



Shevington High School

Attendance Policy

SHEVINGTON HIGH SCHOOL

Headteacher: Mr J Grant

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If you have any concerns regarding your child's attendance please do not hesitate to make initial contact J Lavelle on **01257 400990**

SHEVINGTON HIGH SCHOOL: ATTENDANCE POLICY

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium.

It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them in law. Attendance is a whole school responsibility. Parents play a vital role in ensuring that their children attend. The school involves parents, pupils, teachers, support staff, the attendance manager, attendance officer and other outside agencies in its strategies to improve attendance. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.

Policy Aims

The policy aims to;

- ✓ Develop positive attitudes in pupils towards regular attendance.
- ✓ Recognise pupils with good attendance.
- ✓ Involve parents in the process of improving attendance.
- ✓ Resolve problems of non-attendance in a sensitive manner.
- ✓ Use the resources of the school efficiently.

Whole School Strategy

- Incentives and a reward scheme for above 95% attendance.
- Statements in pupil's diary to promote good attendance.
- Regular communication with parents/carers on their child's attendance.
- Identification of pupils with poor attendance prior to transfer from primary schools.
- Special measures are taken to ease children back into school after prolonged absence, for example, individual pupil timetables; careful monitoring by subject teachers and the pastoral team; regular contact with the school attendance mentor and school attendance manager.

Attendance Measures Defined

96% ≤ A ≤ 100% - Your child's attendance meets Shevington High Schools expectations
90% ≤ A < 96% - Your child will be monitored at school level
50% ≤ A < 90% - Your child will be monitored by our Attendance Mentor/Attendance Officer
Below 50% - Your child is classed as a severe absentee and could be at risk of prosecution

A pupil who is a **persistent absentee** is one who misses 10% or more of their schooling **for any reason** from the beginning of the school year to the end of any given half term period as indicated below:

September to October half term	7 or more sessions	3.5 days absent
September to Christmas	14 or more sessions	7 days absent
September to February half term	20 or more sessions	10 days absent
September to Easter	25 or more sessions	12.5 days absent
September to May half term	31 or more sessions	15.5 days absent
September to Summer	38 or more sessions	19 days absent

Requests that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and aspire
- Contact the school each day their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible
- Try to avoid unnecessary absences. Wherever possible make any doctors, dentist appointments etc. for outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Avoid taking their child on holiday during term-time

Lateness

Morning registration will take place at the start of school at 8.45 a.m. Any pupil arriving after this time will be marked late unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered (proof of medical appointment needs to be provided for school to authorise this). Parents are encouraged to make medical appointments outside of school hours where this is possible. Pupils who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with the relevant pupil will be arranged to discuss what support can be offered in the first instance. The afternoon registration will be at the beginning of period 4. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

Roles

Headteacher's Role-Mr Grant

The Headteacher has overall responsibility for school attendance.

Deputy Headteacher-Mrs Baggaley

- The Assistant Headteacher is accountable for whole school attendance.
- Actively promote value and importance of good attendance with students, parents and staff.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and are adequately trained to address attendance issues

The Attendance Manager's Role- Miss Williams

- Oversee the overall implementation of the school's attendance policy.
- Develop and apply an attendance incentive scheme in order to recognise and reward pupils with good attendance and to encourage improved attendance in others.
- Work closely with teachers, form tutors, support staff, heads of year, and senior members of staff, attendance mentor, attendance officer, parents, early-help and other outside agencies in order to address poor attendance.
- Provide support to pupils and parents both within and outside school where necessary.

The Attendance Support Officer Role-Mrs Lavelle

- Utilise the school registration system to oversee and monitor pupils' attendance
- Undertake 'First day absence' calling to parents of absent pupils utilising the absence alert system
- Pursue all unexplained absences via phone/text/letter/referral
- Ensure that all codes are correctly entered into SIMS and there are no anomalies

School Attendance Mentor Role-TBC

- Utilise the school registration system to oversee and monitor pupils' attendance
- Work closely with The Attendance Manager with pupils and families that fall in the 'at risk or becoming Persistent Absentees' category
- Provide support to pupils and families both within and outside the school where necessary

LA Attendance Service Officer Role-Mr Roberts

- Utilise the school registration system to oversee and monitor pupils' attendance
- Work closely with The Attendance Manager with pupils that fall in the 'at risk or becoming Persistent Absentees' category
- Provide support to pupils and families both within and outside the school where necessary

Heads of Year Role

- Is to monitor attendance with tutors and liaise with parents and the school attendance mentor.

