

SCALBY SCHOOL

ATTENDANCE POLICY

The Governing Body referred to in this document will be taken to mean the IEB, until such time as a new Governing Body is established.

HISTORY OF DOCUMENT

Issue No.	Author	Date Written	Approved by Governors	Comments
1	V Michael		11/2/09	
2				

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 endeavor 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 [attendance out of school]. Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance 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 authorized 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 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 attendance. 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 Day's Absence

Any student who is absent without an explanation for 10 consecutive days 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.

Frequent Absence

It is the responsibility of the attendance officer to be aware of and bring attention to, any emerging attendance concerns. These should be discussed with the ESW and the co-ordinators of student welfare and support on a weekly basis.

In cases where a student 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 will refer to the School Health Adviser if the problem appears to be a medical one.

A Welcome Back

It is important that on return from an absence that all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students. All staff who teach that student are responsible for ensuring that the student can catch up on any work missed. Should a student be returning from a long absence, a reintegration package in the Impact Centre will be considered by the Deep Support Team.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student, that may require further investigation, then the notes may need to be retained for a longer period.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and monitored on a weekly basis by the Assistant Principal, Vicki Michael who is responsible for overseeing this work.

The registration system

The School will use an OMR for keeping the school attendance records.
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 covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	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	Unauthorised absence (not covered by any other code/description)	Unauthorised absence

P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Registers by law must be kept for at least 3 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

Holidays during term time will not be authorized and will be dealt with as truancy.

Attendance Awards

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

At Key stage 3 and 4

Students will be awarded a certificate each half term to 100% attendance or improving attendance

Attendance is a feature of tutor group of the week.

Who does what?

Vertical Mentors are responsible for filling in the registers accurately and promoting good attendance on a daily basis. They should encourage students to use the planners to record medical absence, to set attendance targets, ask for notes should a student return from absence and welcome students back to the class room.

Learning Managers are responsible for promoting good attendance and for monitoring the work of Vertical Mentors. On a weekly basis, they will examine the attendance figures in their year group and take the appropriate action after liaising with the attendance officer. This may involve meeting with or telephoning parents. In some circumstances the ESW may make a home visit.

Categorisation of Absence

Any student who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason and is not authorised by the school.

2. Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Students recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration