Title	Attendance Policy
Year	2017/2018
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Date approved by Full Governing Body	September 2018
Review Date	September 2019

Attendance Policy

Introduction

Regular attendance is important to ensure learners are safe and have full access to the educational provision made for them. We believe that appropriate attendance helps learners learn good routines of behaviour and disciplines for adult life. It is the responsibility of parents/carers to ensure that their learner attend school at the times specified. It is the responsibility of the school to promote good attendance and to have systems in place to keep accurate records of school attendance. Attendance at school must be maximised in order to raise the achievement of all learners and improve their prospects in adult life.

Aims

- To ensure that every child is safeguarded and their right to education is protected;
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality;
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality;
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality;
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance;
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them;
- To work with external agencies, in order to address barriers to attendance and overcome them.

The development and implementation of this policy is intended to ensure that all teaching and support staff employed by Wootton Park School are carrying out appropriate measures that will safeguard children and promote their welfare. Regular attendance at the School is a legal requirement, establishes good habits which will valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for Wootton Park School.

To improve and maintain the regular attendance of all learners the Trust will:-

- Collect and analyse attendance data monthly in order to identify trends and to allocate resources effectively;
- Collate and monitor the data for legal proceedings within the Trust;
- Support the School through system leadership to devise and implement their own strategies to improve attendance;
- Represent the School at formal attendance meetings if required;
- Support implementation of legal action against parents/carers in the Magistrates Court as required.

Wootton Park School will:-

- Identify a designated member of the Senior Leadership Team to take responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual learners;
- Implement efficient systems of registration which encourage children and parents/carers to account promptly for any absences;
- Ensure absences are only authorised where the school are satisfied that the absence was genuine;
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the School;
- Highlight important dates such as SATs in newsletters, letters home etc;
- Explain to learners and parents/carers how poor attendance can impact on attainment;
- Monitor how the curriculum and ethos of the School impact on school attendance;
- Implement correct policy for children who are educated other than at school;
- Holidays in term time will only be authorised for exceptional circumstances – Application form to the Principal.
- Analyse attendance data, looking for emerging patterns of non-attendance, compare to national comparators;
- Ensure relevant attendance information is shared effectively with parents, learners, staff, local authority and outside agencies where appropriate. The Assistant Principal will lead this via data exchanges, governor reports, letters home and School newsletters.
- Put in place monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified early;
- Use a graduated approach to respond to the attendance data weekly (see flowchart and Appendix).
- Provide support through the school's own pastoral systems, including appropriate and regular contact with parents/carers;
- Attendance shared with Senior Leadership Team to address attendance issues;
- Operation of First Day Absence procedures to ensure that parents are aware when their child is not in school; ☐ Use of text service;
- The School is responsible for monitoring the attendance of their children and/or young people who are placed on alternative provision;
- Report any children missing from education to the local authority (see policy);

- Report to the local authority if they take a learner from role that meet specific criteria (see Safeguarding Policy).

First Day Contact

- It is the parents' responsibility to notify the school on the first day of absence. This can be done by telephone or a verbal message to a member of staff. This telephone or verbal message should be confirmed in writing by the parent on the child's return to school and this will be filed. If the absence is authorised i.e. the school accepts the reasons for absence, for example, illness, a day for religious observance or an acceptable medical or special needs visit, no further action will be taken other than updating files with the reason. If the absence is unauthorised parents will be contacted and invited to the school to discuss the situation.
- If the school has not been notified by 9.30am, then a member of staff will contact the learner's home and records the outcome;
- The Home-School Agreement asks parents to support or attendance Policy.
- The registers are monitored every week using Arbor (the MIS), this gives data on absences and lateness of both kinds which will enable personal tutors to follow up with individual families;
- The school regularly informs and reminds parents of their responsibilities regarding attendance;
- Any learner arriving between the start of school and closing of registers is deemed to be late. Any learner arriving after the close of registers is deemed as unauthorised absent, though in both cases the child is included in the total attendance numbers for that session;
- Teachers are expected to total the number of learners present for quick checking in the case of an evacuation;
- Any emerging absence patterns should be discussed with the appropriate Assistant Principal prior to contact being made with parents. Absences of any kind are shown on the learner's end of year report.
- The official school attendance figures are printed monthly and filed in the office. Annual attendance figures are sent to the DfE. The school also publishes its own attendance figures in learners' reports and in the school brochure.
- Should the lateness not improve, the school will refer the family to the relevant agency, after discussion with the parent.

