



FINHAM PARK SCHOOL

A Mathematics and Computing College

ATTENDANCE & **PUNCTUALITY POLICY**

Finham Park School
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Executive Headteacher: Mark Bailie
Chair of Governors: Alethea Fuller



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Aims

Regular attendance and punctuality are vital if students are to benefit fully from the opportunities offered by the School and to have continuity and progress in their learning. The School aims to ensure that each student has a full and punctual attendance.

Research clearly demonstrates the link between regular attendance and educational progress and attainment.

We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Parents

Section 444 of the Education Act states:

“If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his parent is guilty of an offence”.

The Education Act 1996 Part 1, Section 7 states:

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

[a] To his age, ability and aptitude

[b] To any special needs he may have, either by regular attendance at school or otherwise.”

If a student is unable to attend school through sickness or other authorised absences (see below) parents must notify the school of the student's absence *on the first day of absence*.

Parents should avoid, if at all possible making non-emergency medical/dental appointments for their child during school hours.

Authorised absences include: - illness, emergency medical appointments.

Unauthorised absences include: - looking after brothers and sisters, birthdays, general trips such as shopping, holidays during term time.

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Parents **do not** have the right to take their child out of school for a holiday during term time. The school will make the final decision on whether to authorise exceptional leave in term time (see exceptional leave in term time policy)

Students

Students are responsible for making sure their attendance and punctuality is maintained at the highest level.

They should attend all of their lessons on time, equipped and ready to learn.

Students have a responsibility to follow school procedures should they arrive late for registration.

Students who experience difficulties which may prevent them from attending school regularly should speak initially to their Mentor or College Leader. Students will then be offered appropriate support.

Staff

Staff should demonstrate a positive pro-active ethos which places high value on attendance and punctuality. They should ensure that all procedures are followed correctly.

Registration Procedures

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.

Any child who is absent from school at morning registration or in the afternoon session must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised (N).

Registration begins at 8.50am each morning.

The Mentor will call the register recording a mark for each student, *followed by a head count as a double check*. Registers must be taken by 9.15 at the latest. **No blanks should be left.**

Any student who is absent when the register is called, but who subsequently arrives before 10.30am should be recorded as late. This will be coded by the Attendance Clerk.

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The Attendance Clerk will text parents on the first day of absence for any student who is not in school.

In the afternoon the register will be called during period 5- the same procedures apply when taking the register: The teacher will call the register recording a mark for each student, *followed by a head count as a double check*. No blanks should be left.

The marks indicated in Appendix 1 should be used to record absence when registering on SIMS.

If for any reason SIMS is not working, paper registers must be taken- these should be kept by the Mentor for this eventuality. Paper registers should be returned to the Attendance Clerk immediately after the end of morning and afternoon registration sessions. **PAPER REGISTERS SHOULD ONLY BE USED ON THE RARE OCCASIONS WHEN SIMS IS NOT WORKING.**

On the morning of an assembly registers should be taken as normal using SIMS.

For students in the PLC all registers will be taken by the staff working with the student(s) On the rare occasion that the staff member is unable to record the register, the list will be taken by a sensible student to the Inclusion Coordinator for recording on SIMS during the first 10 minutes of the lesson.

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. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays, unauthorised holidays
- Excessive illness without medical evidence.

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.

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3. Approved Educational Activity

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

This would include:

- Work Experience placements
- Field trips and educational visits
- Sporting activities
- Courses taken at college or other schools, or approved education off site
- Most types of dual registration

Note: Students recorded in this category are deemed to be present for attendance returns purposes. Their attendance and punctuality will be checked by the Inclusion Coordinator every week and by the College Leader on a fortnightly basis

Punctuality

Students arriving late and up until 9.05 should go straight to their Mentor period.

They will be marked late once the register has been called. A Late Gate system is in operation on a spot-check basis recording students who arrive after registration has begun at 8.50. The Student Support Officers will collate the information and contact home according to the procedures for punctuality. In cases of persistent lateness parents will be invited to school by the Deputy College or College Leader to discuss the problem.

Those arriving after 9.05 should report to the Student Reception and be signed in by the Receptionist who will give the student a late slip. The student must show the late slip to the class teacher once they arrive, then the class teacher should mark the student late on the register. Students should not be allowed into class without a late slip if they are late to school. These students will be given an afterschool detention.

