

PLASHET SCHOOL



Working together to promote & celebrate achievement

## **Plashet School Policy**

### **For Attendance**

**Revised and applicable from January 2014**

Written by Stephanie George, Deputy Headteacher in consultation with YCs/AYCs

A handwritten signature in black ink, reading "Irene Papadopoulos". The signature is written in a cursive style with a long horizontal stroke at the end.

**Signed:**

**Chair of Governors**

At Plashet School we aim to ensure all students maximise their potential. Students, parents, carers, and staff share the responsibility for ensuring that attendance at Plashet School is maximised and unauthorised absence is minimised.

## **1. Responsibilities**

Parent/carers are responsible in law for ensuring the regular and punctual attendance of their daughters. Parent/Carers should work closely with the school to overcome any issues which may affect their daughter's attendance.

At Plashet School we encourage and value high attendance. The school aims to recognise the external factors which can influence pupil attendance and will work in partnership with parents/carers, and other relevant services to deal with any issues. The school takes a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers and provides an effective and efficient system for monitoring attendance in accordance with legal requirements.

## **2. Procedures**

### **(i) Registration**

Registration will begin at 8.50am. Registers will be marked promptly at this time and will be closed at 8.55am. The afternoon register will be taken during P5 at 1:55pm and close at 2:00pm.

Registers should be marked in accordance with the electronic systems and procedures outlined in Procedure Room on Fronter.

During examinations registration will be conducted as specified in the Examinations procedures detailed in Procedure Room on Fronter.

### **(ii) Absences**

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as shopping, day trips and birthdays.)

Parents are advised to contact the Attendance Officer on the first day of any absence, on returning to school the student should bring a written note and hand this to her tutor. The tutor should initial and date the note and mark/amend the register accordingly. Notes should be stored in the register for no longer than six weeks; thereafter they should either be destroyed or, if there are concerns about a student's attendance, placed in the student's file. Any concerns should be discussed with either the Attendance Officer, the Education Welfare officer or the Year Co-ordinator.

### **(iii) Lateness**

Students who arrive at school after morning or afternoon registration should sign in with the Attendance Officer, entering the time of arrival and the reason for their lateness in the late book. Students who arrive at school late should not be admitted to class until they have signed in with the Attendance Officer. This is important for health and safety reasons.

#### **(iv) Term-Time Holidays**

The school actively discourages parents/carers to book family holidays during term-time. Leave for such holidays may only be granted in exceptional circumstances by the Headteacher.

### **3. Staff Roles**

#### **(i) The Attendance Officer**

The Attendance Officer is responsible for the day to day monitoring and administration of attendance. The Attendance Officer should:

- Administer the late reception and late book.
- Track and highlight any students whose attendance is causing concern.
- Liaise regularly with staff on attendance matters.
- Monitor the form class registers and inform the form tutor if the register has not been taken.
- Monitor class/subject teacher registers and inform the subject teacher if the register has not been taken.
- Communicate and support parents on issues relating to attendance in liaison with the School Nurse, EWO, the Year Co-ordinator, the Assistant Year Co-ordinator, LSU staff and the Careers Co-ordinator during work experience.
- Reconcile the whole school registers at the end of each week, term and academic year.
- Produce attendance data for the Headteacher, LT, YC's, Governors and LA as appropriate.
- Ensure that attendance data is provided for the Headteacher, SMT and the Governing Body upon request.
- Ensure that attendance data is provided to the administrative team for the provision of Attendance Certificates for students with excellent and improved attendance once every term in consultation with the LSU Manager.

#### **(ii) The Form Tutor**

At Plashet School the Form Tutor is seen as the key figure in promoting regular punctual attendance. The Form Tutor should:

- Provide a good example by always being punctual to registration;
- Carry out registration in accordance with electronic registration procedures.
- Ensure that all notes from parents are scrutinised before the register is amended;
- Send out the standard proforma letters when patterns of absenteeism/lateness are detected;
- Deal with lateness according to the Sanctions System;
- Alert the Assistant Year Co-ordinator and Attendance Officer only when there is a problem which has not been resolved by the above procedures;
- Discuss attendance and/or punctuality issues, with parents/carers at the earliest opportunity.
- Offer praise to individual students whose attendance and/or punctuality improves.

