



The Coleshill School: *An 11-19 Business and Enterprise Academy*



Attendance and Punctuality Policy

All children should have the opportunity to benefit from their education. School and parents have a joint responsibility to ensure that children attend school if they are to gain full benefit from continuity of learning opportunities. Absence can lead to a lack of knowledge and understanding and perhaps anxiety at a return to lessons.

The partnership between school and home in making attendance a high priority is vital if Coleshill School's young people are to develop and prepare for the future. Children who miss out on education are at an immediate disadvantage to their peers, at a great cost to themselves and to the community as a whole. One day a fortnight away from school means a child will have lost half a year's schooling by the end of Year Eleven.

The Coleshill School provides stimulating and varied learning experiences combined with close student support so that parents do not find difficulty in ensuring their children maintain high levels of attendance and punctuality.

The following policy and guidelines apply to all students Year 7-13

Aim of Attendance Policy:

The aim of this policy is to create a culture in which outstanding attendance and punctuality are the accepted norm.

- to improve the overall percentage of students attending school
- to make attendance and punctuality a priority for all associated with the school
- provide support, advice and guidance to parents and students
- to promote effective communication and partnership with the Attendance Compliance and Enforcement Team (ACE), other services and agencies, parents and students
- reduce the number of students who are persistently absent

Objective:

The Objective of this policy is to make outstanding attendance and punctuality essential and integral to everyday school life. This will be done by:

- supporting class teachers, school management and administrators in promoting and monitoring good attendance and punctuality
- informing students, parents/carers and others of school policy and legal requirements
- working in partnership with parents and students and other agencies
- recognising the need of the individual student when planning reintegration following periods of absence

Parent / Carer Responsibility and / or Day-To-Day Care:

Parents / Carers are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern.



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The term "parent" also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

Legal Issues:

By law, all children of compulsory school age (between 5 and 18) must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements, which provide an effective education. (The Education Act 1996 Section 7).

Parents/Carers:

Your child should come to school every day. We have a minimum expectation of 95% attendance. They should only be absent if the reason is 'unavoidable'. Every half day absence from school has to be classified by the school and not by the parents as either authorised or unauthorised. This is why information about the reason for each absence is always required.

Your child's education is a partnership between us and if they seem reluctant to come to school do contact us sooner rather than later. Please do not 'condone' absence by providing an excuse. We do not consider any problem to be trivial and we will investigate and provide help to solve a problem.

How you can help:

On the first day of absence contact the school by 9.00 am, giving the reason for absence. The school Reception is open from 7.30 am to 4.30 pm.

When the child returns to school they should bring a signed and dated note from the parent giving the reason for the absence. This could be written in the child's Planner. Absences will not be authorised without an explanation via e-mail or telephone call.

The school day starts at 8.45 am. Ensure your child arrives at school punctually; provide a written explanation for any late arrival. Anyone arriving after the close of register without a valid note or reason from home will be sanctioned for their lateness.

Do not allow your child to have 'unauthorised' absence. This gives the wrong message to your child. If you are worried contact the Attendance Team.

Try to avoid medical appointments in school time.

Leave of Absence

The new regulations came into force on 1st September 2013 which made it clear that Headteachers can grant leave of absence during term time only in exceptional circumstances. If you are unable to avoid requesting absence during the school term an application must be made on an application form, available from the Student Support Office. We would request this should not be less than 6 weeks before the absence is due to start. A response will be sent to you on receipt of your request. If your request is refused, but the child will still be absent from school, the absence will be record as unauthorised and legal action may be taken.

Statutory Duty of Schools:

The Education Act 1996 requires parents or carers to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.



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Schools are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students of compulsory school age who are on the school's admission roll.

Supporting Students through Alternative Provision

Where students are following an alternative pathway we will support them by ensuring that they have access to educational activities or have the opportunity to make up any time missed in school through alternative provision within the school or through another provider.

