

BEDWAS HIGH SCHOOL



ATTENDANCE **POLICY**

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*Adopted by the Governing Body
7/5/15*

ATTENDANCE POLICY

Declaration and Aims:

All children and young people have the fundamental right to a free, high quality education which takes account of their talents, wishes, and aspirations. Education develops the potential of each individual, prepares them to take their place in society and to play an active role in adult life.

At Bedwas, we consider regular attendance to be the first pre-requisite of this entitlement. If pupils are not in school, they cannot benefit from the educational opportunities that the school offers.

Our school aims to develop an ethos which clearly demonstrates to pupils, parents and the wider community how much good attendance and punctuality is valued. Pupils can thus receive a high quality education in line with their talents and needs and take full advantage of the opportunities offered.

Regular attendance reflects commitment and maximises educational achievement.

We aim to promote and encourage good habits of punctuality and attendance in all our pupils. The school will work collaboratively with parents, pupils and the LEA to secure this.

The aim of this policy is to ensure that a comprehensive and consistent system of procedures is in place to produce a common and focused approach towards maximising attendance of all pupils.

Objectives:

- To create and maintain a caring school environment where pupils are treated as individuals and understand the value of good attendance at school. To have a strong attendance ethos.
- To adopt a consistent approach to attendance issues and provide clear guidelines to staff, pupils, parents and other interested parties.
- To record attendance accurately in line with prescribed requirements and guidelines.
- To monitor attendance and punctuality accurately and effectively, identify reasons for non-attendance and communicate information to relevant parties.
- To use attendance data/information effectively to inform and assist ways of improving school and pupil performance.
- To set high expectations for pupils with regard to attendance and to reward good attendance and highlight improved attendance.
- To maximise levels of attendance and punctuality for all pupils.
- To identify pupils whose attendance gives cause for concern at an early stage and provide effective support/intervention for improvement.
- To have in place and make effective use of additional support systems for pupils and parents, e.g. EWS.
- To regularly examine the curriculum in order to develop ways of improving the quality of provision and pupil attitude to attendance.

- To foster effective inter-agency links to support and promote attendance.
- To promote and develop effective partnerships and good working relationships with parents to support the attendance of pupils.

Parents' Responsibilities

Parents and guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school (or otherwise - if they can satisfy statutory regulations) (Education Act 1996).

They are responsible for ensuring that their children attend and remain at school (unless alternative arrangements are made). They are also responsible for informing schools of any reason for absence as soon as possible, (ideally on the first day), stating when the child is expected to return to school. If a child registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. Since March 2001, a more serious offence has been introduced, which requires proof that the parent was aware of their child's non-attendance and failed to act.

Under this higher offence, a warrant can be issued compelling a parent to attend court. Prosecution under Section 444(1A) can lead to a custodial sentence.

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school. You should not expect the school to agree to your child going on holiday during term time and if you do take them out of school this too may result in a penalty notice.

The School's Responsibilities

The school must ensure that effective systems and procedures are in place for:- encouraging school attendance, effectively recording and monitoring attendance, identifying cases of poor attendance and investigating the causes of these and dealing with them.

At Bedwas, we undertake these responsibilities in the following ways:

(i) informing parents

The school is charged with **ensuring that parents are reminded of their statutory duties** and that they are **made aware of the school's attendance policy** and its requirements. In particular, parents are made aware of the **school's requirements with regard to notification of reasons for absence on the first day of absence (or before when appropriate, e.g. hospital/medical appointments).**

General information, for parents, is provided in the Prospectus, the Year Seven Handbook, and regularly through the school Website, Newsletter and circulars. The importance of good attendance is also highlighted in the Home-School Agreement.

(ii) setting and publishing improvement Targets

These are set annually - for improvement in attendance and reduction of absence.

The targets are published in the Prospectus, the Governor's Annual Report to Parents and the School Development Plan. They are also forwarded to the LA.