### **(iii) The Subject Teacher**

Subject teachers should:

- Take a register at the beginning of every lesson, and ensure that the students know that a register is being taken;
- Follow up any suspected internal truancy and liaise with the Attendance Officer as appropriate;
- Follow up internal truancy using the sanction system as appropriate;
- Be responsible for dealing with lateness in accordance with the Sanctions System. The amount of time that students can be kept after school without notice is 10 minutes and upto 50 mins with 24 hours notice.

### **(iv) The Year Co-ordinator**

The Year Co-ordinator is responsible for monitoring the attendance of their year group with the assistance of the Assistant Year Co-ordinator. Together they should:

- Monitor attendance on a regular basis and set targets for improvement as appropriate;
- Monitor the performance of individual form groups, following up with individual Form Tutors instances where patterns of absenteeism are not being effectively addressed;
- Review registers and attendance and punctuality figures on a half-termly basis with the Attendance officer;
- Regularly put attendance onto the agenda of Year Team Meetings, ensuring that attendance and punctuality procedures are understood by the Form Tutor and followed correctly;
- Ensure that contact is made with parents of poor attenders, supporting the Form Tutor where appropriate in dealing with parents directly;
- Meet with the Education Welfare Officer on a weekly basis in order to discuss students who have not responded to the school's strategies and when necessary to make referrals to appropriate agencies.
- Follow up internal truancy using the sanctions system as appropriate.
- Promote good attendance and punctuality through assemblies, Parents and curriculum evenings.
- Ensure that students are rewarded with Attendance Certificates in consultation with the Attendance Officer and the LSU Manager.

### **(v) The Assistant Year Co-ordinator**

The Assistant Year Co-ordinator is responsible for assisting with monitoring the attendance and punctuality of the year group. They should:

- Monitor attendance on a regular basis and set targets for improvement as appropriate;
- Review the attendance and punctuality figures on a regular basis;
- Deal with attendance and punctuality issues referred from the Form Tutor in line with the Sanctions System.

**(vi) The Education Welfare Officer**

The EWO is responsible for the overview of the poorest attenders. The EWO should:-

Make home visits as necessary and appropriate to work with families to maximise student attendance.

The EWO will liaise regularly with the Attendance Officer.

Co-ordinate the termly SACG meetings and report outcomes to the Headteacher.

Liaise with the local education authority regarding court action in the case of serious attendance concerns.

**(vii) The School Attendance Consultative Group (SACG)**

The SACG is a group consisting of the Attendance Officer, EWO, LSU Manager and Year Co-ordinator. The SACG is co-ordinated by the EWO.

The group will meet once every half term to discuss any students whose attendance is of serious concern.

The SACG will work with parents/carers to maximise student attendance and to overcome any barriers to good attendance.

As part of this process the SACG panel will monitor those students whose attendance is a serious concern.

**4. Attendance Data**

A range of attendance data will be collected each half term in order to identify particular cohorts or individuals whose attendance is causing concern. The EWO and Attendance Officer will be responsible for analysing this data and liaising with Year Co-ordinators and the Senior Management Team about any issues of concern or patterns of attendance, absence or truancy.

**5. Communication**

The Plashet School's Attendance Policy will be communicated through:

- The home-school agreement.
- Regular newsletter items.
- Through curriculum and parents' evenings and regular communications with parents/carers.

**6. Equality Impact Assessment**

This policy has been considered with respect to the Equality Duty, The Disability Equality Scheme, and The Behaviour and Sanctions Policies of this school.

**7. Evaluation and Review**

This policy will be evaluated and reviewed by the Senior Management Team every three years.