

# Handsworth Grange Community Sports College

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## ATTENDANCE AND PUNCTUALITY POLICY

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**Current Policy as of:** September 2018

**LT Responsibility:** Sally Ruczencyzn

**Governor Committee:** Pupil Wellbeing

## **Introduction**

*The Minerva Learning Trust (MLT) asks all partner schools to adopt and use this policy unless a partner school and the Minerva Learning Trust have discussed and agreed alternative procedures that they both agree would better suit the partner school's particular circumstances.*

*Any reference in this policy to the Governing Body or the school relates to the independent governing bodies and schools of all Minerva Learning Trust partners. Partner schools and their respective Governing Bodies have full delegated powers from the Trust and have responsibility for the operational implementation of the policies and their associated procedures. They are encouraged to seek advice and support from Minerva Learning Trust on matters of policy and procedure in circumstances where decisions may potentially impact on the Trust as a whole, e.g. dismissing staff or making staff redundant. In such circumstances, at least one member of the relevant panel should be a member of the Trust.*

## **Rationale**

Regular attendance and punctuality are a pre-requisite for pupil achievement and a vital preparation for adult life. This can be achieved most effectively where there is an emphasis on developing good relationships with pupils and showing responsiveness to their needs.

## **Aims**

The aims of this policy are:

- › To maintain high attendance
- › To give attendance a high profile within the school.
- › To enhance the ways in which attendance is monitored.
- › To develop a greater awareness amongst pupils and their parents/carers of the long term benefits to be gained from a good attendance record.
- › To increase awareness of the link between attendance and attainment
- › To provide a framework for interventions to support pupils attendance and punctuality

## **Key**

**PA – Persistent Absentee (a pupil with more than 10% absence)**

**MLT – Minerva Learning Trust**

**HOY – Heads of Year**

**AHT – Assistant Head Teacher**

**AM – Attendance Manager**

**SLM – Senior Learning Mentor**

**WO – Well Being Officer**

**PNWL – Penalty Notice Warning Letter**

## **Responsibilities**

### **1. Attendance Lead (AHT Inclusion)**

To liaise closely with the MINERVA LEARNING TRUST in drawing up an annual attendance action plan and review on a termly basis.

- i. To discuss and implement strategies to address attendance and punctuality issues.
- ii. To lead whole school initiatives
- iii. To promote and raise awareness of attendance and punctuality issues.
- iv. To keep leadership team up to date with percentage levels as required (whole school and per year group)
- v. In liaison with the Head, to produce overall school statistics that meet both DfES and LEA guidelines and that can be used for publication in relevant school documents
- vi. To keep parents up to date with new legislation relating to attendance including holidays taken in term time. (Notification of Term Time Leave)
- vii. To report to governors and parents via the newsletter, the whole school attendance target and the current attendance on termly basis
- viii. To meet the EWO each half term to review pupils on the EWO's current list, and refer new pupils.
- ix. To create an up to date profile of PA pupils.
- x. To create a profile of each PA pupil on a half termly basis
- xi. To work closely with the Attendance Manager and EWO to improve and drive attendance and punctuality across whole school.
- xii. To ensure there are a range of positive rewards for individuals and groups of pupils who achieve attendance expectations and those who make improvements in attendance.

### **2. Attendance Manager**

- i. Monitor all pupils attendance on a weekly basis through the updated tracker and send letters to parents falling below expectations after consultation with HoY, Safeguarding tem and EWO.
- ii. Provide paper registers for all registration groups to hand for assembly, fire drill and supply staff to use.
- iii. To monitor the taking of registers on a daily basis and send reminders to staff re any missing registers.
- iv. Liaise with the Head teacher and AHT should there be any concerns relating to missing marks and accuracy from staff on a regular basis.
- v. Informs the Attendance Lead of missing registers and send out regular lists to individual staff and subject leaders to complete missing lesson registers.
- vi. Informs Subject Leaders of missing marks/registers on daily basis.
- vii. Daily: sends out text messages to parents of pupils who are absent with no reason received by 10am for morning registration and 2pm for afternoon registration.
- viii. To make daily phone calls to identified pupils when they are absent.
- ix. Take and enter all telephone, text and emailed reasons for absence.
- x. To provide personal HoY with a printout of any outstanding letters/evidence for non-attendance on a regular basis.
- xi. To input all new starters and remove leaves promptly and keep an up to date record of the pupils involved and the reasons.

