

SCALBY SCHOOL

ATTENDANCE POLICY

HISTORY OF DOCUMENT

| Issue No. | Author | Date Written | Approved by Governors | Comments |
|-----------|-----------|--------------|-----------------------|----------|
| 1 | V Michael | January 2009 | 11.2.09 | |
| 2 | V Michael | October 2011 | 9.11.11 | |
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This policy covers the following:

- 1) Rationale
- 2) School procedures
- 3) The registration system and attendance codes
- 4) Promoting and rewarding good attendance
- 5) Student attendance targets
- 6) Managing attendance wave 1
- 7) Managing attendance wave 2
- 8) Managing attendance wave 3

Rationale

Scalby School is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all students feel valued and welcome.

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. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills.

Each year the school will examine its attendance figures and set attendance/absence targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Head Teacher, or a member of SLT acting on their behalf, can authorise absence. Until there is a known reason for an absence, it should be recorded as unauthorised.

Lateness

Morning registration will take place at the start of school at 8:25am in the first lesson of the day. The registers will remain open for 60 minutes until 9:25 am. Any student arriving after this time will be marked as having an unauthorised absence 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.

Students 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.

First Day Absence

On the first day of absence, parents are requested to telephone the school to explain the reason for the child's absence.

If the child is being monitored for poor attendance, the attendance officer will make first day contact using the Keep Kids Safe system to ascertain the reason for the student's absence.

Third Day Absence

If the child is still absent on the third day and there has been no contact from parents, the attendance officer will contact them to ascertain the reason for their absence. Parents are requested to provide a letter.

Continuing Absence

Should it prove impossible to contact parents, the attendance officer will discuss the case with the education social worker at their weekly visits. A letter will be sent by the school to request the parents to make contact.

Ten Days' Absence

If any student is absent without an explanation for 10 consecutive days this will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team through the ESW . The school will include details of the action that they have taken.

The registration system

The following national codes will be used to record attendance information

| . CODE | DESCRIPTION | MEANING |
|---------------|---|--------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not | Authorised absence |

| | | |
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| | covered by another appropriate code/description) | |
| D | Dual registration (i.e. student attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| G | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised 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 | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |

Registers by law must be kept for three years.

Promoting good attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. This will be achieved through regular comment in our newsletters, information on our website, our Home/School agreement and regular assemblies to promote attendance with the students.

Holidays in term time

Normally holidays during term time will not be authorised and will be considered an unauthorised absence from school.

Attendance Awards

The school will use the Vivo Miles reward system to promote good attendance. For every week of 100% attendance a student will receive a vivo. Students will be awarded a certificate each half term to 100% attendance or improving attendance.

Student targets for attendance

Students' attendance will fall into the following three categories:
Green – above 95%

Amber – Between 90 and 95% attendance

Red – below 90% attendance

A student is considered a persistent non-attender if their attendance falls below 80%

Managing attendance wave 1

Students with attendance at 95% and above will be rewarded for good attendance and will be monitored weekly in Vertical Mentor Groups (VMGs) using the attendance tracking system

Managing attendance wave 2

Students with attendance below 95% will be managed using the attendance tracking system in VMG. On a weekly basis, VMG tutors are expected to hold learning conversations with students about their attendance and record their percentage in their planner. Tutors are expected to challenge poor attendance and encourage students who are making progress.

Managing attendance wave 3

Students with an attendance below 90% will be monitored by the Learning Managers. Following the system below:

- 1) The Learning manager will look at the students' SIMS profile to ascertain patterns and reasons for absence.
- 2) The Learning Manager will decide if the student's persistent absenteeism is in groups 1, 2 or 3 and take the appropriate action
- 3) The Learning Manager will discuss all wave 3 students with the Assistant Head – Deep Support both at the weekly Learning Managers' meeting and in their fortnightly line management meetings.
- 4) Before a student is considered group 3, the Learning Manager will have met with parents on at least one occasion to ascertain reasons for non- attendance.
- 5) Students in group 3 will be referred to the Attendance and Behaviour Support Officer at the Learning Managers' Meeting each Monday evening and to the ESW at their visit to school on Tuesday mornings.
- 6) The following actions will be considered on a case by case basis:
 - a) A series of home visits with the relevant Learning Manager to bring the student into school
 - b) A referral to CAF to involve other agencies with family support
 - c) A formal attendance contract and request to the ESW team to begin legal proceedings
 - d) A personalised curriculum placement resulting in approved educational activity
 - e) A referral to medical professionals resulting in outreach tuition.

Wave 3 attendance below 87%

| Group 1 | Group 2 | Group 3 |
|---|---|--|
| <p>Reason: Unauthorised holiday</p> <p>Description: Attendance steadily rising</p> <p>Responsibility: Learning manager</p> <p>Code: G or H</p> <p>Outcome: Monitoring to ensure attendance improves</p> | <p>Reason: Genuine Medical absence</p> <p>Description: long term medical condition (15 days) or Dr's note</p> <p>Responsibility: Learning Manager with SEN Manager</p> <p>Code: M or I then becoming B</p> <p>Outcome: Outreach tuition</p> | <p>Reason: various forms of disengagement</p> <p>Description: either authorised or unauthorised absences with no underlying medical condition.</p> <p>Responsibility: Attendance and Behaviour Officer in negotiation with LM</p> <p>Code: N possibly I or M</p> <p>Outcome: CAF, Personalisation, improved attendance</p> |