



**SIMON BALLE ALL-THROUGH SCHOOL**

## **ATTENDANCE POLICY**

**First Issue: November 2018**

**Next Review: November 2020**

**Committee Responsible: Student**

## **Contents:**

### Statement of intent

1. Key roles and responsibilities
2. Definitions
3. Young Carers
4. Staff training
5. Student expectations
6. Absence procedures
7. Contact information
8. Attendance officer
9. Lateness
10. Term time leave
11. Monitoring
12. Interventions
13. Rewarding good attendance
14. Appendices
  1. Understanding attendance
  2. Procedures for dealing with attendance
  3. Attendance agreement forms
  4. Attendance Codes

## Statement of intent

Simon Balle All-through School believes that in order to facilitate teaching and learning, excellent attendance is essential from Reception to Y13. Students cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Following the framework set-out in section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient, full-time education suitable:-

- (a) to age, ability and aptitude, and;
- (b) to any special educational needs he/she may have.

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Early intervention and working with other agencies to ensure the health and safety (safeguarding) of our pupils.
- Rewarding regular attendance.
- Providing a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

## **1. Key roles and responsibilities**

- 1.1. The governing body has overall responsibility for the implementation of the Attendance Policy and procedures of Simon Balle All-through School.
- 1.2. The governing body has overall responsibility for ensuring that the Attendance Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The headteacher will be responsible for the day-to-day implementation and management of the Attendance Policy and procedures of Simon Balle All-through School.
- 1.5. Staff, including teachers, support staff and volunteers will be responsible for following the Attendance Policy and for ensuring students do so. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the attendance of their child/children during term time.
- 1.8. Parents and carers will be expected to promote good attendance behaviour and ensure that students attend school every day.
- 1.9. Students are also responsible for their own attendance at school and any agreed activities throughout the school year.

## **2. Definitions**

The following definitions apply at Simon Balle All-through School:

### **2.1. Absence:**

- Arrival at school after lesson one has started unless a valid reason (then a late and reason given)
- Not attending school for any reason

### **2.2. Authorised absence:**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency for which the school has granted leave.

### 2.3. Unauthorised absence:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy for part or all of the school day.
- Absences which have never been properly explained.
- Arrival at school, after the register has closed, without reason.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been authorised.
- Leaving school without an authorised reason during the school day.

### 2.4. Persistent absenteeism (PA):

- Missing 10 percent or more of schooling hours across the year for whatever reason.

## **3. Young carers**

3.1. Simon Balle understands the difficulties young carers face.

3.2. We will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

3.3. Our school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

## **4. Staff training**

4.1. Teachers and support staff will receive regular and on-going training on attendance as part of their continuing professional development (CPD).

## **5. Student expectations**

5.1. Pupils will be expected to attend school every day and this will be reinforced in lesson time, form time, assemblies, celebration events etc.

## **6. Absence procedures**

6.1. Parents/carers must contact the school as soon as possible on the first day of absence.

6.2. Alternatively, parents/carers may call into school and report to the school reception.

6.3. A phone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.

6.4. If a student is absent for more than 3 consecutive days (without an explanation being forthcoming), the Form Tutor should inform the Head of Year and enquiries made where relevant. If the absentee is the student about whom there is already a concern, the Designated Safeguarding Person / Assistant Headteacher will make every effort to contact the parent / carer immediately. This will be to help identify / protect against any risk of abuse and neglect including sexual abuse or exploitation

and help prevent risks of them going missing in the future. (See Safeguarding Policy)

- 6.5. In the case of persistent (or intermittently) absence, arrangements will be made for parents to speak to the attendance officer, teacher in charge of attendance or the head of year. This will be to discuss support strategies to integrate the student back into mainstream school.
- 6.6. If pupil absence drops below 90 percent, the local attendance officer will be informed.
- 6.7. For any student who is 'in care' (CLA) the school will inform the Virtual School on a weekly basis regarding their attendance.
- 6.8. First day response system is in place. Any student who is registered as absent without an adequate explanation will receive a phone call to their parents/ carers before 11.00am to report that their child is not in school. It is the parent/carer's responsibility to ensure they call the absence line to report any absence before the start of the school day.

## **7. Contact information**

- 7.1. Parents/carers must provide accurate and up-to-date contact details.
- 7.2. Parents/carers are responsible for updating the school if their details change.

