

Attendance for Learning Policy



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1. Opening Statement/Principles

Princes Risborough School is committed to raising the achievement of all students. Promoting regular attendance is part of this commitment. With good attendance students will attain better results, demonstrate greater confidence, have increased self – esteem and develop a positive work ethic.

This Policy recognises that attendance can be affected by a range of factors and therefore should sit alongside other Policies: Behaviour for Learning, Curriculum, Special Educational Needs, Inclusion, Child Protection, Drugs and Safeguarding. This Policy has been discussed with County Attendance Team, SENCO, Attendance Officer, staff representatives and a cross section of students.

2. Annual Target for Attendance

The school is committed to raising overall attendance. The target set for this year (2021-2022) is 93%. Those students with persistent absence will be set individual targets for attendance.

3. Promoting Good Attendance

Princes Risborough School promotes good attendance in the following ways:

- Home School Agreement
- Assemblies
- Tutor time
- Parents' Evenings
- School Prospectus
- Year 7 Induction and Information Evenings
- Newsletters
- Automated telephone and text messaging for first day absence

- Weekly monitoring of attendance by Raising Achievement Officer (Attendance and Behaviour)
- Targeted support for students with attendance below 93% but above 85%
- Targeted support with County Attendance Team for persistent absentees (below 85%)
- All curriculum areas promoting positive attendance
- Support to students who have sustained periods of absence
- Rewarding of good attendance through the school reward system (achievement points/praise)
- Celebrating good attendance through prize draws at the end of terms

4. Roles and Responsibilities

All members of staff are instrumental in promoting good attendance. The following individuals have specific roles and responsibilities:

4.1. Form Tutor

- Modelling good practice by arriving on time to registrations
- Undertake morning and afternoon registration using Lesson Monitor (SIMS). In the event of Lesson Monitor not being accessible taking a hardcopy register
- Promoting good attendance and punctuality with tutor group and individual students
- Accurately maintaining registers
- Collecting and submitting absence notes
- Weekly contact as required to parents querying un-notified absence
- Alerting others regarding absence and initiating follow up procedures
- Using rewards and sanctions systems
- Welcoming students back following absence

4.2. Raising Achievement Officer (Attendance and Behaviour)

- Monitor registration process daily
- Oversee permission for students to leave the school premises to attend medical appointments / Interviews
- Use automated telephone / text message to alert parents on the first day of absence for students and log the information
- Input information from Student Late Book into SIMS
- Process and produce attendance letters as required, including at relevant Attendance monitoring points
- Process referrals to The County Attendance Team
- Provide accurate attendance data for School Census
- Produce a daily Missing Registers Report by email to specific tutors
- Issue monthly 'Late to school' letters to parents of students late regularly that month, on discussion with Leadership Team Line Manager
- Attend Attendance Contract Meetings and Review Meetings for specific students and distribute notes from these meetings
- Conduct half-termly analysis of trends and patterns of attendance and punctuality for each tutor group, year group, vulnerable groups and whole school. This data will include:
 - Types of absence e.g. holidays, medical appointments, authorised and unauthorised
 - Historical data on individual students
 - Patterns of individual students' absence relating attendance to the curriculum
 - Analyse attendance according to gender and geography
- Liaise with the Interventions Manager and Leadership Team over current issues

4.3. Heads of Year

- To promote good attendance within their Year
- Monitor and supervise the work of their Form Tutors in promoting attendance and punctuality
- Communicate regularly with parents of students who are underachieving as a result of poor attendance and punctuality
- Organise a programme of support to help students catch up on missed work due to prolonged absence
- Liaise, when appropriate, with external agencies
- Liaise with SENCO, Head of Social Communications Base & Interventions Manager to organise a support plan / interventions
- Present an attendance assembly to their Year Group
- Take action following the analysis provided by the Raising Achievement Officer on the Year's attendance rate.
- Utilise the school's reward and sanctions systems as appropriate when dealing with attendance and punctuality.
- Display motivational attendance materials within school.

4.4. Administration Team led by School Welfare Officer

- Oversee the administration of medicines within the school as outlined in the School's Drugs Policy.
- To support students reintegrating into the school following absences.
- To maintain a register of students attending the medical room during the school day.
- To maintain a register of students being sent home unwell.

4.5. SENCO

- Monitor the attendance of all statemented students.
- Support those students with statements and learning difficulties who have very poor attendance.
- Liaise with the Leadership Team and Form Tutors regarding strategies for specific students with attendance issues.

4.6. Leadership team

- Ensure the Attendance Policy is implemented and that systems are operating effectively.
- Organise Late Gate to monitor punctuality of students and offer interventions to overcome lateness.
- Create a school ethos which promotes excellent levels of attendance of students and staff.
- Meet weekly with the Raising Achievement Officer (Attendance and behaviour), to discuss attendance issues of students with i) less than 85% ii) less than 93% attendance on a five week cycle.
- Report to Leadership Group and Governors on attendance and punctuality matters.
- Ensure DCSF returns are completed accurately.
- Induction of new staff on Attendance Policy.
- Ensure the School Prospectus, website and newsletters promote good attendance and punctuality.
- Meetings with Heads of Year to monitor and support the implementation of attendance and punctuality procedures.
- Review and revise School Attendance Policy in accordance with new directives from Local Authority or DCSF.

