

JOHN SPENDLUFFE TECHNOLOGY COLLEGE



ATTENDANCE POLICY

JOHN SPENDLUFFE TECHNOLOGY COLLEGE **WHOLE SCHOOL ATTENDANCE POLICY**

John Spendluffe Technology College is committed to providing a full and efficient education for all students. The school believes sincerely that all students benefit from the education it provides and therefore from regular school attendance. To this end the School will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems which may impede full attendance are acted upon as quickly as possible.

AIMS

It is recognised that:-

- All students of statutory school age have an equal right to access an education in accordance with National Curriculum regulations.
- No students should be deprived of their opportunities by either their own non-attendance or that of other students from receiving an education that meets their needs and personal development.
- In the first instance, it is the responsibility of students and their parents to ensure attendance at school as required by law.
- Many students and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations may exist beyond the control of students and/or parents which schools need to address in partnership with external agencies.
- The vast majority of students want to attend school to learn, to socialise with their peer groups and prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

EXPECTATIONS

We expect the following from our students:-

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day and in full school uniform.
- That they will inform a member of staff/tutor of any problem or reason that may hinder them from attending school.

We expect the following from parents:-

- To encourage the children to attend school.
- To ensure that they contact the school on the first day of absence and each day following, indicating where possible, the length of absence.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- To contact the school in confidence whenever any problem occurs that may keep them away from school.
- To ensure their child catches up on any work missed whilst absent from school.

Parents and students can expect the following from school:-

- Regular, efficient and accurate recording of attendance.
- All reasonable steps will be taken to contact parents on the first day of absence when a student fails to attend school without providing good reason.
- We will take steps through rewards to encourage good attendance.
- Pastoral support.
- A quality education.

ENCOURAGING ATTENDANCE THROUGH REWARDS:-

Attendance can be encouraged in the following ways:

- Tutors receive weekly attendance figures on a Friday at 3.35 p.m. This is then used on a Monday to reinforce attendance. % is recorded in student planners so that parents can see previous week's attendance.
- Students who achieve high attendance are rewarded appropriately through certificates and prizes.
- Rewards offered to 100% attending students of break time snack. This is done on a regular basis.
- There will be an attendance trawl every four working weeks. At the end of the Christmas and Summer Term a draw will take place of all the students with good attendance. Individual winners from each house and form prizes during full School Assemblies.
- Recording of good attendance on individual reports.

RESPONDING TO NON-ATTENDANCE:-

**When a student does not attend, the school tries to respond effectively
Work will be provided for medical and long term absence.**

- If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence if at all possible by telephone or text.
- When there is no response, a letter will be sent after three days unexplained non-attendance or a home visit is arranged.
- Attendance is monitored on a daily/weekly basis, culminating in a Four weekly trawl. Which consists of detailed scrutiny to pin point further actions.
- After four weeks we send out an initial letter of concern.
- If no improvement is seen then further contact is made with home.
- If still no progress is made then parents are invited to a School Attendance Panel.
- Failure to attend this meeting could result in a formal legal warning letter and may result in legal proceedings. Within this structure are a variety of interventions such as regular parental contact – home visits, outside agency awareness etc.
- If parents are unable to attend then Students can be invited to attend a panel meeting if deemed necessary by the Attendance Manager-parents do not have to be present.

School Attendance Panel Procedure

- Parents and students are invited in at a convenient time.
- Member of SLT, Attendance/Inclusion Manager, Head of House and other interested parties are invited.
- Discussions about attendance and reasons for non attendance.
- Six week review date confirmed or sooner if necessary.
- Medical contact form signed if necessary.
- Action Plan agreed.
- Panel follow similar script at each panel meeting.
- Student monitored and contact kept with home to check and monitor process.

Reintegration

- The return to school for a student after long term absence requires special planning. Home visits to support are offered. For example, it may be appropriate to re-integrate through Assistant Heads of House/Heads of House or Special Educational Needs Department.
- The appropriate staff will be responsible for deciding on the programme for return and the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.

- Programmes may need to be tailored to individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEND Co-ordinator may be required. The schools Pastoral Team is available to support.

