	WINCHCOMBE SCHOOL
	Attendance and Absence Policy

Effective Date: April 2015 **Review Date: September 2019** **To be Reviewed: June 2020**	**Review Committee:** **Curriculum & Standards**

This Policy was reviewed and adopted by the Governing Body

Adopted		
Signature		**Headteacher**
Signature		**Chair of Curriculum & Standards**
Date		

Attendance and Absence Policy

AIM

To raise levels of achievement by ensuring high levels of attendance consistently above the schools target of 96%, punctuality and involvement in the School with an aim towards all students being in school 100% of the time whenever possible

OBJECTIVES

1. To target attendance for the academic year.
2. To keep an accurate and up-to-date record of attendance.
3. To inform parents of attendance and punctuality issues.
4. To identify the causes of non-attendance and take action.
5. To improve and encourage attendance in individuals, groups and the School as a whole and give rewards for excellent attendance.
6. To provide attendance data for extra-curricular activities.
7. To support Heads of House and Tutors in their lead role.
8. To monitor and take action on issues of equal opportunity and to enable students to achieve 100% attendance.
9. To manage long-term absence and support and reward students.

PROCEDURES

Teachers

1. Be a good role model – arrive on time
2. Give attendance/punctuality a high profile. Praise students for arriving on time. Take action with students who are late (referral issue).
3. Keep an accurate register for lessons and tutor group registration completed within the first ten minutes of the session.
4. Inform attendance officer of any student who is in school but not in your lesson.
5. Make a list of students who are taking part in extra-curricular activities – copy to be sent to the office.
6. Inform HoH when absence is impacting upon achievement

Heads of Department

1. Make attendance/punctuality an agenda item for meetings. Support teacher action for lateness to lessons.
2. Keep an up to date bank of work set for students on long term absence and liaise with the front office around helping students to catch up.
3. Liaise with attendance officer and when appropriate attendance manager over attendance issues.
4. Liaise with Head of House over absence and missing work/ work to be caught up.
5. Liaise with individual students/ parents as required to help with catching up missed work especially at KS4.

<u>Tutors</u>

1. Be a good role model, arrive on time.
2. Give attendance/punctuality a high profile. Praise and reward good records and progress.
3. *Complete SIMS register accurately.*
4. Encourage student involvement in extra-curricular activities when informing them of what is available.
5. Liaise with HOH, Attendance Officer or Attendance Manager over long term attendance issues.
6. Challenge non-attendance with tutees at registration the next day. Alter to the correct code.
7. Liaise with parents as required.
8. Focus on attendance of all students but especially student groupings such as Pupil Premium, the More Able and SEND
9. Reward and praise students for improved attendance through the use of housepoints and personal praise/ feedback.
10. Take part in the Attendance Challenge with tutor groups each term whereby the tutor group in each house with the highest attendance gets a group reward at the end of each term.

<u>Heads of House (HoH)</u>

1. Give attendance/punctuality a high profile.
2. Implement system of rewards and sanctions.
3. Support/monitor the work of tutors. Agree plans of action. Lead and share good practice.
4. Discuss with Attendance Officer all unauthorised absences. Relay actions to tutors.
5. Contact parents to discuss attendance issues/ patterns as required.
6. Attend twice weekly meeting with Attendance Officer. Identify issues and causes. Agree action. Monitor progress.
7. Provide work for excluded students and long term absentees.
8. Work to create individual packages and reintegration plans.
9. Generate lists of students taking part in/not taking part in extra-curricular activities:
10. through academic monitoring
11. CPSHE profile - review termly
12. Liaise with Teens in Crisis counsellor and Designated Safeguarding Lead and make referrals if necessary.
13. Liaise with school nurse service and make referrals if required.
14. Focus on attendance of all students but especially student groupings such as Pupil Premium, the More Able and SEND.
15. Liaise with Deputy Headteacher in deciding on the students required for the Improving Attendance tutor group (Y11)
16. Further discussion of possible Attendance Tutor Group in Y9 (2019-2020)