- xii. To mark pupils present who arrive after registration with a late mark that is time stamped.
- xiii. To mark pupils who arrive after the end of lesson one with a "U" mark.
- xiv. Send below attendance target letters to parents on a regular basis (3 letter system as per weekly tracker)
- xv. On 3<sup>rd</sup> consecutive day of absence to contact home to check how things are – even if the parent has reported the absence.
- xvi. Holidays should be recorded on the school registers but not in advance. A note should be placed on Sims but the G code should not be entered until the holiday is taken.
- xvii. Produce weekly and half termly attendance reports.

### **3. Attendance Officer - EWO**

To work with the AHT for Inclusion, Attendance Manager, HoY and EAL support workers to manage and improve attendance across school and reduce pupils becoming PA.

- i. To work with the LA attendance and inclusion lead to manage prosecution cases.
- ii. To work with AHT inclusion and the pastoral team to manage individual pupils attendance.
- iii. To make regular home visits to parents and pupils.
- iv. To conduct pupil and parent meetings
- v. To manage FPN and prosecution cases at school.
- vi. To keep AHT for inclusion up to date with caseload and actions.
- vii. To manage and record all Notifications of Term Time Leave.
- viii. To work with local primary schools to ensure a consistent approach to term time leave is adopted.
- ix. To work closely with outside agencies to support pupils and parents.
- x. To work closely with EAL support workers to make weekly home visits to targeted pupils.

### **4. EAL Support workers**

- i. To make weekly home visits with the EWO and provide language support where necessary.
- ii. To make regular contact with families who are falling below the attendance targets, especially those who struggle with language.
- iii. To translate any letters to be sent home.
- iv. To provide support in school for individual pupils to ensure attendance improves.

### **5. Head of Year**

- i. To have a general overview of attendance within the school and to monitor attendance within their year group.
- ii. Work with Attendance lead to coordinate strategies that promote good attendance.
- iii. To ensure that all members of the team, including tutors, are fully aware of the documentation and procedures related to attendance and punctuality
- iv. To liaise with, Attendance Manager, EWO and Attendance Lead on all aspects of attendance data and management.
- v. To inform LT about attendance issues on a regular basis.

- vi. To liaise with parent/carers where there are serious concerns about attendance issues i.e. when a pupil becomes a PA or is at risk of becoming PA.
- vii. To support the staff in promoting the importance of good school attendance with both the pupils and parents/carers
- viii. To ensure that Attendance is a standard item in Head of Year meetings
- ix. To work with the EWO and ensure they are aware of the target list of pupils within their year group.
- x. To update the Attendance Lead of pupils who are causing attendance or punctuality concerns for referral to the EWO.
- xi. Ensure Notification of Term Time leave forms are completed and passed to Attendance officer. Meetings with appropriate parents may be required.
- xii. To work with Attendance Lead to create up to date profiles of PA pupils.
- xiii. To send out attendance certificates to pupils who have achieved 100% attendance or attendance above 96% in a term.
- xiv. Interview pupils at risk of becoming PA in order to reduce the risk.
- xv. To participate in progress meetings to discuss behaviour, attendance and progress.
- xvi. Have regular contact with pupils who are a cause for concern for attendance.
- xvii. To liaise with EWO, Tutors and AHT Inclusion over attendance and punctuality concerns.
- xviii. To check registers from their year group on a weekly basis and identify patterns or concerns.
- xix. Raise attendance awareness within assemblies via tutor group races, 100% attendance roll of honour, house competitions etc.
- xx. Manage punctuality within the year group by setting detentions for all pupils receiving 2x late marks in a week. Set detentions for Monday night where ever possible.