Removing a Learner from the School Roll

Under Learner Registration Regulations, learners of a compulsory school age can be removed from roll when the following criteria:

- Learner admitted to another school, confirmation received and records requested;
- Learner moves away from area and cannot be found (school and Educational Social Worker follow procedures and complete enquiries). The learner must remain on roll until the process is completed. Removal can be backdated to the end of the first week of absence, if agreed by the Local Authority.
- Learner permanently excluded. Statutory time limit for appeal has passed or appeal has not been upheld.
- Death of the child;
- Parents indicate in writing that they are removing the child;
- Parents indicate in writing that they wish to home educate their child;
- Poor attendance is not a reason to remove the learner's name from the roll.

Implementing the Attendance Policy

Systems to be in place

- Strategic lead for Attendance (SLT);
- Is the structure sufficiently clear – who is accountable at which points?
    - ✓ SLT Attendance lead to hold pastoral staff to account.
    - ✓ Pastoral staff holding tutors to account. ✓ Principal holding SLT to account
- Structure to allow for weekly accountability meetings where attendance declines and associated actions are monitored;
- Line management meetings between SLT Attendance Lead holding the attendance officer to account for the completion of attendance data on Arbor and accurate coding;
- Missing marks and unauthorised absence must be chased weekly and ensure coding is correct;
- Attendance to have weekly links with pastoral/safeguarding team. Ideally, incorporated within the same line management structure.

Preparation

- Attendance Trackers in place using Arbor. Reports will need to be generated weekly and attendance carefully monitored daily. Every learner must be tracked by percentage and by the colour zone. (see Appendix of examples of trackers);
- The Attendance Pyramid provides a visual display for learners and informs them of their attendance percentages and the potential impact on their learning. This enables learners to take responsibility for their own attendance and they should be rewarded accordingly for reaching targets;

- Establish systems to acknowledge good attendance, improvements and rewards. This will also link to the WPS house system. There are both termly and yearly awards..
- Training for tutors and pastoral staff regarding systems;
- Launch Policy/Strategy to all staff in a training/briefing. This must include the reminder of accurate registers.
- Launch Policy/Strategy to parents via letter and website. Parents and learners will track the attendance by colour;
- Launch Policy/Strategy to learners in assemblies;
- Attendance Pyramid poster visible in every room and relevant display boards;
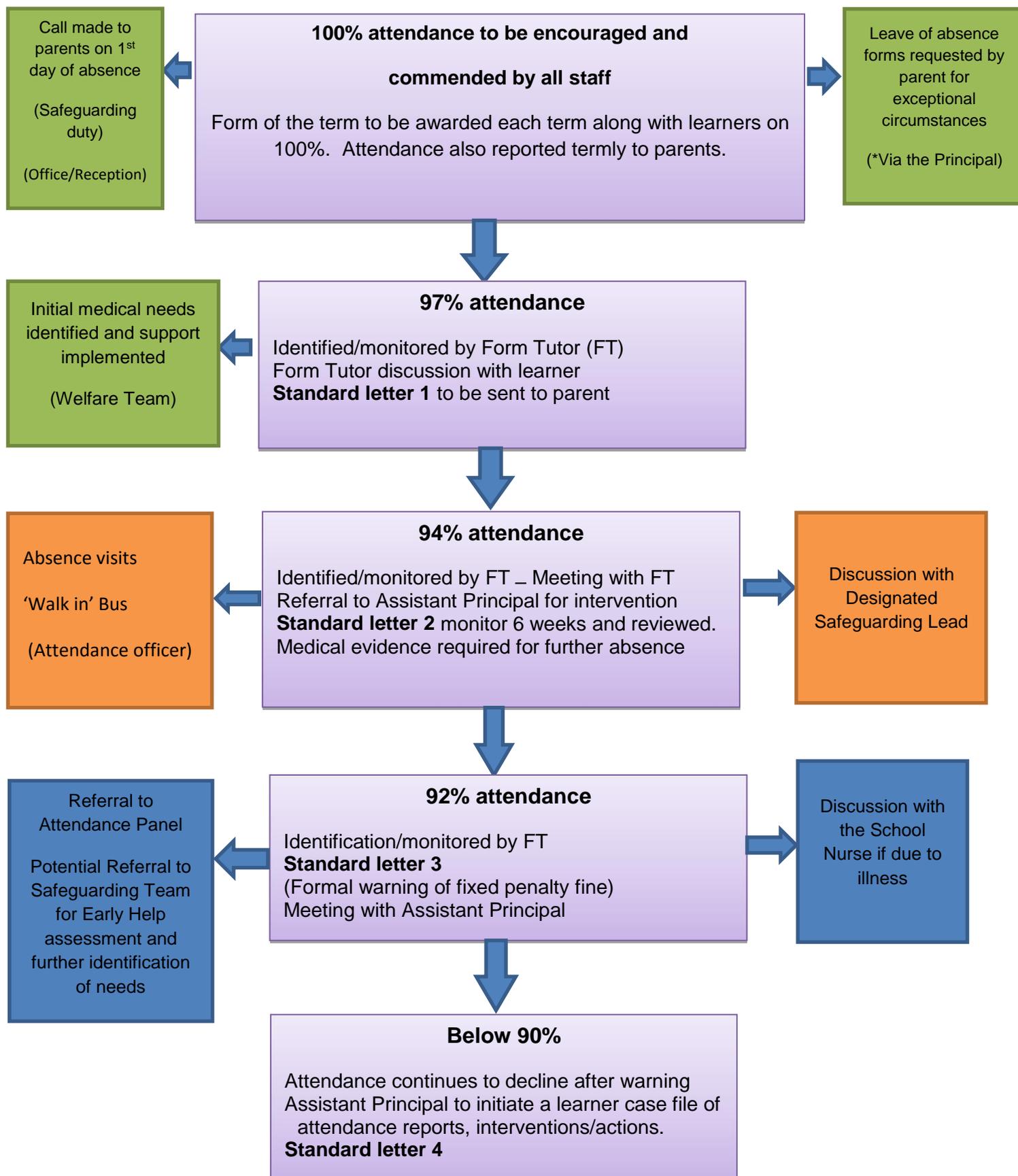 .