## **8. Attendance officer**

- 1.1. If they are persistently absent, students will be referred to the local attendance officer who will attempt to resolve the situation by agreement.
- 1.2. If the situation cannot be resolved and attendance does not improve, the local attendance officer has the power to issue sanctions, such as prosecution.
- 1.3. Students unable to attend school for extended periods of time for medical reasons (certified by a medical practitioner) may be referred to the Education Support team for Medical Absence (ESTMA). Additionally, the school may support students with health difficulties through the involvement of the school nurse, referral to CAMHS or the Director of Care and Wellbeing. Alternatively, or as a supplement, by drawing up an individual health plan to support attendance. Close liaisons will be kept with any outside agency and work will be set, when required, to support the education of the child.
- 1.4. If a student is absent without the school's permission for a continuous period of 10 school days or more the local authority will be informed under safeguarding.

## 9. Lateness

- 9.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 9.2. The school day starts at 8:45am for the Secondary Phase and 8.50am for Primary Phase students.
- 9.3. Registers are marked by 8:50am (Secondary) and 9am for (Primary). Students will receive a late mark if they are not in their classroom by this time.
- 9.4. Once the register is taken any student arriving to period 1 will be marked absent and must sign the Late Book, with a valid reason, at the reception office. The attendance officer / receptionist will then change the register to indicate that the student was late with a valid reason given.

## 10. Term time leave

- 10.1. At Simon Balle All-through School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 10.2. It is strongly recommended that holidays are **not** taken during term time (in line with recommendations to the 2006 Pupil Registration (England) Regulations – 1<sup>st</sup> September 2013) and will only be authorised by Mrs Saunders, up to a maximum of 10 school days, in **exceptional** circumstances once written permission has been sought.
- 10.3. Any requests for leave during term time must be made through the schools centralised system online and will be considered on an individual basis and the student's previous attendance record will be taken into account.
- 10.4. Requests for leave will not be granted in the following circumstances:
  - During year seven when a pupil is settling into the school.
  - Immediately before and during formal assessment periods.
  - When a pupil's attendance record shows any unauthorised absence.
  - Where a pupil's authorised absence record is already above 10 percent for any reason.
- 10.5. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions.

## 11. Monitoring

- 11.1. Simon Balle monitors and promotes attendance and punctuality throughout the year. The Head of Year and teacher in charge of attendance will monitor attendance and take appropriate action (dependent upon student circumstances and Attendance Officer advice).
- 11.2. The diagram below (appendix 4) suggests the monitoring process of in-school action that may lead to an improvement in attendance. Simon Balle operates a colour coded system whereby students are marked as Green (95% and above – good to excellent attendance), Amber (91% to 94% - poor to average attendance) and Red (90% and less – exceptionally low attendance – known as Persistent Absentee). All students in Amber will be closely monitored by their HOY and Form Tutor. All students in the Red will be met with their parents by a member of staff and the Attendance Officer.
- 11.3. Our attendance target is 97 percent (97%).
- 11.4. Details of our absence levels can be found upon request from the office.
- 11.5. Registers are taken for each lesson and must be completed and saved on the system within 15 minutes of the start of the lesson.

## 2. In School Action

- 2.1. Students continuously late or those with low attendance may have an extended school day to catch up on missing education.
- 2.2. All students of compulsory school age are entitled to a full-time education. In **very exceptional** circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable will not be treated as a long-term solution.
- 2.3. Appendix 4 shows in-school action that may lead to an improvement in attendance. Intervention begins with the tutor, and progresses to involve Head of Year, and Senior Staff if appropriate.

