

Reviewed October 2017

Reviewer V.Masson

ALBANY SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

MISSION STATEMENT

Albany School is committed to ensuring that all of its students have the best possible chance of achieving their academic and personal potential . The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. Albany School will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Albany School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

The school will actively encourage attendance and punctuality by reviewing the learning and teaching experience for pupils and the appropriate-ness of the range of courses available to pupils both as a school and for the individual pupil.

Aim

The aim of the policy is to improve overall attendance rates and punctuality rates for pupils to ensure that all pupils receive the highest quality education and that through this they are able to develop effectively as young adults.

ROLES AND RESPONSIBILITIES

The Headteacher

1. Set challenging targets to meet or exceed national averages.
2. Provide sufficient time for Attendance Officers to supervise attendance management and to be involved with poor attendees and their families.
3. Provide sufficient time for the Attendance Officers to analyse data, liaise with teachers and external Agencies.
4. Take an interest in attendance and punctuality and support intervention with the poorest attendance.
5. Report attendance statistics to the governors as part of a termly report.

The Governing Body

1. To be familiar with current legislation on attendance and the school attendance policy.
2. To request the Head teacher to report on attendance at each governing body meeting.

Attendance Officers

1. Ensure administrative system is effective, organised and accurate.
2. Follow the school's procedures for first day calling.
3. Seek explanations from parents/carers for absence.

4. Issue attendance letters where and when required.
5. Hold regular discussions with AHT i/c Attendance. Ensure the system works and come up with suggestions to improve it.
6. Inform the Heads of Year if a Form tutor is failing to maintain their registers correctly.
7. Assist the AHT and Head teacher in collating data for inclusion in reports, attendance returns, etc.
8. Pass messages from parents/carers to appropriate staff.
11. Attend meetings with parents/carers if required by AHT and /or Heads of Year.

AHT i/c Attendance

1. Promote the ethos of the attendance and punctuality policy through assemblies and rewards.
2. Ensure that tutors are following school's procedures in dealing with absences and lateness.
3. Meet once a week with Attendance Officer and EWO to discuss specific pupils and intervention strategies to be used and to provide feedback of intervention in the past week. Keep written records of the meetings.
4. Analyse attendance data for the year group, and co-ordinate the responses and interventions with form tutors and Attendance Officer.
5. Ensure a personal connections made with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance.
6. Ensure the attendance team are informed of your concerns over the attendance/punctuality of specific pupils.
7. Ensure pupils who are absent for any length of time are provided with age- appropriate academic work, that it is completed, returned and marked.
8. Ensure form tutors in their year team are recording attendance accurately and discuss any issues with the recording of registers with the form tutor in the first instance. If issues persist to liaise with the AHT Attendance.
9. Ensure that all casual entrants are familiar with the school's expectations on attendance and punctuality.

Form Tutor

1. Ensure accurate electronic registration takes place between 8.35am-9.00am.
2. Ensure that registers are completed and the correct code is used; never leave blank spaces.
3. If it is not possible to complete electronic register - e.g. if at assembly, to complete a paper register and ensure it is taken to the attendance office by 9.00am.
4. Look carefully at attendance data for their tutor group. Spot patterns of absence and overall levels of attendance of individuals.
5. Use attendance and punctuality as part of learning conversations with pupils and parents/carers.
6. Ensure that the Head of Year is kept informed about concerns over attendance, as well as the interventions taken by the form tutor.
7. Promote the ethos of the attendance and punctuality policy through registration periods, make 100% the expectation.
8. Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

Attendance Officers

1. Follow the school's procedures for attendance and punctuality.
2. Seek explanations from parents/carers for absence.
3. Issue attendance letters where and when required.
4. Ensure all registers have been completed. Make sure the paper registers are available for form tutors as required.
5. Inform the Head Year if a Form tutor is failing to maintain their registers correctly.

6. Check and file all absence notes that are received, and ensure that details are reflected appropriately through categorisation of absence in the registers.
7. Attend attendance meetings with appropriate colleagues, as necessary.
8. Pass messages from parents/carers to appropriate staff.
9. Transfer data onto the electronic system whenever necessary.
10. Print out reports as and when required.
11. Ensure parents mail messages have been sent to parents of students with unexplained absence.
12. Record and keep a record of students who are late.

Classroom Teacher

1. Do not accept poor attendance. Make 100% attendance the expectation.
2. Ensure that registers are completed accurately and at the start of the lesson.
3. Liaise with Head of Department and Head of Year regarding students with poor attendance/poor punctuality.
4. Ensure appropriate and challenging work is provided for students who are absent for any length of time.
5. Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

Parents/Carers

1. To ensure that their child attends school every day, unless there is a valid reason not to e.g. illness, work experience.
2. Ensure that their child arrives to school on time.
3. To contact the school attendance office on the first day of absence, stating the reason for their child's absence and the date they are expected to return to school.
4. To write a note when their child returns to school explaining the absence.
5. Make medical appointments outside of school time.
6. Ensure that **no** request for holiday leave during term time is made.
7. To seek help from the school if requiring assistance in improving their child's attendance or punctuality.
8. Support the school and the Local Authority Officer in strategies to improve the attendance and punctuality levels of their child, including attending meetings and engaging with outside agencies.

Pupils/Students

1. To ensure that they attend school regularly and on time unless there is a valid reason not to.
2. To inform their form tutor and bring in note from home to explain any absences.
3. To inform their classroom teachers if an absence is known in advance and to make sure they ask for work to complete, and they do complete the work.
4. To catch up on missed work on return.
5. If they are late to school to go to the attendance office to receive their mark before going to their lesson.

PROCEDURES

Registration

1. Tutors are required to take an attendance register once a day, Primary twice a day. If a child of compulsory school age is absent the register must show this.
2. Tutors are required to register electronically. If, for any reason this is not possible, e.g., assembly day or failure in the system, a paper copy must be taken and be taken to the Attendance Officer, who will input the register electronically.
3. No blanks should be left when marking the register. Tutors should mark using the following codes. (a full list of national attendance codes is available in the attendance office.

/	Present
L	Late before registers closed
N	Not in registration and no explanation received
M	Medical /Dental appointments but only if evidence has been provided
I	Illness which is not medical or dental appointment
W	Work Experience
V	Educational visit or trip
U	Late after registers have closed
P	Approved sporting activity