Tracking Attendance Data

- Accurate registers – It is vital that all registers are completed and are accurate. Wootton Park School will monitor this and follow a formal procedure for staff that do not comply with this legal requirement; ☐ First Day Absence calls must be completed and use of a text alert service:
- Attendance teams must be aware of all vulnerable learners and ensure the safeguarding team are always updated of learner absence;
- Attendance data – respond with interventions weekly. Track impact and reward success;
- Mini Bus pick-ups and/or 'Walk in Bus' for learners at risk of persistence absence;
- Form tutors receive attendance reports on a weekly basis. The tutor is responsible to monitor the attendance and provide coaching if required.
- Pastoral leads must receive weekly reports and monitor attendance for their year group/house. (link to Graduated Approach Chart);
- Attendance Strategic Lead to feedback to SLT weekly on attendance;

Tracking Punctuality
- At Wootton Park School we take pride in our high level of attendance. We also value punctuality for a number of reasons: it ensures that lessons start on the most positive footing, it avoids classroom disruption and it minimises wasted time for both learners and teaching staff.
- Punctuality data analysed weekly using MIS systems.   Letters sent at trigger point. Letter 1 at 3 or more, Letter 2 at 10 or more, Letter 3 at 20 or more and letter 4 at 40 late marks in an academic year. Parental contact made at 3 and 10 by Form Tutor, at 20 and above contact made by Attendance officer with support of SLT. A staggered approach is needed
- Persistent Punctuality issues can be referred to the Local Authority for the issuing of a Penalty Notice which can lead to prosecution under the Education Act 1996, Section 444.
- It is a parent's responsibility to ensure learners arrive at school on time. Lateness can disrupt learning and can result in a learner feeling greater stress and achieving poorer outcomes.
- Research shows a close link between attendance at school and a learner's achievement. Being late adds up to a loss of learning. All time out of school affects learning and achievement for learners.