## **6. Tutor**

- i. Tutors should take official electronic registers twice a day, except in assemblies when it is a paper register.
- ii. All pupils must be registered accurately.
- iii. Any pupil who arrives after the register has been taken should be given a late mark. 'L'. Pupils will be given an automatic S4O for lateness unless they have a slip from reception.
- iv. Any paper registers should be returned to the Admin office as soon as it is complete.
- v. Monitor pupils on A&P target card. Contact parents.
- vi. Monitor attendance of the tutor group in order to identify any patterns or trends to pupil's absences.
- vii. Keep pupils informed of their class attendance on a weekly basis and individual attendance % on a half termly basis.
- viii. Challenge any N (unexplained absence) and O codes; ensure pupils have reasons for absence. Inform the Attendance Manager of any reasons for absence. Report attendance concerns to HoY in the first instance.

## **7. Class Teachers**

Attendance and punctuality to lesson has a direct result on attainment. If unchecked, casual absence from lessons can deteriorate into serious truancy problems and have a profound effect on attainment and progress.

- i. All staff members should be punctual for registration and lessons
- ii. Registers must be marked accurately

- iii. P1 registers must be taken by 9:30am
- iv. All pupils should be registered electronically, when this is not available pupils should be marked using a paper register then sent to the Admin office with the class code, date and lesson clearly marked at the top. Pupils should be in alphabetical order and should include both first name and surname.
- v. If pupils arrive after the register has been taken pupils must be marked late (L) and minutes late recorded. Pupils arriving late to lesson will be given an immediate S4O sanction which should be recorded correctly.
- vi. Where pupils are absent from the lesson, but present in the previous, this information must be shared as soon as possible with the Head of Year and the pupils' Tutor and a message sent to the Attendance Manager. Where there is a safeguarding risk assessment in place for identified pupils reception should be informed immediately.
- vii. Where an absent pattern arises teachers/departments should contact home to raise concerns over truancy or being absent from their lessons.

#### Pupils leaving lessons without permission

- i. If a pupil leaves a lesson without permission and returns follow the department policy for disruption. Use the departments sanction room where appropriate.
- ii. If a pupil leaves and does not return send a pupil with a note to the relevant HoY Office to report truancy or send a message via email immediately.

#### Pupils arriving late

- i. If a pupil arrives late with a note from a member of staff, the pupil should be integrated into the lesson as soon as possible.
- ii. If a pupil arrives without a note from a member of staff, follow the school policy on lateness. S4O sanction should be issued and further actions from you and the department could include (not in any order);
  - a. Discussion at an appropriate time
  - b. Contact home
  - c. Work missed given as extra homework

### **8. Subject Leaders**

Attendance and punctuality to lessons has a direct result on attainment. If unchecked, casual absence from lessons can deteriorate into serious truancy problems and have a profound effect on attainment and progress.

- I. To have an overview of the Department's level of attendance and punctuality
- II. To champion good practice with regard to attendance and punctuality
- III. To ensure that all registers are taken promptly
- IV. To challenge staff when registers are not taken/taken promptly
- V. To actively promote attendance and punctuality across the department
- VI. To ensure that support is provided for pupils who have been absent to ensure that pupils learning is supported e.g. work provided by the classroom teacher
- VII. To ensure that where attendance to the subject is affecting the progress of a pupil/group of pupils interventions are put in place to support the pupils to achieve

## 9. LT roles

- I. To support the Attendance Lead to implement strategies to support and improve attendance whole school and with targeted groups
- II. To support and participate in progress meetings where possible
- III. To challenge staff where concerns are raised over issues with their registers

## 10. Pupils

- i. Pupils are expected to attend school every day. We expect each child to achieve 100% attendance but the minimum expectation is 96% attendance.
- ii. Pupils should be punctual for school and lessons every day.
- iii. Must register with their tutor twice a day and get a register mark for each lesson.
- iv. Must be at lesson one by 9.05am.
- v. Must go to each lesson as quick and safely as possible.
- vi. Must follow all corridor rules.
- vii. If a pupil arrives after 9.05 the pupil must get a late mark from the Attendance office.
- viii. After an absence all pupils must bring in a note from their parents stating the reason for the absence, unless the parent has already informed the school.
- ix. If a pupil leaves the site during school hours each pupil must sign out at the main entrance.
- x. If a pupil is late to a lesson and has been with a member of staff the pupil needs to take a note explaining their whereabouts.
- xi. Where a pupil needs to leave the school site for an appointment a note should be in the pupil's planner stating the date and time required to leave.
- xii. If pupils are late twice or more in a given week, they will be given an S40 detention issued by the HoY.
- xiii. When a pupil is late to a lesson the pupil will be given an S40 detention.

## 11. Parents

It is vital that parents work with the school to encourage and ensure that pupils attendance levels are kept to a high standard. This is to ensure that the child has the best chance to achieve their full potential.

Where a pupil has been absent, whether the absence has been authorised or not, it will affect the pupil's attendance, attainment and progress.

- i. Parents have a statutory duty to ensure that their child is in school every day on time.
- ii. Parents need to familiarise themselves with the schools policy and procedures concerning attendance and punctuality.
- iii. Parents should contact school immediately if there is an issue which is preventing their child from attending school so barriers and issues can be addressed at the earliest opportunity and regular attendance can resume.
- iv. Parents should ensure that no holiday/leave of absence is booked during term time. Parents requesting any term time leave must complete a 'Notification of Term Time Leave' form at least 20 school days before the proposed absence.
- v. Where a request for leave of absence has been formally made, parents may be required to attend a meeting to discuss the impact of the absence. (See Term Time Leave policy)
- vi. Parents should ensure that all medical appointments, where possible are made out of school hours. Where appointments are made within school time pupils

- should attend school before the appointment and return to school after the appointment whenever possible. No full day should be required for a routine medical appointment and school will not authorise a full days absence.
- vii. Pupils should not normally miss more than half a day for medical appointments.
  - viii. Evidence for all medical appointments is required in school.
  - ix. Parents should ensure that on the first day of absence that the school is contacted via phone, email or text.
  - x. Where the absence is likely to be long term, parents should contact HOY to discuss ways to minimise disruption to teaching and learning.
  - xi. Where absence from school is long term, parents should contact the HOY to organise a re-integration and create a support plan which shows how the pupils will return to full-time education.
  - xii. Parents should ensure that pupils leave the home with enough time to arrive to school on time.
  - xiii. Parents should ensure that pupils go to bed at an appropriate time to ensure that the pupil is able to arrive to school on time and be alert to learn.
  - xiv. Parents should take advantage of all opportunities offered by school and encourage good pupil attendance.
  - xv. Where a pupil needs to leave the school site during the day a note in the pupil's planner to the tutor is expected.
  - xvi. If a pupil is late twice or more in a given week, they will be given an hour's detention after school and for repeated offences will placed on an attendance and punctuality card.

## **Pupil Signing Out**

Where a pupil has to depart early for an appointment they must bring a letter (or note in their planner) from their parent/carer making a request for this. In the absence of a note, personal tutors should check the request with the parent/carer where possible or send the pupil to the key stage office to contact home. When leaving school; pupils should sign the signing out sheet located in the Attendance Office (a precaution in case of an evacuation alarm.) Should a pupil return from such an appointment, they should sign back into school at the Attendance Office.

## **Pupil Sickness during School Day**

When a pupil is **clearly** not well enough to stay in a lesson they should be sent, with a note, to the HoY office. HoY should check pupil's attendance record before considering sending the pupil home. Pupils will not normally be sent home for minor ailments especially if their attendance is a cause for concern and there is a pattern of irregular attendance.

If it is deemed necessary that a pupil is too ill to remain in school then parental contact must be made and parents/ carers informed of their child's illness. A pupil cannot be sent home unless contact is made with the parent/carer. In normal circumstances a parent or another responsible adult agreed by the parent / carer will need to collect their child from school. On the rare occasion that this may not be possible the parent / carer may give permission for the child to make their own way home from school.

All pupils leaving school must sign out in reception so their attendance record can be updated.

In the case of a medical emergency, the priority must be to seek prompt medical attention and make contact with the parent/ carers immediately.



## Pupils Out of Lessons

Pupils should NOT be allowed to leave a classroom unless it is essential to the smooth running of the lesson or it affects an individual pupils' welfare. Any pupil out of lesson should be carrying their planner with a signature from the class teacher and a time stamp. Pupils are only allowed to leave lessons to go to the toilet if they have a toilet pass. Staff should only allow one pupil out of the classroom at any one time.

At the end of social times and between cross-over of lessons all staff should encourage pupils to go straight to their lessons.

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**Approved by**

**Governor:** ..... **Date:** .....

**Signature:** .....