Students may have their timetables adjusted to ensure that they are successful and achieve their potential through removing barriers to learning. We have a range of support strategies to ensure student success and prevent disaffection and potential exclusion:

- Students may be offered a work placement from one to three days a week with an accredited provider, such as Making Learning Work. Depending on the length and nature of the placement there will be a mix of work based experience and learning with the opportunity to gain qualifications.
- Students may be offered a College placement for one day a week in a course of their choice.
- Students may be offered alternative courses in the school, delivered by HLTA and teaching staff in the Guided Learning Centre. These courses, such as The Prince's Trust and Wider Key Skills provide a more vocational route of education.
- A very small number of KS4 students may be given the option of a late start or an early finish to accommodate the changes in their time table from their involvement in alternative courses; in these cases students are expected to use SAM learning to work at home and are also offered after school school to make up their hours.
- After school school operates each day from 3.00-5.00pm (3.00-4.00pm on a Friday) in the Guided Learning Centre and is offered to all students who follow any alternative timetable to make up any missed hours of school.
- All students who are educated off site are subject to monitoring procedures to ensure that they're attending and any absence is followed up by the both the school and the alternative provider.

The impact of these measures can be seen in our falling exclusion figures and increased attainment.

Reintegration Long Term Absentees:

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- we will always keep in touch with a student/and his/her family during a long absence
- we will always make sure he/she is welcomed back
- we will never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by pastoral staff
- the pastoral team leader, such as Head of House or the Attendance Manager should let the student know how to get in touch, at any time during the school day, if they experience any difficulties.

The Head of House, Form Tutor and Attendance Manager monitor and review a student's return and keep all staff updated – this is a shared responsibility. The Head of House, Form Tutor and Senior Leadership Team link to the House need to consider a phased return where appropriate. Consideration needs to be given to any special needs the student may have and appropriate support identified.



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Consideration must be given to providing a mentor (staff member / student). All phased returns will be discussed at SSP (Student Support Panel).

Subject Teachers and Subject Leaders need to recognise a student's return and take any necessary steps to support their re-integration.

Rewards:

A variety of reward systems are in place across the school and each Head of House chooses the system that they feel will benefit their student's age range. (Rewards that are acceptable for a year 7 student will not always encourage a year 11 student). Attendance rewards are also linked to the school's Achievement Points system, with 100% attendance automatically gaining 100 points each half term.

Certificates are produced half termly and termly. 100% attendance for the year is acknowledged in the awards ceremony.

Roles and Responsibilities: (also see Appendix A: Procedures 2013-2014)

All Staff:

Demonstrate to students high expectations of attendance and model being punctual.

Ask students why they are out of lessons and ask to see their permission pass. No student should be out of lesson without a permission pass.

All Teaching Staff:

Take a register **every lesson** and report any concerns immediately to the Student Support Office.

Look for patterns of absence and inform Tutor / Head of House, Heads of Faculty

Reinforce the importance of schoolwork by expecting missed work to be made up.

Only release students if the reason is urgent / unavoidable and provide a school note.

Deputy Headteacher (i/c Attendance):

Plan and co-ordinate strategy for raising attendance with the Attendance Manager and pastoral team.

Monitor attendance information through lesson monitor.

Liaise with Heads of House and Attendance Manager regarding attendance and absence issues.

Work with Heads of House on setting of individual and school attendance targets and issuing rewards.

Provide additional support on individual student cases and monitor the effectiveness of that support through the Student Support Panels in conjunction with the Inclusion Manager.

Provide information for parents on school policy.

Monitor leave of absence requests with the Attendance Manager.

Co-ordinate and organise Attendance Panels with link Governor.



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Provide attendance information for Governor meetings and keep Governors updated with attendance strategy.

Head of House:

Oversee the work of Tutors in chasing absences through the weekly attendance print outs and liaise with the Attendance Manager to ensure correct codes are being used.