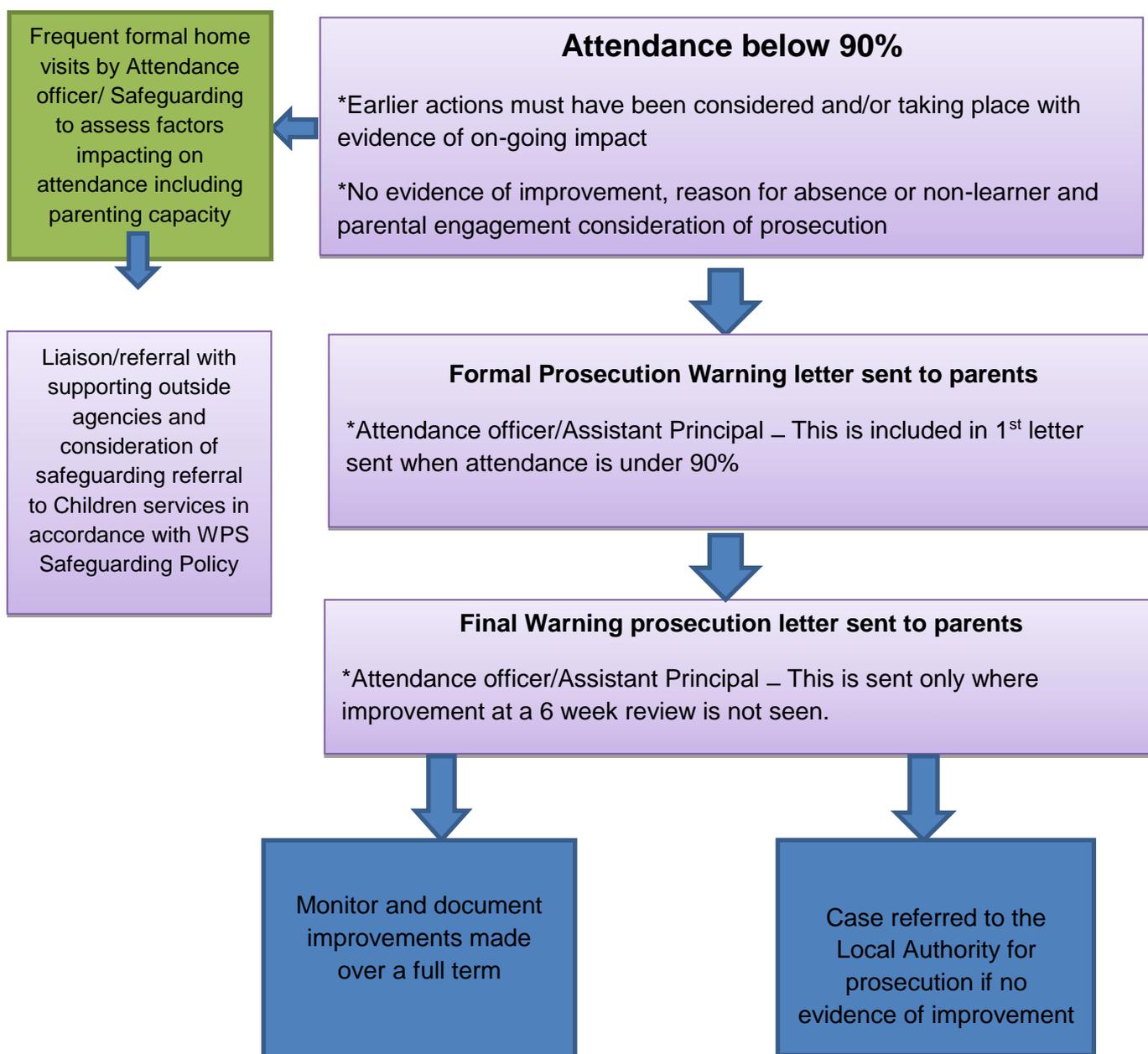| Minutes late per day	Equivalent of missing
5 minutes	3.4 school days a year
10 minutes	6.9 school days a year
15 minutes	10.3 school days a year
20 minutes	13.8 school days a year
30 minutes	20.7 school days a year

Attendance Intervention Flowchart

WOOTTON PARK
'Ipsum quod faciendum est diutius'

