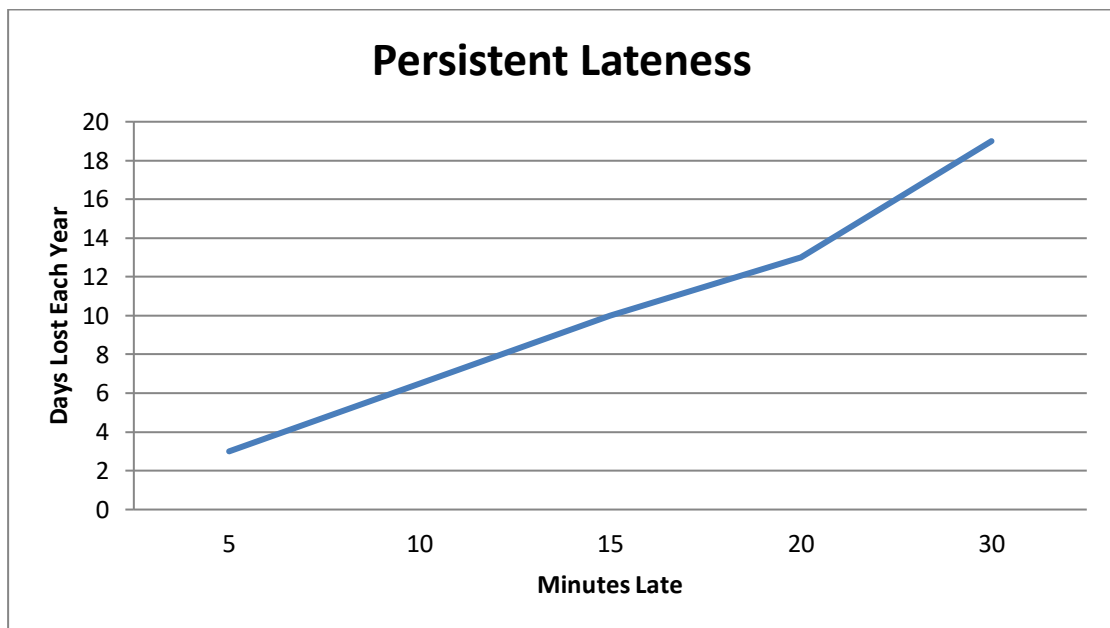
- Schools should allow a reasonable period for arrival depending on local circumstances
- This registration period should not normally exceed thirty minutes
- Late within this time is an attendance
- Avoidable lateness outside this time constitutes unauthorised absence

Persistent lateness can also add up to a significant number of school days missed:

5 minutes late is	3 days lost each year
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10 minutes late is	6½ days lost each year
15 minutes late is	10 days lost each year
20 minutes late is	13 days lost each year
30 minutes late is	19 days lost each year

According to research young people who are not in school are amongst the most vulnerable. It also shows that poor attendance affects their attainment. Broken weeks are a major concern

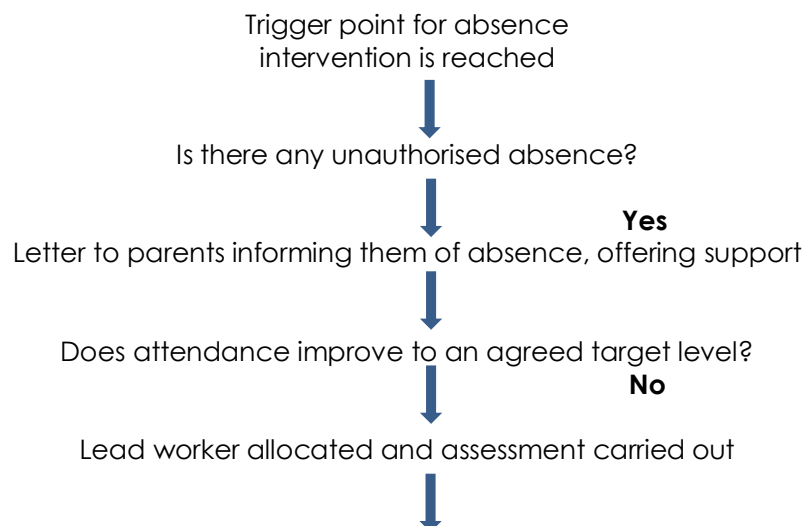


## Effects of Absence

- Academic underachievement
- Impaired ability to socialise – difficulty in making friends
- Loss of friends
- Loss of confidence – cannot understand the lessons as they have missed so much
- Other pupils may feel deserted by their friends who are not attending
- Disruption to class – group work disrupted
- Disruption to class when non-attender returns

- Catching up on work (both teachers and good attenders can resent this loss of time)
- Forward planning for lessons difficult
- Resentment by good attenders
- Non-attenders may display poor behaviour and be very demanding
- Damaging to school discipline
- Poor attenders become role models or assert peer pressure on others to not attend
- Difficulty in keeping accurate records
- Demotivating to staff
- Difficult to build staff : pupil relationship
- Damaging to school reputation
- Engagement in premature sex or crime
- Unacceptable behaviour in the local community
- Reduces ability to meet attendance and attainment targets – schools are judged partly on these results
- Effective management of attendance is time consuming
- Resources in schools are scarce

### **A Robust Fast-track Process**



School Attendance Panel (SAP)



Does attendance improve to  
an agreed target level?



**No**