The school has also noted the information from the system of benchmarking attendance levels throughout schools in Wales based on the free school meal indicator.

Attendance targets are informed by the level predicted in the model and set at a level of challenge for improvement.

From September 2005, schools have been required to base their targets on total absences rather than unauthorised absences.

(iii) registering attendance

Under provisions of the Education Act 1996(s434) and the Pupil Registration Regulations 1995, schools are required to keep an Attendance Register.

The register may be kept manually or electronically. If this is done electronically, the school must ensure that there is a manual print weekly. At the end of the year, print outs must be bound into manual volumes.

The school must be registered with the Information commissioner under the Data protection Act 1998.

Registers are legal documents. They must always be up to date and accurate. As a minimum, **pupils must be registered twice per day**. Any absence must be registered initially as either 'authorised' or 'unauthorised'. Appropriate codes should be entered for all authorised absences, e.g. if the pupil is on an approved activity off site such as the KS4 college course.

The register is kept open from **8.30 until 8.50**. Pupils arriving late to registration after the register has been taken will be given a late mark using the **L Code**. After the close of the registration period pupils will be given a **U Code** (unauthorised absence). This will need to be explained/accounted for, by parents, in the same way as any other unauthorised absences.

At Bedwas, pupils are registered - electronically - at the start of each session by their Form Tutor using "Lesson Monitor."

Pupils **must also be registered by subject teachers** within the first five minutes of the start of each lesson.

However, care must be taken to register the pupil's presence if the pupil arrives after the lesson has started - with a late mark.

Although pupils are registered electronically, the following printouts are made available at the start of each week for the **Wellbeing Team Manager, Form Tutors and Attendance Co-ordinator**.

A summary of attendance data for the school showing, in each Form Group, the percentages for attendance and unauthorised absence

Hard copies of:

- a. **Rolling register**
- b. **List of those late before/ after close of register**
- c. **List of unexplained absences**
- d. **List of pupils below 93%**

This facilitates much closer monitoring of attendance and forms the basis of discussions about attendance between Pastoral Staff and pupils.

(iv) authorising absence from school.

Absence from school is categorised in **two ways**:

- (i) authorised (ii) unauthorised

Authorised absence is an absence that is considered to be unavoidable and a valid explanation is provided by the parents, e.g. illness. The school has been informed of the reason and has accepted it.

However, **it is the duty of parents/guardians to furnish the school with all necessary information.**

In any case of absence, therefore, the school should be contacted on (or before, if possible) the first day of absence, by telephone. The school may also be contacted using the out-of-hours answer-phone or by completing the online absence notification form on the website (Parents/Pupil Absence/Absence notification).

A written note is also perfectly acceptable, e.g. to cover a medical appointment known in advance.

All notes and notes-in-advance should be sent immediately to the **Attendance Office**. The school **Attendance Officer** then enters all necessary codes into the registration system.

Unauthorised absence results where no reason is provided or where the reason is not considered to be valid by the school. Any absence, where a valid reason has not been provided, by 9.30 a.m., on the day in question, will initially be regarded as unauthorised. The school's First-Day-of-Absence Contact Procedure will then be implemented (see below).

In cases of absence, where no valid reason has been provided, by 9.30 a.m., the school will attempt to contact the parents to establish the reason. **The Attendance Officer is responsible for:**

1. **Text message sent to all parents of absent pupils asking them to contact school re. Absence.**
2. **Telephoning all pupils identified as cause for concern by Form Tutors, Wellbeing Team Manager, Progress Managers, Assistant /Head Inclusion.**

N.B. List reviewed regularly throughout each term.

The outcome of all contacts made are recorded in the comments box on SIMS and a report is available as and when required.

The responsibility for the authorisation of absence rests with the school.

It is the school, not the parents, who authorises an absence.