Call made to parents on 1st day of absence (Safeguarding duty) (Office/Reception)	**100% attendance to be encouraged and commended by all staff** — Form of the term to be awarded each term along with learners on 100%. Attendance also reported termly to parents.	Leave of absence forms requested by parent for exceptional circumstances (*Via the Principal)
Initial medical needs identified and support implemented (Welfare Team)	**97% attendance** — Identified/monitored by Form Tutor (FT) Form Tutor discussion with learner **Standard letter 1** to be sent to parent	
Absence visits 'Walk in' Bus (Attendance officer)	**94% attendance** — Identified/monitored by FT – Meeting with FT Referral to Assistant Principal for intervention **Standard letter 2** monitor 6 weeks and reviewed. Medical evidence required for further absence	Discussion with Designated Safeguarding Lead
Referral to Attendance Panel — Potential Referral to Safeguarding Team for Early Help assessment and further identification of needs	**92% attendance** — Identification/monitored by FT **Standard letter 3** (Formal warning of fixed penalty fine) Meeting with Assistant Principal	Discussion with the School Nurse if due to illness
	Below 90% — Attendance continues to decline after warning Assistant Principal to initiate a learner case file of attendance reports, interventions/actions. **Standard letter 4**	

N:B A suite of review letters are used for varying eventualities of attendance monitoring.

5

Persistent Absence

Frequent formal home visits by Attendance officer/ Safeguarding to assess factors impacting on attendance including parenting capacity

Attendance below 90%

*Earlier actions must have been considered and/or taking place with evidence of on-going impact

*No evidence of improvement, reason for absence or non-learner and parental engagement consideration of prosecution

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Liaison/referral with supporting outside agencies and consideration of safeguarding referral to Children services in accordance with WPS Safeguarding Policy

Formal Prosecution Warning letter sent to parents

*Attendance officer/Assistant Principal – This is included in 1st letter sent when attendance is under 90%

Final Warning prosecution letter sent to parents

*Attendance officer/Assistant Principal – This is sent only where improvement at a 6 week review is not seen.

Monitor and document improvements made over a full term

Case referred to the Local Authority for prosecution if no evidence of improvement

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*All actions/strategies taken in supporting improved attendance are in accordance with Local Authority and legal Guidelines.
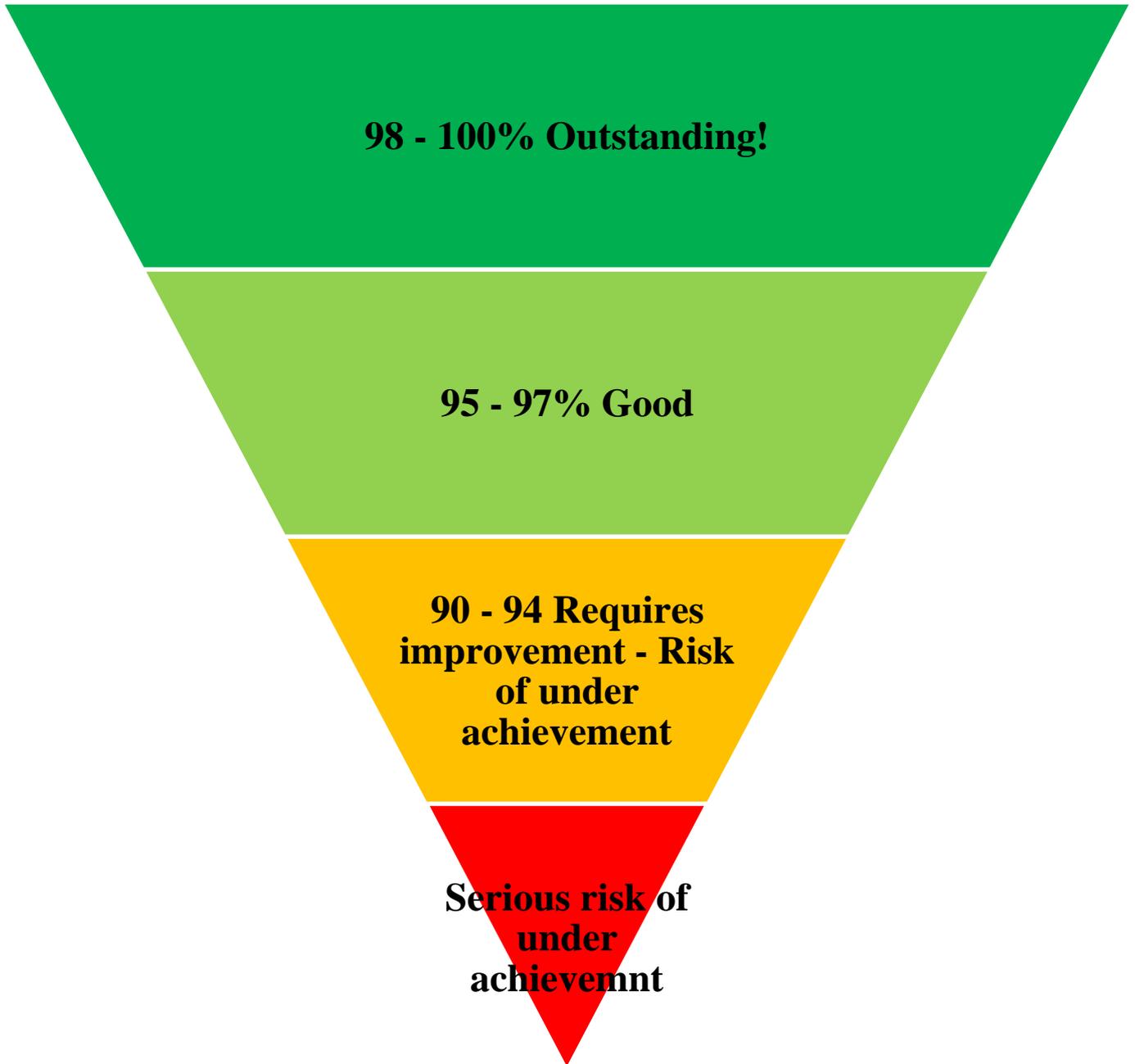
*Parents may be contacted via phone at any time to discuss attendance concerns and support offered, actions are taken after careful consideration of the individual circumstances.