Ensure Tutors pass any absence notes given to them onto the Attendance Manager; notes need to be retained until October half-term of the following year to provide information for ACE if the case is to go to court.

Ensure that new staff receive INSET training on the Attendance and Punctuality Policy and the expectations around registrations. Ensure that support is in place for cover supervisors/ cover teachers or supply teachers.

Set attendance targets for each Tutor Group and for their House in liaison with their Senior Leadership Team link.

Where intervention is occurring, the Head of House should identify and communicate clear targets to students and parents.

Liaise with Senior Leadership Team link to the House regarding attendance matters.

Provide a list of students for Attendance Panel, ensuring that when a student meets the panel the Attendance Certificate is accurately coded and personal details have been thoroughly checked.

Monitor lates including contacting parents.

Inform parents when justification for absence is not authorised by the school.

Liaise with external authorities regarding long-term absence e.g. ECOS. Ensure all multi-agency support is effectively coordinated through SSP.

Attendance file to be kept up to date with all students who are persistently absent to have an action plan documenting all strategies and actions in place for those students.

Form Tutors:

Tutors will receive a spreadsheet for their tutor group's attendance each week in the weekly briefing. This spreadsheet will have been highlighted / annotated for you by the Head of House with their knowledge of particular issues or reasons for absence. This process will help you identify patterns of absence such as: internal truancy, certain sessions missed (e.g. Friday pm Monday am etc) and will also show you whether there are punctuality issues to address.

Tutors will be expected to understand the attendance information for their tutor group and recognise where students have falling attendance or there is any cause for concern. Tutors will need to have a one-to-one conversation with these students, asking for relevant support as needed.

Pastoral Team may request an attendance report to monitor students' attendance if they have a concern. There will be sanctions agreed within Houses to support Tutors where students do not meet agreed actions.



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When Tutors have conversations with students around attendance, or take any action with students, this needs to be recorded in their tutor file. A pro-forma will be provided for logging discussions with students and actions to be taken.

Tutors should keep their Head of House up-to-date with attendance concerns.

Tutors should apply the same level of rigour in their application of the policy to all students, whether in Year 7 or in Year 13. Sixth Form students are expected to attend all registration sessions when they are in school for either am or pm lessons, or both. Only if they are at another educational provider on the day of registration are they not expected to be in registration.

Tutors will be asked to follow up unauthorised absences that appear on the weekly attendance sheet. We operate a first day call back which means that a text is sent by break if students are absent am. This is followed by a series of letters requesting a reason for unauthorised absence. However, Tutors can play a part by asking students to provide a reason via a note in planners or an absence note which can be taken to the Student Support office.

Tutors will be asked to promote good attendance, with a minimum expectation for students of 95%. There will be attendance posters and rewards in prominent positions around school and in Tutor Bases. Please promote / display these.

Attendance Manager:

To lead on promoting outstanding attendance and punctuality through implementing the school's attendance strategy as agreed with the Deputy Headteacher i/c attendance.

Lates recorded on SIMS, including reasons for lateness. Sanctions issued by Attendance Manager. Copies to be made available to Tutors through the Head of House at the weekly morning House briefings

Strategies for improving punctuality of persistent offenders to be agreed with Heads of House and action plans created.

Highlight any concerns for poor attendance or punctuality with relevant staff.

Offer support regarding training of new / existing staff regarding coding and marking of registers.

Liaise with Head of House and other-relevant staff on attendance information and analysis.

Provide half termly attendance statistics for Governors and Deputy Headteacher / Assistant Headteacher i/c Attendance.

Complete other attendance information.

Support the ACE in their role in the school.

Produce Official Registers.

Any referral to ACE must be completed by the Attendance Manager in liaison with Head of House with an attached registration certificate and details of action taken prior to referral – ie meetings, verbal targets

Monitor leave of absence requests.



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Co-ordinate and organise Attendance Panels in liaison with link Governor.

Provide a missing register report for Deputy Headteacher / Assistant Headteacher i/c Attendance.