Form Tutor Role is to

- Liaise with the attendance mentor after 4 days of absence and to ensure that home/school contact has been made.
- Use the tutor period to review and discuss attendance, encourage pupils to set targets and record the communication that has taken place.
- Welcome children back after absence or illness and support them to settle back into the school routine.
- Develop positive relationships with all pupils and make them aware that any issues affecting their attendance must be discussed with a member of staff so that support can be put into place.

Attendance Procedures

Registers are legal documents and must be marked accurately. Any problems must be referred to J lavelle in their first instance. Accurate registration is essential for safeguarding reasons. In law pupils have to be registered in the morning and the afternoon. There must be a mark for every pupil either present / or absent *N* at the start of the lesson. If pupils arrive late for school they obtain their mark at the school office and the registers are amended accordingly. School policy is to register pupils at the start of every lesson. All lesson registers should be marked and saved within the first 5 minutes of the lesson commencing.

PERSISTENT ABSENCE (DEFINED IN LEGISLATION AS 10% OR MORE ABSENCES)

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. ONWARD REFERRAL TO SUPPORT SERVICES (Gateway Service etc) Any pupil who is absent without an explanation for (3 days) will be discussed with the school's Attendance Officer. The school will record details of the action that they have taken. FREQUENT ABSENCE It is the responsibility of the Attendance Officer to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school may refer to Wigan Gateway.

Timings of the School Day – ALL YEARS

Base Group	8.45-9.15
Period 1	9.15-10.15
Period 2	10.15-11.30
Break	Within P2
Period 3	11.30-12:30
Period 4	12:30 -14:00
Lunch	Within P4
Period 5	14:00-15:00

Absence Procedures

The school operates a system of 'First day absence' calling parents in cases where no notification of absence has been received by 10 a.m. This is undertaken by the attendance support officer who follows a set procedure. As attendance is a whole school issue it is essential, however, that the form tutor monitors pupils' absence and informs the attendance support officer promptly of any information received regarding absent pupils.

The absence procedure involves:

- First day absence telephone call or text via automated system to parent/carer by 10 a.m.
- Recording of details of telephone contact on appropriate documentation.
- Updating of register with appropriate mark/code.
- Sending of a standard letter to parent/carer where telephone contact has been unsuccessful or is impossible.
- Follow up of nil responses by the school attendance manager.
- The school attendance manager will attempt to contact parent/carer and if necessary will make a home visit.
- If contact cannot be made with the parent/carer and the whereabouts of the pupil has failed to be established then Child Missing Education (CME) procedures will be implemented. The safeguarding of the pupil is paramount and if there is any indication that the absence could be a safeguarding concern then this must be referred to the designated safeguarding lead. If all attempts of contacting parent/carer have failed and the continuous unexplained absence continues school will notify the Local Authority.
- In cases where a pupil returns to school without a signed note giving reasons for absence with dates, tutors must pursue receipt of a note with the pupil/parent and liaise with the Attendance Officer accordingly. On receipt notes are to be passed to the pupil office immediately.
- Keeping parents up-to-date with current attendance figures.

ATTENDANCE AWARDS

The school will use the following system to reward pupils who have good or improving attendance.

- Attendance is monitored by the Attendance Officer, Form Tutors, Pastoral Managers, and Heads of Year.
- Every half-term awards are given to pupils with excellent attendance and punctuality from each year group.
- Pupils achieving 95% and above attendance may be invited on the termly reward trips.
- Improved attendance will be rewarded with certificate of recognition

ATTENDANCE TARGETS

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and Deputy Headteacher Mrs Baggaley will be responsible for overseeing this work. Our yearly school's targets are: 96%

To be noted that Shevington High School as policy and in practice follows the August 2020 Guidance for maintained schools, academies, independent schools and local authorities:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Throughout the pandemic school has been following the Govt guidance relating to recording attendance. See addendum for recording absence in covid:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

Key Staff involved include

- Headteacher – Mr J Grant
- Deputy Headteachers – Mrs C Baggaley
- Assistant Headteacher-Mrs Z Hames
- Director of Learning – Miss L Williams
- Attendance Officer – Mr M Roberts
- Attendance Mentor - TBC
- Teachers in their curriculum and pastoral roles
- Care & Guidance staff including Heads of Year and Pastoral Managers
- Data Manager – Mrs C Welsby
- Attendance Support Officer – Mrs J Lavelle