Parents wishing to apply for **Leave of Absence**, for their child, should contact the school at the earliest opportunity. A form entitled "Leave of Absence" is provided for this purpose. The form must be returned to the **Wellbeing/Attendance Officer** who will consult with the relevant **Progress Manager and Wellbeing Team Manager** for authorisation. The approved forms will be given to the Attendance clerk who will then enter the necessary codes into the register and return the confirmation slip home via post/pupil.

Parents can be given leave, by the school, to take a child on **holiday**. It should be noted, however, that **there is no parental right to take a child out of school during term time** for a holiday. Formal requests must be made to the Head teacher on the school's official form. The application must be made by the parent (or the person with parental responsibility) with whom the child normally resides.

The Head teacher will not give leave automatically but will take into account:

- the age of the child (**No holiday will be authorised for pupils in KS4**)
- the time of year proposed, e.g. clashes with external examinations
- the nature of the holiday
- parental wishes
- the views of the Progress Manager
- the attendance record of the child.
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Unless there are exceptional circumstances, pupils with attendance of less than 93% will not be considered.

If the pupil goes on holiday, which has not been approved by the school, the absence will count as unauthorised. (This will appear as a "G" mark on pupils' attendance record).

The school will only agree to absences of up to 10 days, in any school year, in exceptional circumstances. (Pupil registration Regulations 1995 - regulations 3 and 4).

Parents are requested to avoid taking pupils on holiday, during term time, as far as possible, by way of school documentation, including the school Prospectus.

Study Leave

Special attendance arrangements exist within the system for Study leave.

Pupils may be granted this leave during examination periods. It is recorded as such in the registers by using the relevant absence code (S). The absence is counted as authorised.

Illness during the school day

A pupil may become unwell during the school day. Under these circumstances, in particular, **pupils must not be given permission to go home by staff**. The pupil should be referred to the main office. Sending a pupil out of school, without contacting the parent/s in the first instance, could place the school in a difficult position in terms of its responsibility of care. In the first instance, the Office staff will ensure that the pupil is seen by a First Aider. The Office will then contact the relevant Progress Manager, Attendance and Wellbeing Officer or the Assistant Head Inclusion to **inform them of the pupil's illness or issue the pupil with a permission slip to leave school to be signed by the Attendance and Wellbeing Officer or the relevant Progress Manager**.

If the **Progress Manager, Attendance and Wellbeing Officer or First Aider** considers that the pupil should go home, the Office will try to **make contact with the parent** to request that the child is collected from school.

No pupil must be allowed to leave the school unless contact has been made with the parents. Only Progress Managers, the Attendance and Wellbeing Officer or Senior staff can give permission for a child to leave the premises.

The office will then confirm the time and date of the child's departure by recording a comment on pupil Sims record.

Valid reasons for absence

Normally, the following will be accepted as valid reasons for absence, if unavoidable during school time:

1. Illness. (I)
2. Medical (including dental or similar appointments). (M)
3. Compassionate Leave of Absence/other authorised absences (for example, funerals or other related events). (C)
4. Days of Religious Observance. (R)
5. Family Holidays (agreed with school and not exceeding ten days) (H)
6. Traveller Children- (for unavoidable absences authorised under the Green Card Regulations). (T)
7. Interviews (J)
8. Works Experience approved by the school. (W)
9. School Directed Off-Site Activity. For example: college link courses for other educational activity e.g. music examination, specialist instruction, etc. (D)
10. Supervised School-Directed Study Leave. (S)
11. Periods of Exclusion. (E)
12. Placement at Referral Units. (D)
13. Participation in an officially recognised Sport or Competition. (P)
14. Staff training days (X)
15. Enforced closure (Y)
16. Educational Visit (V)

Reasons not acceptable for absence

In common with other schools and educational institutions we will not normally accept the following as authorised reasons for absence:

1. Minding the house.
2. Looking after a family member (brother/sister/grandparent, etc.).
3. Non-educational activities during school hours such as shopping trips, running errands, etc.
4. Unauthorised Holiday (G)

It is important to note that the school does not have to accept as valid the explanation offered for an absence. Where there is no explanation or where there are doubts concerning the validity of the explanation offered, the absence must be treated as unauthorised. The school will not under any circumstances accept a reason provided by the child or any other minor.