Duties which may be delegated to other members of the Attendance Team:

Make 'First Day' contact by text message by break each day. Log any messages on the database for future reference.

Registers to be checked during period one through Lesson Monitor and any missing marks filled in. Missing registers to be checked and chased where possible.

Known absences such as illness, holidays, visits etc need to be pre-coded in Lesson Monitor.

If text messaging not possible - contact via telephone as soon as possible.

Provide absence letters when requested.

ACE:

From April 2011 the school has bought into a package of support from the ACE service. The school is now operating on a 'caseload' basis. A case could be the referral of an individual student but could also be:

- motivational work with a group of students
- support in identifying students for intervention
- strategy and planning meetings to find new ways of supporting students
- working with an individual to prosecution for poor attendance
- advising Attendance Manager on details of the staged approach to dealing with non-attendance

In addition to our caseload we have also bought a series of Attendance Panels. To maximise the impact of these panels we have agreed a tiered approach with the link Governor for attendance. This means that there will be a rolling programme of panels in the following format:

1. Motivational meeting with Attendance Manager Link Governor and student
2. Concern meeting with Attendance Manager, Link Governor, student and their parents / carers
3. Panel meeting with ACE Officer, Attendance Manager, Link Governor, student and their parents / carers

At each of these meetings attendance targets will be set, with the final meeting setting a formal 50 day target after which a Penalty Notice can be imposed on the parents / carers by the Court for the failure of their child to improve his / her attendance.

Punctuality:

Getting students into school:

Senior staff / Heads of House will conduct a daily gate duty.

Heads of House will meet and greet students from 8.45 am in Reception. The Attendance Manager will speak to all students who are late and apply the relevant sanctions. Students are then provided with a slip and can go to their lessons. Heads of House will continue the meet and greet until 9.10 am. Senior staff will support this process.



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If students go straight to lessons without signing in they will be identified and challenged by checking the late list against SIMS registers.

Detentions:

Students will be issued with a pre-printed detention slip. This will be run by the Attendance Manager and Heads of House every day. Students who are late more than once are issued with increasingly severe sanctions and parents / carers will be asked to attend the school to discuss strategies to improve punctuality if lateness persists. In the most serious cases students will go through a series of panels as with poor attendance (see above) and could ultimately be set a legal target to improve their punctuality as this constitutes irregular attendance.

Teaching Staff:

Teachers should check that students have a late slip. If they haven't been given one then they have avoided going to reception and should be sent to the late detention room (BG2) at break.

Record keeping:

Record keeping for attendance intervention is essential. Tutors should keep a tutor file with any relevant documentation about their tutor group (e.g. data, target setting documentation etc). Attendance conversations and Intervention records should also be kept in this file.

A persistent absence log will be kept in the staff area and will be maintained by the Attendance Manager. There will be a separate log for each House. Heads of House and the Attendance Manager will contribute to this file. As a Tutor you need to pass on any information to Heads of House once students reach 90%.

Policy Review

This policy is an adaptation of the 2010-11 policy, adopted by the Full Governing Body on 24 May 2010. It reflects the necessary changes to attendance procedures and strategy as the school moved to Houses and Vertical Tutoring in January 2012. This policy was agreed by Full Governing Body in October 2015.

October 2014



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Appendix A

Attendance Procedures for 2014-15:

Minimum expectation for students 95%:

94 - 90 Tutor intervention. Tutors record in file

90 - 85 Tutor and / or Head of House / Attendance Team intervention.

85 - 80 Head of House intervention with support from Attendance Manager.
Possible support from ACE.

Below 80 Attendance Manager leads on intervention with support from Head of House.
Possible referral to ACE service.

Structure for Attendance Intervention, Roles and Responsibilities.

Mr I Smith-Childs (Head of School)

Strategic Overview
Data Analysis
Lesson Monitor/Registers
Monitoring of Attendance
Working with Heads of House/Tutors