If the student does not have a late slip they must be sent back by the class teacher to the Student Reception to sign in.

Those arriving after 10.30 will be regarded as absent and a parental note will be required before the absence can be indicated as authorised.

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Any student who arrives late to school more than once in a 5 day period will be detained by their Mentor. If this persists the Deputy College Leader will be informed and arrange an afterschool detention.

Attendance to School: Procedures

Attendance figures for each student will appear on the annual report sent to parents and will be available at any parental interview that takes place during the school year. This information can be located at any time on SIMS under the individual child's records, and is visible to parents on Insight.

The Attendance Clerk will email attendance data for each college to AHT i/c attendance and Deputy College Leaders weekly. Appropriate interventions will be taken including referral to the EWO. (Refer also to Persistent Absence below.)

Half- termly and termly figures will also be analysed by the AHT i/c attendance, College Leaders and EWO to ensure action is taken with individuals or groups of students. Any sudden or gradual changes in a students' pattern of attendance can indicate a **safeguarding issue**. It is essential that the school procedures and systems for identifying individuals and or groups of students for whom attendance is an issue, take this into account.

Absence notes should be written by parents/carers to the school in the Student Planner, or communicated with the attendance clerk via 'School Comms' e-mail or text. Notes should be initialled and dated by the Mentor to indicate that they have entered the correct code into SIMS (and then filed by the Mentor)- If staff are unsure of the code to enter they should ask the Attendance Clerk. Any other absence notes should also be initialled and dated and given to the Attendance Clerk to action. Any absence mark left without a letter of explanation inside it is classified as an unauthorised absence.

The Mentor will establish the reason for every absence including having personal contact with parents. The Attendance Clerk and EWO will chase up and establish a reason for all unauthorised absences.

The Mentor must monitor attendance of his/her Mentor group and refer to the College Leader any patterns of absence causing concern or any unauthorised absence that they have not been able to resolve themselves. College Leaders should monitor student absence with the AHT i/c attendance and EWO using fortnightly data.

College Leaders will work to resolve patterns of absence causing concern or unauthorised absence with AHT i/c Attendance and EWO.

Attendance data is presented to governors three times over the course of the year at each of the Outcomes and Support Committee meetings by AHT (Support)

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Attendance data will be discussed with parents at Parents' Evenings, *and any unauthorised absences should be accounted for*. Any concerns after Parents' Evenings should be referred to College Leaders in the first instance.

Staff / support interventions

The aim of all staff is to ensure that students' attendance is excellent, and no learning time is missed.

- The EWO will focus mainly, but not solely, on students with attendance below 90%.
- Mentors will focus on students with attendance between 90-95%.... as per attendance intervention pyramid.
- Both will liaise with and inform College Leaders and AHT i/c attendance as necessary
- At the start of the academic year the parents of students who have had low attendance for the previous year (excluding those with justifiable reasons, such as medical reasons), will be sent a letter highlighting the link between good attendance and good attainment. An attendance target will be set for the Autumn Term. Their attendance will be reviewed throughout the term and further personalised letters of praise or concern will be sent. The EWO will focus on students who are still concerns, in liaison with College Leaders and AHT (Support) as appropriate.

Welcoming back

Where a child is absent from school the following procedure should be followed for welcoming them back:

- If student has been absent for one day, the Mentor welcomes them back and checks they are okay.
- If student is absent for two days, further communication by the Mentor with parents and student will take place and provision made for the student catching up with work.
- If a student is absent for more than two days the Attendance Clerk will contact home to ascertain reason for absence and student's likely date of return to school.
- For longer term absences a meeting with the College Leader will take place and a more formal reintegration be implemented with a plan to catch up lost learning, possibly involving support from the PLC.

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- For persistent absence AHT i/c attendance and the EWO will be involved and support as necessary.

Truancy

Truancy from school is dealt with as a high priority and must be dealt with immediately.

Parents will be invited by the College Leader to school to discuss the matter, arrangements for monitoring future attendance established and 'catch up time' organised by the College Leader for making up lost learning. If an entire day is missed the student will serve one day in the Withdrawal Room.

Any recurrent problems with truancy from school should be referred by the College Leader to the AHT i/c Attendance who may involve the EWO

Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for authorised or unauthorised absence.

PA students are tracked and monitored carefully through our pastoral system (see above) and we also combine this with academic Mentoring where absence affects attainment.