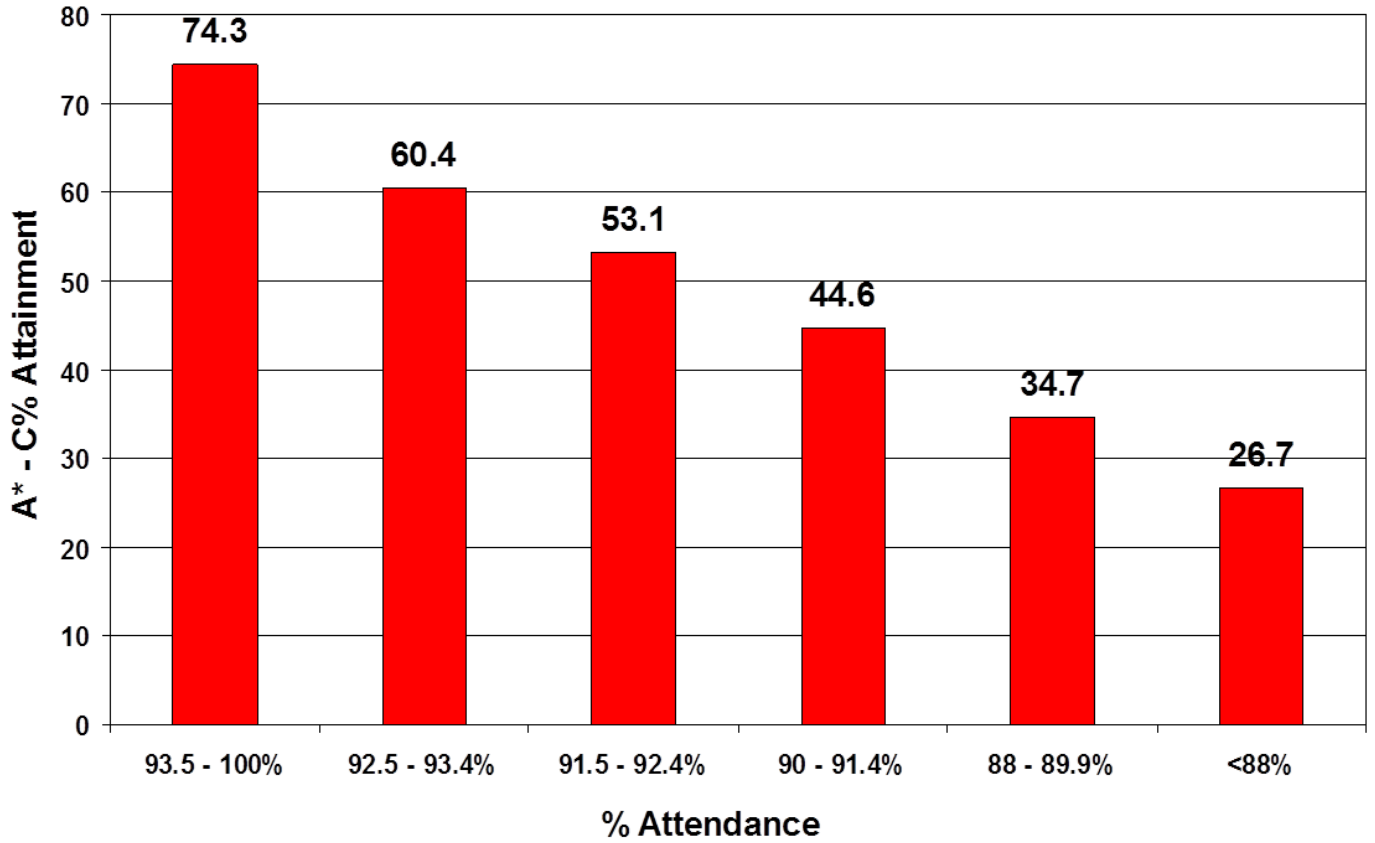
## 12. Rewarding good attendance

- 12.1. Simon Balle acknowledges 100 percent attendance through certificates/lunchtime privileges and house points.
- 12.2. Good attendance and punctuality will be rewarded through certificates.
- 12.3. School trips and events are a privilege. Where attendance drops below 95 percent these privileges may be taken away.