The success of the Pastoral Support will require the involvement of appropriate school staff, other agencies and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the staff emails/daily briefings.

Plan and review actions from the School Attendance Panel

- Raise Early Help Assessment – this will evaluate if outside agencies need to be involved.
- Formal Legal warning letter.
- Refer legal proceedings to Lincolnshire County Council.
- Fixed Penalty notice (either £60.00 or £120.00) notice will be raised.
- If after the fine, attendance is still a major concern and all support methods have been actioned, then Lincolnshire County Council will enforce the Law and instigate legal proceedings according to Section 7 of the Education Act 1996.

CME – Children missing in Education

- JSTC Alford adopt the Lincolnshire county council policy and procedures on reporting changes to Children missing in Education.
- All new guidelines are included and added to policy as and when they are drafted.
- See appendices

Children Missing Education

Any child of compulsory school age (5-16) who is not on a school role, nor being educated otherwise (eg at home privately or in alternative provision) and who has been out of an education provision for a substantial period of time (practice nationally is four weeks)

(PNAR -Pupils Not Attending Regularly)

SCHOOL ORGANISATION

In order for any policy to be successful, every member of the staff must make attendance a high priority and convey to the students by their behaviour, the importance of the education being provided. This means ensuring that all staff arrive to lessons on time and well prepared.

Headteacher/Assistant Headteacher:

- To oversee the whole policy.
- To report to Governors.

Attendance/Inclusion Manager:

- To oversee the registration process and ensure that registers are completed accurately and on time.
- To reinforce good practice at Head of House meetings and raise attendance as an important issue and liaise with Attendance/Inclusion Manager. Rewards will be issued to students as necessary.
- To initiate contact with parents in cases of prolonged unexplained absence.
- To organise returns of long term absentees, liaising with the Heads of House/Assistant Heads of House and the Special Educational Needs department where appropriate.
- To support the four weekly attendance check

Assistant Heads of House:-

- To assist the Head of House in carrying out their role and liaise with the Attendance/Inclusion Manager.
- Contact parents when needed (daily parent contact if instructed by Attendance/Inclusion Manager).

Form Tutor:-

- To complete registers accurately and on time.
- To inform their Head of House or Assistant Head of House of concerns.

Attendance/Inclusion Manager:-

- Attendance - checking student's attendance incorporating contacting parents and any other aspect of pupils' attendance.

Attendance/Inclusion Manager supported by Head of House for advice and support :-

- Liaise with Head of House/Assistant Head of House within school.
- Home visits, either pre-arranged or without notice as considered necessary.
- Refer legal proceedings to the LEA where appropriate.
- Accept referrals, initiate contact with parents or carers and undertake assessments.
- Plan and review casework.
- Strategic/policy advice and support in relation to matters of attendance, the employment of young people and young people involved in performing.

Attendance/Inclusion Manager supported by Admin team:-

- Monitor daily attendance – registers a.m and p.m. roll call.
- Maintain a late book.
- Maintain a signed in/out book.
- Three day non-contact letters go out and copies given to Heads of House.
- Produce attendance profiles for the whole school weekly and at suitable periods provided to Head/SLT at weekly meetings.
- Report concerns to Heads of Houses.

- To analyse data for the four weekly trawl.

Parents:-

- Contact with school on each day of absence to provide a reason soon as possible.
- Absence notes if longer than initially indicated to be provided to the Attendance/Inclusion Manager.
- Support for general attendance with Head of House/Assistant Head of House/Attendance and Inclusion Manager.

LIAISING WITH VARIOUS AGENCIES WHEREVER APPROPRIATE

Good relations and working practices are essential. Agencies have difficult roles in that they endeavour to support both the school in meeting its legal obligations as well as home and student in ensuring that the latter's educational opportunities are maximised to the full. Some parents need the support of these agencies so that they can fulfil their legal obligations to their children.

POLICY DOCUMENTS

The following policy document was presented to the Governing Body of John Spendluffe Technology School and approved and adopted by them on the date stated.

Policy: Whole School Attendance

Date: 5 January 2018