- Liaise with the Heads of Year, Interventions Manager and Raising Achievement Officers over current issues.

4.7. Governors

- Nominated governor to meet termly with designated member of the Leadership Team
- Ensure that statutory attendance statistics are submitted.
- Review and approve the Attendance for Learning Policy.
- Annually review attendance and punctuality data and the strategy for improving attendance further.
- Set and review the annual attendance target for the School.

4.8. Parents and Carers

- Ensure that their child attends school regularly.
- Ensure their child is punctual to school.
- Confirm promptly on the first and subsequent days of absence the reasons for absence. This may be done by email, telephone or text messaging. **Please note that for those students who have persistent absence parents may be asked to provide written documentation to support their child's absence. This may include a doctor's note** upon the child's return to school.
- Contact the school or Attendance Officer if there are any attendance problems so that together we may plan a solution.
- Avoid arranging holidays during term time. **Please note that school will not authorise holiday during term time. Parents who take their child out of school for a holiday for five or more consecutive working days (including those split by a weekend or a holiday) may face a fixed penalty notice.**
- **If after 10 days absence the school cannot ascertain or verify the whereabouts of a student they will be reported as Missing in Education to the local authority and may be taken off role.**
- Be involved in promoting attendance and achievement.
- Notify school of medical appointments scheduled during school day.

4.9. Students

- Ensure that they attend school regularly.
- Arrive promptly to school.
- Follow school procedures if they are unwell during the school day.
- Follow correct procedures if they arrive late to school.
- Discuss with Form Tutor or Head of Year any problems relating to attendance.

5. Rewards

Rewards are effective in motivating students and appropriate rewards will be used to encourage excellent attendance, using Achievement Points and the epraise system.

6. Sanctions

- Detentions, and attendance and punctuality report for students who truant from school or who are persistently late.
- Persistent lateness will result in referral to Head of Year and a meeting with parents to discuss strategies.
- Referral to the County Attendance Team.
- Fixed penalty notices issued by the County Attendance Team for failing to ensure their children attend school.
- Prosecution of parents by the County Attendance Team for failing to ensure their children attend school.

7. Support for Students

In order to pre-empt the escalation of persistent absence problems the school offers the following support:

- Discussion of emerging attendance issues at Tutor Meetings.
- Contact with the parents at an early stage.
- Placement on Attendance / Punctuality Report.
- Individual attendance plan initiated.
- Referral to SENCO when appropriate.
- Referral to Raising Achievement Officer, Head of Year, The County Attendance Team, Pupil Referral Unit and any other external agency when appropriate.
- Staged reintegration into school through the Interventions Team
- Support from external agencies such as Pupil Referral Unit and Addaction.

8. Support for Parents

- Face to face meetings for early intervention; advice given for strategies to use (Attendance Contract Meetings).
- Referrals made to relevant external agencies.
- PRS leaflet "Attendance information for Parents and Carers" School Attendance Information for Parents.

9. Resources

- Administrative support.
- Budget for rewards system and displays.

10. Statement of a Register of Pupil's Attendance

• Requirement to keep a register

All schools are required to have an attendance register. All pupils, regardless of their age, must be included on the register.

• When we take the register

The attendance register is taken electronically, as long as the school also maintains a back-up copy.

Back-up copies must be made at least once a month. The copies can be electronic, micro-fiche, or printed.

Where a correction is made to an original entry in the register, any electronic and/or printed copies of the register must distinguish clearly between the original entry and the correction.

• What to record

Each time the register is taken, you must record whether each pupil is:

- Present
- Attending an approved educational activity, and the nature of this activity
- Absent, and whether or not this absence was authorised
- Unable to attend due to exceptional circumstances, and the nature of those circumstances
- The regulations do not require schools to take additional attendance registers in individual lessons or for before- and after-school sessions.

• Who can take the register

During tutor time a member of staff (usually the tutor) will take the register. Registers are also taken on a lesson by lesson basis by a member of staff.

- **How to record entries**

Entries are made on the school information system electronically.

- **Reporting to parents**

Attendance is highlighted to parents on their assessment points sent home 3 times per year

- **Publication of attendance data**

Attendance data is published and reported on to the governors at regular intervals.

11. Monitoring and Evaluation

- The effectiveness and consistency of this Policy can be evaluated annually by any of the following:
 - Student views on dealing with non-attendance issues as canvassed through surveys
 - Review of the annual attendance target by the full Governing Body
 - Reports to Governors
 - Monitoring of patterns and trends identified in the role descriptors for Form Tutors, Heads of Year, Raising Achievement Officer, SENCO and Leadership Team.

12. [Leave of Absence Request Form](#)

13. Letters to parents

[Authorised Absence](#)

[Unauthorised Absence](#)

14. Version Control

Date	Circulation	Amendments to previous version