## Appendix 1 – Attendance and Attainment

### Chances of Success at GCSE



**95% = 50 lessons missed**

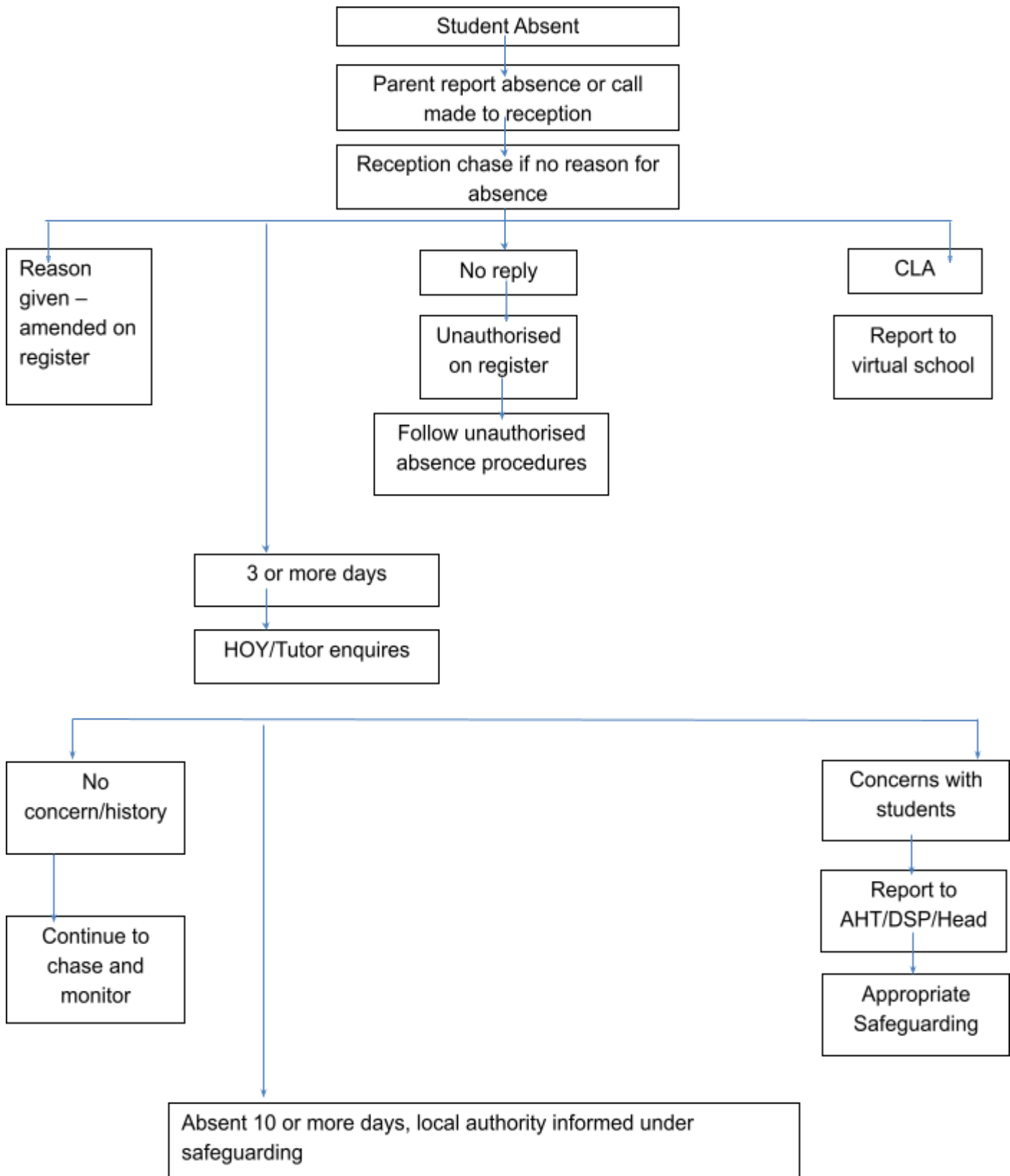
**90% = 100 lessons missed**

**85% = 150 lessons missed**

**5% = 2 weeks absence**



**Appendix 2 - Procedures for dealing with attendance and unauthorised**



<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances

Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

## Appendix 4 –

Key: Secondary Primary

Attendance	Description	Strategy / Process
<b>Rewarding and maintaining good attendance</b>		
100%	Outstanding attendance	100% Club - HOY to put house points on half termly  Termly raffle prizes by HOY
100%	Outstanding attendance	-100% club- x3 house points on half termly -Termly certificate -Class of the week notice board and House
99% -96%	Excellent attendance	Termly raffle prizes by HOY
99-96%	Excellent attendance	-x1 house point awarded half termly -Termly raffle prize
95%	Good attendance	Termly raffle prizes by HOY
95%	Good attendance	-Termly raffle prize
<b>Monitoring Phase</b>		
Phase 1 94%-91%	Satisfactory attendance	HOY / Form tutor intervention Monitor and review Evidence gathered for reasons eg. Medical / Illness Letter to be sent if appropriate
Phase 1 94-91%	Satisfactory attendance	-Letter 1 to be sent via attendance clerk -Monitor and review
Phase 2 90% and below	Significantly below / Poor attendance	Phone call / Letter to be sent HOY meeting / Phone call Attendance team involvement if required Evidence gathered - medical cards, letters and emails from parents.
Phase 2 90% and below	Significantly below/ poor attendance	-Letter 2 to be sent via attendance clerk.

		-Evidence to be gathered: medical cards, letters and emails from parents
<b>Monitoring / Outside agency support</b>		
<b>Phase 3 Attendance panel</b>	<b>No improvement made in attendance after Phase 2 intervention</b>	Parent meeting with Attendance panel to include a Governor, AHT. SENCO involvement if needed for outside agency support. Evidence gathered and put in a case study.
Phase 3 Attendance Panel	No improvement made in attendance after phase 2 intervention	-Parent meeting with attendance panel. Governor attendance is appropriate -Evidence gathered and put in a case study
<b>Phase 4 Involvement of Attendance Improvement officer</b>	<b>No improvement after minimum 8 week intervention - Phase 2 &amp; 3</b>	Advice from AIO
Phase 4 Involvement of Attendance Improvement officer	No improvement after minimum 8 week intervention - Phase 2 & 3	Advice from AIO