Each intervention at every stage is monitored by the Attendance Officer/Assistant Principal each half term between weeks 2-6 therefore parents should expect letters/interventions to occur every half term. The Senior Leadership Team will monitor the impact of the interventions and overall policy.

6

Attendance %	Key Worker	Responses	Rewards	Responsibility		
				Attendance Team	Progress Lead	SLT
97 % 100 %	Tutors	▪ **Tutors** celebrate during tutor time ▪ **Tutor** Attendance Report for learners whose attendance is at risk of falling below 95% - via arbor dashboard ▪ **Tutor** contact parents of learners who attendance is at risk of falling below 95% ▪ **SLT Lead -** Attendance Panel for those at risk of falling below 95% ▪ **Tutor** Attendance meetings for learners whose attendance is falling rapidly	✓ Termly Certificates ✓ Yearly raffle ✓ WPS reward policy			
96.9 % 94 %	Phase Lead And Tutors	☐ **Tutor** parental contact; letters and phone calls supported by Phase Lead ☐ **Tutor** Attendance Report ☐ **SLT Lead** Attendance Panel for those at risk of falling below 90% ☐ **Tutor** Attendance meetings for learners whose attendance is falling ☐ rapidly	✓ Improving review letters ✓ Each term offers change of improvements.			
93.9 % 92 %	Attendance Officer and SLT Lead	☐ **Phase Lead -** parental Contact; letters and phone calls supported by SLT Lead ☐ **SLT Lead** Attendance Panel for those at risk of falling below 85% **As. Principal** Attendance meetings for learners whose attendance is falling rapidly ☐ **Phase Lead / SLT Lead** Report ☐ **Walk in Bus, Mini Bus pick ups**	✓ Improving review letters ✓ Each term offers change of improvements.			
91.9 % 90 -	Attendance Officer, DSL and SLT Lead	☐ **SLT Lead** Attendance Report ☐ **VP Attendance** Report ☐ **SLT Lead** parental Contact; letters and phone calls supported by VP Attendance Panel ☐ **SLT Lead** Attendance Panel for those at risk of falling below 80% ☐ **SLT Lead / VP Principal** Home Visits Discuss ☐ Parental Contracts	✓ Improving review letters ✓ Each term offers change of improvements.			

| % Below 90 | Attendance Officer/, DSL, SLT Lead and EIPT | ☐ **VP** Attendance Report
☐ **Principal** Attendance report
☐ **VP** parental Contact; letters and phone calls supported by Principal
☐ **VP** Attendance Panel for those learners who can get out of PA **VP** Home Visits
☐ **Pastoral Team** Parental warning re: potential for prosecution **Referral to EIPT** - possible prosecussion
☐ | ✓ Improving review letters
✓ Each term offers change of improvements. | | | |

7

Attendance Pyramid

98 - 100% Outstanding!

95 - 97% Good

90 - 94 Requires improvement - Risk of under achievement

Serious risk of under achievemnt