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/ carers and the student. In cases where a student begins to develop a pattern of absence, the EWO will try to resolve the problem with the parent/s/ carers by contacting home and arranging a meeting as soon as possible. Clear targets will be set and support will be offered to the parents/ carers and student. If it is not possible to contact home, the EWO may carry out a Home Visit.

College Leader i/c transition will identify potential PA students as they transfer to Finham from primary school in liaison with the EWO and inform AHT i/c Attendance.

Exceptional Leave in Term Time

Parents do not have any rights or entitlements to take a child out of school for the purpose of a term time holiday. In exceptional circumstance the headteacher may authorise leave. Taking a child out of school without permission could result in the issue of a Penalty Notice that could lead to a fine of £60 per child per parent. In some instances children who take holidays in term time could risk losing their school place.

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When making a request parents should fill in a yellow 'Exceptional Leave in term time request' form. This should be accompanied by an 'Exceptional Leave in term time' leaflet. Parents need to fill the form in and return to school. A decision will be made and returned to parents in writing within 7 days.

See Exceptional Leave in term time policy.

Attendance to Lessons

- Attendance to lessons should be recorded on SIMS at the start of every lesson.
- Only N or / should be entered (N= absence not know) in the first instance
- Once a register is taken, count the number of students present to ensure the register is correct
- **NO BLANKS SHOULD BE LEFT IN THE REGISTER**
- Registers must be completed within the first 10 minutes of the lesson
- The Attendance Clerk will prompt staff to take registers if they are not taken after the first 10 minutes of the lesson.
- If a register is not taken the Attendance Clerk will request the appropriate Subject Leader to ensure the teacher takes the register as soon as possible and before the end of the day.

Truancy from lessons should be reported to parents by the subject teacher through the Subject or Faculty Leader

Missed learning must be made up. It will be the responsibility of the subject teacher to arrange to make up the missed learning time, and to ensure the student is set the work to be covered. If a student is repeatedly late to lessons over the course of a week, they will be put on report by the Subject Teacher or Subject/ Faculty leader. If there is a pattern across the board, then students may be put on report to their College or Deputy College Leader (or Mentor).

Students should not be allowed out of the classroom during a lesson unless it is an emergency or medical condition. In this case, the member of staff must make a note on the permission slip in the Planner.

Lateness to Lessons

Any student arriving more than 5 minutes late for the lesson should be recorded as arriving late on SIMS and the number of minutes recorded. If the time they are late exceeds 5 minutes this should be entered as a separate behaviour incident on SIMS to inform the College Leader of any patterns. It is the responsibility of the Mentor to check the behaviour log of their Mentor group in SIMS and to ensure that suitable action is taken to deal with such lateness, which will normally be to discuss this issue with

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students. For persistent lateness to lessons College Leaders will liaise with Subject/ Faculty Leaders to ensure action is taken or will take direct action which may involve a meeting with parents if an improvement is not seen.

Where there is a general pattern of lateness it is the responsibility of the Mentor with the College Leader to discuss the problem with the student concerned and set clear targets for improvement. These targets should be shared with home via the student Planner or through a phone call home.

At the end of each week the Attendance Clerk will provide Deputy College Leaders with details of students who have accrued over 30 minutes lateness to lessons. DCLs will issue after school detentions to catch up with missed learning.

The school's arrangements to monitor the attendance of any students who attend provision off site such as vocational courses, extended work experience or college

CLM (online central register) is used by federation schools to record attendance of students studying off site. The Inclusion Coordinator will access CLM which will alert her to any absences of students studying off site. She will notify the Attendance Clerk of any absences of these students. The Inclusion Coordinator will make phone calls to the parents, host school or college where necessary, to ensure excellent attendance and punctuality is maintained. This information will be recorded by the Attendance Clerk.

Children In Care

Children in Care should also be monitored closely and the Local Authority representative or Social Worker informed on a daily basis if the child is not in school. The Attendance Clerk will inform the Inclusion Coordinator to ensure that that this happens.

Children who are subject to a Child Protection Plan

If a child who is subject to a Child Protection plan or a Child in Need plan is absent from school, the Attendance Clerk will inform the Inclusion Coordinator to ensure the relevant social care officer is informed.