Procedures following an Unexplained/Unauthorised Absence.

A pupil's absence will initially be recorded as unauthorised with an 'N' entered in the register (no reason yet supplied). Where an authorised explanation is not supplied by 9.30am, the school will contact home. The school will attempt to ascertain the expected length of absence in order that contact does not need to be made each day. Regular contact will be maintained until the pupil returns. Standardised letters are used where absences still remain unauthorised. These are actioned by the **Attendance Officer**. The EWO will visit the home where an absence continues to cause concern. N.B. Unauthorised Absences "N" will change to Code "O" when a valid reason has not been given.

LEAs have a legal obligation to enforce school attendance and the EWO liaises closely with the progress Managers and the Wellbeing Team. Where a pupil persists in non - attendance, the EWO will explore a range of strategies aimed at effecting an improvement. This will be done in conjunction with the school and may involve other agencies such as social services or the police. If, when these strategies are exhausted, non-attendance at school continues, then a prosecution may be undertaken by the LEA.

Non-attendance at school

29 August 2014

Improving regular attendance at school is a key priority, both locally and nationally.

Non Attendance (Fixed Penalty Notice)

The Welsh Government has introduced important amendments to legislation surrounding school attendance. The Education Act 1996 makes it a criminal offence for a parent to "fail to secure their child's regular attendance at the school"

The new amendments include a penalty notice scheme. This means that from September 2014 a head teacher can request the issue of a Fixed Penalty Notice for irregular attendance of a child or young person registered in their school. This includes pupils who attend an alternative education provision arranged by the Council.

Examples of when a Fixed Penalty Notice can be issued

Unauthorised absences - Where at least 10 sessions (5 schools days) are lost to unauthorised absences; these do not need to be consecutive. You will receive a formal notification from the Head teacher explaining the actions that may be taken.

Holidays in term time - A Fixed Penalty Notice can be issued for unauthorised leave of absence for 10 sessions (five school days) or more during term time; these have to be consecutive school days.

Persistent late arrival – at least 10 sessions of late arrival at school after the register has closed (there are two sessions in a school day, morning and afternoon).

Truancy – where a child or young person comes to the attention of the Police during school hours for being absent from their registered school without an acceptable reason.

Where both parents have responsibility for their child, each parent will receive a fixed penalty notice of £60 when paid within 28 days. If the fine is NOT paid within 42 days, no further action will be taken in connection with the offence. If the fixed penalty notice remains unpaid the parent / carer will be prosecuted in magistrate's court for the offence.

Further information can be found by visiting the School/CCBC website or by contacting

Education Welfare Service

Learning Education and Inclusion
Penallta House
Tredomen Park
Ystrad Mynach
Hengoed, CF82 7PG
Tel: 01443 866687

(v) Monitoring attendance/absence, identifying causes and implementing support strategies

All staff have an important role to play in monitoring pupils' attendance and punctuality and in supporting pupils' regular attendance. It is important that pupils', whose attendance is poor, are actively supported and encouraged to attend school. Staff should treat pupils with poor attendance records (including known truants) sympathetically and give them every encouragement and assistance to catch up on work they have missed, even when it is by their own actions that the problem has been caused. Pupils who already have a low opinion of school are unlikely to respond or improve to negative actions. This is not to condone truancy of absenteeism but to try and facilitate improvement by constructive, positive actions. Parents should always be encouraged to participate in any support strategy offered by the school.

The Role of the Form Tutor (also see Job description)

Form Tutors are responsible for promoting the general welfare and progress of all pupils within the Tutor Group. They can exert a very positive influence on the attendance rates of individual pupils.