<u>SLT</u>

1. Head to promote high standards of attendance and punctuality throughout the school.
2. SLT to support HoH with internal truancy and HoD's in remedying causes, setting extra work and applying sanctions.
3. SLT to support the work of the Attendance Officer by:
   i) Giving attendance a high profile at assemblies, school events and in the School Newsletter
   ii) Liaising with Attendance Officer
   iii) Liaising with Designated Safeguarding Lead.

iv) Monitoring for issues of Equal Opportunity
v) Ensuring school targets are met: Current target 100% aspirational/ 96% for student target
vi) Reporting to Governors
vii) For a member of SLT to act as Attendance Manager and to meet regularly with the Attendance Officer and poorly attending students.
viii) Student perspective to be listened to over attendance issues/ barriers.
ix) Groupings such as Pupil Premium and More Able to be highlighted in meetings
x) Attendance Tutor group for poorly attending students summer term Year 10 into Year 11 to be monitored and supported to improve attendance.

Students

1. Arrive in school by 8.50am
2. Move purposefully between lessons.
3. Ensure parents provide a note explaining absence if they have not previously contacted the school by phone.
4. Take part in extra-curricular activities.
5. Sign out at the Office when leaving the site for appointments.
6. Sign in at reception with the Attendance Officer if arriving late.
7. Register will be left open until 9.30 am.
8. Phone call home and pick up service to get all students in to follow 10 am improving attendance meeting. This service to be supplied by the Behaviour Manager to pick up students having difficulty accessing rural location or due to transport issues.

Attendance Officer

1. Make a phone call home on the first day of absence following text and e mail.
2. Home Visit after two days absence if no contact. This may be earlier if there is a safeguarding concern. Contact the Police or Social Services if there is a concern over lack of contact and student safety.
3. Organise meetings with students and contact home about persistent absence.
4. Lead on AIM plan for persistently absent students under 90%.
5. Liaise with HoH with concerns over absence – attend HoH meetings
6. Oversee the administration of the SIMS register system. Streamline and make adjustments to systems and procedures
7. Update register after students have arrived late
8. Prepare reports for tutors/ Heads of House.
9. Prepare referrals for EEI team for lateness after registration closed and unauthorised absence.
10. Collate lists for Attendance Assemblies.
11. Liaise with Attendance Manager/ SLT link over lists of students who are a concern and meet with concern students and parents when appropriate.
12. Refer students who are late more than three times in a half term to their HOH for a letter to be sent home and the relevant sanction implemented.
13. Liaise with Behaviour Manager each day at 10 am to discuss students needing a home visit that day and for the Behaviour Manager to then conduct a home 'pick up' if required. There may be times when the Attendance Officer or Manager accompanies the Behaviour Manager to facilitate this.

14. Liaise with Heads of House and Deputy Headteacher over the make up of the Improving Attendance tutor group for those students who are persistently absent.
15. To coordinate letters home and potential sanctions for parents who fail to support the school appropriately over their child's attendance.

Parents

1. Ensure that son/daughter leaves for school on time.
2. Provide an explanation for absences
3. Provide medical evidence for appointments in school time
4. Do not to take holidays in term time.
5. Encourage and support participation in extra-curricular activities.
6. Phone the school on the first day of student's absence.
7. Check Go4Schools regularly to assess son/daughters attendance.
8. Actively communicate with school if there are problems/ barriers around childs attendance.

Trustees

The Curriculum Committee to:
1. Review the Attendance & Absence Policy annually
2. Monitor its implementation
3. Monitor progress against school targets
4. Monitor for issues of equal opportunity

Rewarding Good or Improving Attendance:

1. Rewards for all students with 100% attendance taking place three times per year at the end of each full 'term' Christmas, Easter and Summer.
2. Certificates to be given out for excellent attendance above school target, via tutors.
3. Attendance rewards for tutor groups with the best attendance each term.
4. Individual rewards for persistently absent students who improve above 90%.