Sixth form

For the first full two weeks back in September, all 6th form students must be in school full time, after which the following will apply:

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- All students must wear their ID badge around their necks whilst on school property – failure to do so will result in the student being asked to leave the school site. Lost badges will incur a £2 charge to replace.
- Students must register with their Sixth Form Mentor in the morning unless they are on a personalised timetable, in which case they must swipe in at Sixth Form reception or school reception.
- If a student is helping with a vertical Mentor group they should swipe in at Sixth Form reception before 8.50am.
- Students must swipe out if they leave the school site at any point in the day and swipe back in on re-entry. Failure to do this may result in the student being placed on report.
- If students exit the school site, they should move away from the school and respect our neighbours.
- Students must be punctual to all lessons. School service will be given to students who are persistently late to lessons.
- Students visiting federation schools must wear their ID badge around their necks at all times and sign in at main reception.
- Students may go home to study during study periods, however, if this privilege is abused, we reserve the right to withdraw this right.

Recognition, Celebration and Rewards

Ways of rewarding good attendance:

- At the end of every half term students with 100% attendance will
 - receive an excellent attendance certificate
 - be awarded a Star Sticker
 - have their names displayed on internal screens and be included in the newsletter
- Displays around school will promote good attendance e.g. smiley faces in Mentor rooms; information on how attendance affects attainment
- Displays in the staffroom will show whole-school attendance target as well as other data in a graphical way which will be updated weekly
- All students will be set a target of 95% attendance- which will then be personalised as necessary
- Attendance Shield- this will be given to the college with the best attendance at the end of every year- a regularly updated display (weekly in the bulletin) will show current attendance figures for each college
- the Mentor group with the best attendance in each college will be given the Attendance Cup for their Mentor room and a Star Sticker each in assembly every week

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- Annual reports will display attendance alongside details of our expectations, what constitutes good attendance and the link between good attendance and good attainment.

Clarification of General Roles (this list is not exhaustive)

Attendance Clerk-

- ✓ Sends first day contact via PARs by 11.30am
- ✓ Sends SIMS message to staff who haven't taken their register after 15 minutes
- ✓ Provides attendance data to relevant staff as required

AHT (Support) -

- ✓ Ensures policy is reviewed regularly
- ✓ Will bring attendance data to Leadership Team termly
- ✓ Will ensure PA figure and attendance data is closely monitored and interventions happen as required
- ✓ Liaise with and support College Leaders (and DCLs as appropriate), Attendance Clerk, EWO and other relevant staff to ensure attendance is high priority and exceeds school targets

DHT Outcomes-

- ✓ Support AHT (Support)

College Leaders

- ✓ Support and liaise with Mentors, AHT (Support), EWO, Attendance Clerk and Deputy College Leaders to ensure timely interventions regarding attendance and punctuality take place

Mentors

- ✓ Take accurate register daily
- ✓ Inform college leader/ EWO/ attendance clerk of attendance and punctuality problems
- ✓ Follow up any unexplained absences or lateness

EWO

- ✓ Work with students below 90% attendance and others requested by staff as appropriate
- ✓ Record interventions and referrals on Cpoms

Subject staff

- ✓ Ensure accurate registers are taken within 10 minutes of the start of the lesson
- ✓ Challenge and record lateness to lesson

Subject/ Faculty Leader

- ✓ Support subject staff in keeping accurate registers

College leader i/c Transition

- ✓ Identify year 6 students with attendance problems and liaise with EWO, AHT (Support) and other relevant staff

Governors

- ✓ Governors panel to see students and parents with persistent poor attendance



Monitoring and Evaluation

AHT i/c Attendance will feedback punctuality and attendance data to Governors and Leadership Team termly.

The policy and procedures will also be updated whenever necessary as a result of outcomes from consultations and/or in response to particular situations that have arisen.

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Appendix 1- Codes to be inputted when registering using SIMS

CODE	DESCRIPTION	MEANING
/	Present (AM)	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. pupil 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
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	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Written by Russell Plester July 2011

Reviewed by Russell Plester, Warwick Webster January 2012

Reviewed by Russell Plester, Foorkan Kiddie, Cath Ward, Jayne Murphy October 2014

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Written by: R Plester
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Date of Review:
Reviewed by F Kiddy

September 2011
February 2012
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Approved by Governors:

15.11.16

Next review date:

September 2018

Signed:

MARK BAILIE
Headteacher

Signed:

ALETHEA FULLER
Chair of Governors

Date: 15.11.16

Date: 15.11.16

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