Form tutors are expected to:

- convey to pupils, in their charge, the importance of good attendance;
- place pupil on attendance report, set individual targets and inform parents by letter or telephone. Monitor progress
- **implement Lesson monitor accurately at the beginning of registration;**
- request written confirmation from pupils with an unauthorised absence and recording this request in the pupil's Planner;
- counsel pupils when appropriate concerning attendance/punctuality matters; (examples would be: pupils who have unauthorised absences, patterns of non-attendance, excessive authorised absence, patterns of lateness etc.) and recording reasons for absences before returning to Progress Manager
- **ensure that all notes are handed to the Attendance Officer daily during registration and Unexplained absence sheets returned to the Attendance Office weekly by Friday am**

- inform the Progress Manager/Attendance Officer of any immediate concern or change of circumstances (personal issues/change of address) for pupils in the Tutor Group;
- attend the scheduled meetings with the Progress Manager

The Role of The Wellbeing Team Manger (also see Job description)

The Wellbeing Team Manager, is responsible for employing a range of strategies to support individual pupils where attendance is a cause for concern.

The Wellbeing Team Manager will;

- manage and lead all staff, within the Year groups, on attendance matters;
- analyse data, set targets for improvement, and implement/develop strategies to address identified issues;
- **update regularly electronically the EWO Pastoral folder ensuring all concerns and interventions are logged;**
- interview and counsel pupils - sometimes with the EWO;
- place pupil on attendance report, set individual targets and inform parents by letter or telephone. Monitor progress;
- meet with parents and pupils, with EWO, where attendance gives serious cause for concern to discuss strategies for improvement. Refer to youth worker;
- **undertake joint home visits with E.W.O./Wellbeing Team when appropriate**
- **attend weekly meetings with E.W.O./Attendance Officer/Attendance Coordinator**
- provide the **Assistant Head Inclusion** with updated reports on individual pupils on a half termly basis in order to review strategies with the EWO and involve, as necessary, other professional services e.g. Educational Psychologist, Youth Worker and Behaviour Support;
- provide the Head teacher/ **Assistant Head Inclusion** with reports on actions taken following the results of data analysis.

Progress Managers will support the Wellbeing Team/Form Tutors with any issues relating to attendance when it has an effect on a pupils academic attainment and assist with daily monitoring of Attendance Reports.

The Role of Assistant Head Inclusion (also see Job description)

The Assistant Head Inclusion will:

- take responsibility for attendance matters 11-16;
- lead, develop and monitor attendance and punctuality procedures within the school, including updating the attendance policy;

- liaise with the EWO and other agencies as necessary;
- set targets for Whole School Attendance (in consultation with the Progress Managers, Attendance Officer and EWO) for consideration by the Governing Body;
- provide up-to-date information on attendance issues to staff within the school;
- liaise with office staff as appropriate;
- provide reports to the Head teacher as required for Governors' Reports;
- co-ordinate regular pastoral team meetings with members of M. and S. team and EWO;
- meet with EWO weekly to overview progress and discuss issues of concern or for development;
- meet with the Head teacher to evaluate progress/problems and plan future developments.

The Role of the Education Welfare Officer (EWO)

The school has a part time EWO. She is based in the E.W.O. office in A Block adjacent to Attendance Office and H.O.Y. room.

The EWO meets weekly (formally) with the Wellbeing Team Manager, Attendance Officer, Attendance Coordinator and Assistant Head Inclusion. She is very much an integral member of the Monitoring and Support team and is actively involved in working closely with the M and S team on attendance, punctuality and other welfare matters. The school works in line with the protocols for referral set down by the LEA.

The EWO also provides regular reports to the Head teacher and a termly report to the Governing Body.

The EWO includes in her duties:

- response to requests for home visits in order to ascertain the reason for non-attendance, to support parents of pupils who refuse to come to school/have poor attendance, try to prevent non-attendance becoming the norm, ensure the pupils' safety;
- regular meetings with the Wellbeing team, Assistant Head Inclusion and parents,
- liaise with other agencies, e.g. social services, probation service, Youth Access, colleges, Behaviour Support, Educational psychologist, School counsellor, Youth worker.

