



SMITHILLS SCHOOL

PROCEDURE:

Attendance

RATIONALE

A good attendance record for each individual child is seen as essential for positive academic progress. Absence, whether through illness, holidays or truancy and which leads to students missing lessons will, unfortunately, have an adverse impact on achievement of significant proportion.

Inevitably there will be occasions when, through illness, a child is absent from school, but our wish is to work with parents/carers to keep attendance as high as possible.

PURPOSES

1.	To identify absence at the earliest stage.
2.	To have an accurate record of each child's attendance.
3.	To be aware of reasons for any absences.
4.	To have the support of parents in raising attendance levels and therefore helping to improve levels of achievement.
5.	To reward good attendance levels.
6.	To establish the various roles and responsibilities of individuals in improving attendance levels.
7.	To promote two way support between parents and school to secure the highest possible levels of attendance.

GUIDELINES

1.	<p>Gaining support of parents to ensure as good an attendance as possible</p> <ul style="list-style-type: none"> • Regular reminders of importance of attendance via letters, School Newsletters and attendance monitoring report cards • Highlighting the importance of attendance in the School Brochure, the Information for Parents booklet and the Student Planner. • Encouraging the reduction in the numbers of parents taking children off school during term time for holidays. • Ensuring that parents are aware of the policy regarding extended leave of absence from school. This policy is that term time holidays will not be authorised unless for genuine religious pilgrimage. • Ensuring that parents are aware that the school has the right to take further action regarding unauthorised absence from school. These actions include requiring children to attend a school organised medical, the issuing of fixed penalty notices and instigating legal proceedings against parents. The school will work in partnership with the Local Authority to enforce these penalties. • Gaining parental support in addressing unauthorised absences.
2.	<p>Recording student attendance</p> <ul style="list-style-type: none"> • Assistant Headteacher to have overall responsibility for attendance policy • Registers will be taken by Form teachers during registration in the morning and by Subject teachers during every lesson and recorded on SIMS system.



	<ul style="list-style-type: none"> • SLT, Heads of House, Form tutors and Key workers will all take responsibility for improving the attendance of targeted groups of students. SEE ATTENDANCE STRATEGY. • Form Tutors will receive regular data regarding attendance for their Form Group. • Where the school has either given approval in advance, or has accepted an explanation offered afterwards as satisfactory justification for absence, the register will show that the absence is authorised. All other absences must be treated as unauthorised. • List of attendance codes will be made available to all staff on SIMS
3.	<p>Recognising good attendance levels</p> <ul style="list-style-type: none"> • Regularly featuring good attendance during Assemblies. • Attendance certificates awarded to individuals. • Rewards, such as school trips, offered to pupils with excellent attendance. • Attendance awards given to school form groups on a weekly basis. • Recognising students whose attendance has improved by congratulating them and emphasising the value of their presence. • Encouraging students who frequently have poor attendance by congratulating them when they are in school. • Taking part in LA initiative to recognise and reward individuals with 100% attendance.
4.	<p>Working with parents to reduce unauthorised absences</p> <ul style="list-style-type: none"> • Parents contacted on the first day of absence via Attendance officers. • Regular contact with parents by telephone, letter and report cards from a range of staff including Form Tutor/ Head of House/ Attendance officer and SLT where appropriate. • Meetings with Head of House/Form Tutor/Attendance officer/SLT where appropriate.
5.	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Class teacher to take a register (SIMS) at the start of each lesson. • Form Tutor to take a register (SIMS during registration/assembly/ tutorial. • Attendance officers to establish reasons for absence and enter the appropriate code on SIMS. • Class teacher to deal with late arrivals by recording them as late in the register and, where appropriate, issuing a sanction of their own. • Persistent lateness to be dealt with via the system of school detention outlined in the Behaviour Management Booklet. • Attendance officer to liase with LA key workers to target PA students and encourage better attendance at school.



6.	<p>To promote two way support between parents and school to secure the highest possible levels of attendance.</p> <ul style="list-style-type: none">• Intervention staff to identify possible internal truants on a daily basis, establish the circumstances and deal with them accordingly.• Attendance officer/Intervention staff to identify possible external truants on a daily basis and liase with LA Key Workers to take appropriate action.• Head of House/Intervention staff to be responsible for analysing attendance data to identify trends and have an overview of attendance and punctuality for pupils in that House.• SEN department to provide support in reintegrating students who have been absent for an extended period or who are classed as 'school phobic'.• Attendance officer to produce attendance data for Form Tutors on a regular basis and provide additional attendance data for individuals on request.• Heads of House and House co-ordinator to co-ordinate attendance awards/rewards.• Form Tutor to encourage high levels of attendance for individuals in their form and provide pastoral support where necessary to improve attendance.• Attendance officer to ensure first day calling takes place.
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Written By: Mike Sidebottom, Vice Principal

Signed:

Principal

Date: March 2016