The EWO works closely with the pupil and their family, as well as the school, to resolve issues surrounding poor attendance.

The EWO also participates in truancy patrols in the local community with other members of the EWS.

She is also involved in the prosecution of parents who fail to meet their legal requirement in term of their child's attendance at the school.

The Role of the Attendance Officer

The attendance officer provides administration support for all matters relating to attendance and punctuality.

Her duties involve: first day absence texting and calls, monitoring the attendance database and producing information for the M and S team, e.g. rolling registers. She also produces a range of letters to be sent to parents on attendance and punctuality issues.

EMA and FSM administration.

Home visits when necessary

Weekly meetings with Wellbeing Team Manager/EWO/Attendance Co-ordinator.

See Job description for full list of duties.

The Role of the Leadership Team

The Leadership will support all matters pertaining to promoting good attendance and punctuality of pupils.

The Assistant Head Inclusion will have the overview of attendance across the school and will advise the M. and S. team on issues relating to attendance in years 7-11.

The Leadership will monitor attendance and punctuality through the school's systems and procedures and support staff in fully implementing the school's strategies.

Post -Registration Truancy.

Parents have a duty to ensure that their children attend and remain at school until the end of the school day. Schools are responsible for discharging a duty of care once a pupil has registered for a morning or afternoon session. It is therefore essential that every member of staff is mindful of this duty and that they exercise due vigilance with regard to monitoring the attendance of all pupils in their charge.

Pupils are not allowed to leave the premises during a morning or afternoon session unless they have the express permission from a Progress Manager or a Senior Member of Staff.

The procedures used for Lesson Monitor must be adhered to by all form tutors and subject teachers.

The attendance officer will monitor the attendance of pupils throughout the day but it is also the responsibility of all staff to inform the office or a member of the SMT if a pupil, who has been marked present in the previous lesson, does not attend their lesson.

Cases of post-registration truancy require immediate action. The class teacher will alert the Attendance Officer of post registration truancy. Efforts will be made to initially establish whether the pupil is on the premises. If the

pupil is on the premises but has not attended lessons (for example, they were in the toilets without permission) then the matter must be investigated and appropriate action taken. This will nearly always require contact with the parents. The school will then endeavour, in partnership with the parent, to avoid any recurrence.

If the pupil is not found on the premises, the case must be treated as an extremely serious matter. The parent must be contacted **immediately** and other agencies may need to be alerted if the whereabouts of the pupil cannot be established (Police/social services etc). The Assistant Head Inclusion (or in his/her absence another Deputy or the Head teacher must be alerted immediately concerning the matter).

Once the pupil is found, the school will work in partnership with the parents to avoid any recurrence.

Punctuality and Lateness

The school makes every effort to encourage good habits of punctuality and to discourage lateness. The range of measures employed includes:

- Praise and encouragement for pupils who attend punctually.
- Interviewing pupils (and where necessary their parents).
- Flexible and sympathetic responses to occasional and unavoidable lateness.
- Use of standard letters to remind late-comers of the importance of punctuality. (Normally sent to pupils who are late three times in the same week or persistent lateness).
- Sanctions. (A punctuality detention is held for pupils who are late three times in one week, pupils failing to appear move to After-School Detention).
- Referral to the EWO and placed on Attendance/Punctuality report. Parents informed by telephone or letter.

The school recognises two categories of lateness:

- a. Before close of registers, marked as “L” and recorded as authorised.
- b. After close of registers, marked as U and recorded as unauthorised.

With regard to category “a” where lateness is a cause for concern, the pupil is interviewed by the relevant **Form Tutor** and, if necessary, a detention may be imposed. Where appropriate, parents are contacted and a standard letter is available for this purpose. Where such lateness persists, a referral will be made to the Attendance Coordinator or the EWO.

With regard to category “b”, a standard letter is sent home by the **Attendance Officer**, asking the parents to provide an explanation. Where no satisfactory reason is provided, the procedures for unauthorised absences apply (see above).

Any pupil who arrives late for school MUST ALWAYS register, either with their Form Tutor, or after registration time, at the Attendance Office.

Long-Term Absence and Procedures for Return to School.

In cases of prolonged absence, the school will seek to smooth the transition of pupils back into full time education. This may involve:

- Work forwarded to the pupil's home (in cases of convalescence after illness, or exclusion). This is co-ordinated by the Progress Manager.
- Close liaison with the family via the Progress Manager.
- Involvement of the EWO and, if appropriate a Home Tutor (who may work with the pupil in the school surroundings).
- Modifications to the individual pupil's timetable/curriculum.
- Additional support from subject teachers.
- Increased help and guidance via Learning Support. (This may involve placing the pupil on the Special Needs Register).

Rewarding Attendance

All pupils are rewarded for high achievements in attendance. The baseline criteria are set at the start of the academic year.

KS.3.

In Years 7, 8 and 9 the rewards are based on the accumulation of attendance merits (one merit is awarded for each complete week of 100% attendance).

KS.4

In Years 10 and 11, attendance is reviewed each term. Certificates for "Excellent Attendance" are awarded for those pupils achieving 98%+ with a small reward.

K.S.3/K.S.4

Each term improved attendance certificates are awarded for those achieving 80%+ with a small reward and praise letters are sent for those achieving 100% attendance.

Following a review with the Head of Year, those pupils achieving 100% attendance, for the academic year, will be given the opportunity to take part in an out of school activity partly funded by the school.

Monitoring, Evaluation and review

The school's success in securing good levels of attendance and punctuality is regularly monitored by the M and S team. This is done on a weekly to annual basis.

This is also supported by evaluations undertaken by the Leadership team and the Governing Body. Strategies are constantly reviewed for improvement and amended as deemed appropriate.

The Governing Body receives termly reports on the levels of attendance, authorised and unauthorised absences for each year group and the school as a whole. They also receive a termly report from the EWO. Governors use this information to monitor attendance, to set and monitor attendance targets for the school and to evaluate the effectiveness and impact of the school's strategies for improving attendance.

Review of this Policy

This policy will be reviewed and amended in the light of practice, advice received and any changes to government policy.

The attendance policy and procedures are reviewed, as a whole, annually.

APPENDIX 1. BREAKDOWN OF INTERVENTION.

SCHOOL TARGET FOR ALL PUPILS 93%

ATTENDANCE OFFICER

DAY 1- PHONECALL (Cause for concern)

DAY 1- TEXT (All pupils)

DAY 2 - PHONECALL HOME

FORM TUTORS

**Counsel Pupils to avoid any unauthorised absences – daily
(Unexplained absence sheet to be returned to Attendance Office every Friday -
Outstanding absences referred to Attendance Coordinator)
Attendance report**

Attendance Officer

BELOW 93% - LETTER

(Attendance letter informing Parents that pupil is at school target level)

Attendance Co-ordinator

BELOW 90% - LETTER

(Parent/Guardian asked to contact the school attendance cause for concern)

LATE LETTER (Informing parent/guardian of detention)

Attendance Officer

BELOW 85% HAND TO EWO – LETTER

(Informing parent/guardian of EWO intervention)

EDUCATIONAL WELFARE OFFICER

FIXED PENALTY NOTICE

MEDICAL EVIDENCE - LETTER

PERSISTENT LATENESS – LETTER

EWS LETTER 1 PARENT/GUARDIAN TO CONTACT EWO

EWS LETTER 2 – P/G INFORMED OF LEGAL RESPONSIBILITIES

FIRST WARNING

FINAL WARNING

LEGAL ACTION

*** HOME VISITS AS AND WHEN NECESSARY**

