



Attendance & Punctuality Policy

Date ratified:	November 2017
Governors/Committee Meeting:	Community & Pastoral
Signature of Chair:	
SLT Lead:	E Montgomery

Fir Vale School

Attendance & Punctuality Policy

This policy identifies and highlights the procedures that are in place to ensure that our pupils are accounted for and safe.

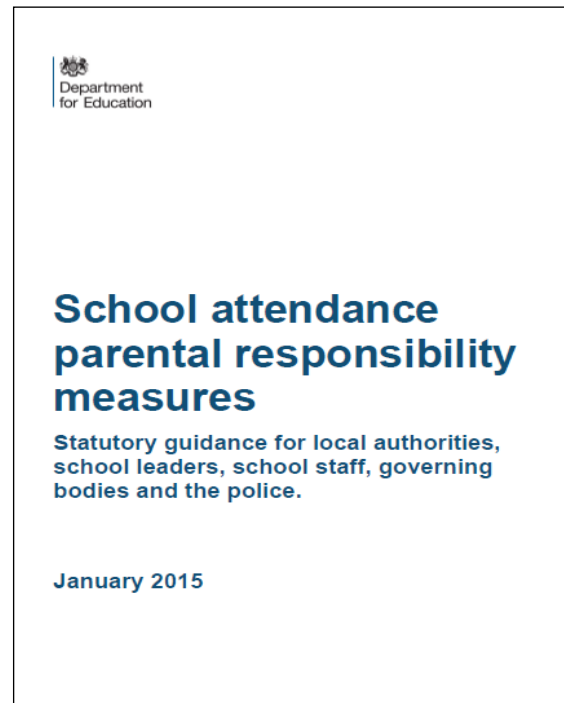
Reducing absence and persistent absence is a vital and integral part of schools and the local authorities' work to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

DfE policy

[School attendance - Publications - GOV.UK](#)

[Parental responsibility measures - Publications - GOV.UK](#)



Roles & Responsibility

- SLT link to Attendance & Punctuality.
- Attendance Manager.
- Attendance Assistant.
- Attendance Support Worker.
- North MAST Attendance & Inclusion Officer.
- Pastoral team raise attendance concerns at progress meetings and intervene when required.
- DSL/Deputy DSL – use attendance & punctuality data with case load (safeguarding).
- LM – support their case load of pupils by tracking and monitoring of attendance & punctuality and following up concerns.
- FT – tutors raise the profile of attendance & punctuality and challenge their tutees if standards are not met.
- Teachers – Assist by escorting pupils with punctuality detentions at the end of Period 5.

Registration Procedures

- Form Tutors input AM registration marks electronically at the start of Tutor Time. Pupils involved in examinations or trips to be inputted by the Attendance Team.
- After P2 mark input – text message sent for unexplained absence.
- Attendance Support Worker contacts home throughout the day to collect reasons for absence from the Roma Watchlist.
- Feedback from parents – codes updated in SIMS (ongoing).
- Form Tutors to assist in following up absences with pupils.
- Staff who have not taken their register will be prompted by on-call staff.
- New staff and Supply staff have induction to logging on and using SIMs.
- Teacher inputs all register marks on SIMs in the first 15 minutes of every lesson.
- Teacher inputs P4 register – this is the legal PM registration.

First day absence Procedure

- Priority 1 is set up in SIMs for each family.
- No response leads to contact home from the Attendance Team or a member of the pastoral team.
- Home visit as appropriate.
- Form Tutors to challenge pupils on return.

Categorisation and Absence

- An absence is authorised if a parent has made contact with school giving a genuine reason for absence and the pupil's attendance level is above school target (95%). Prolonged illness and medical issues/appointments will require medical evidence.
- If absence continues to be unauthorised, procedures will be followed towards a Penalty Notice Warning.
- Staff that are responsible for authorising these codes are SLT and the Attendance Team.

Modified Timetable

- Pupils to sign in and out at reception at the agreed time.
- Information to be shared with front office Admin Team.
- Front office to be updated with a list of pupil start/finish times.
- Modified timetables will be revised regularly.

Vocational Placements

- Some placement providers register the attendance of the pupil on-line. This is checked daily by the Attendance Team and contact is made with the remaining providers on a daily basis. A weekly email is received confirming the weekly attendance.
- Absences are reported to VSP Co-ordinator for follow up.
- Feedback is given to the Deputy Headteacher.

Children Missing from Education

- If a child does not arrive at Fir Vale School on entry in September or as a mid-year admission contact is made to the School Admissions Team
- If there is no reply over a number of days the school will do a home visit – all communication will be followed up with a letter
- If the pupil is absent for 20 days they will be reported to CME (communication has been unsuccessful with the family).
- A pupil is removed on the 20th day after the CME referral has been made or in the event of a deregistration notification being received from the CME team.

Truancy

- Lesson monitor is used. A mark for every pupil should be inputted every lesson (in the timetabled lesson or not). The Attendance Team monitors register input. Staff who do not take a register are alerted via SIMS and may be spoken to by SLT/On-Call.
- Internal truancy - teachers alert the pastoral team if a pupil does not arrive at the lesson but is marked present in previous lessons (same day detention).
- External truancy – parent meeting with Pastoral team (relevant sanction and targets).

Exclusions

- Only the Headteacher can exclude and the Associate Headteacher in the Headteacher's absence.
- Parental contact is made with the decision.
- Pupil is isolated until contact is made with parent.
- School provides work for pupil (SSO's) to take home and it should be returned to school for assessment.
- Copy to parent/pupil file/exclusion file Headteacher's PA/LA Councillor /KS DOL/SLT/SSO/FT/Attendance Team.
- Spreadsheet kept for each term with details of pupil and reason for exclusion.
- External – coded 'E'.
- Internal – coded '/' from LS3 staff and each lesson is red flagged on SIMS.

Punctuality

- Registers open at 8.45am and close at 10.30am.
- The warning bell is sounded at 8.40am for pupils to make their way to their tutor rooms and at 8.45 the bell indicates that they should be in their tutor rooms to receive their mark.
- Form Tutors use the facility in SIMs to code 'L' for lateness and are expected to enter the number of 'minutes late'.
- Pupils who arrive through the school gates 8.45am onwards are registered in the dining hall by the Attendance and Pastoral Team.
- Fir Vale School operates a 'Wake Up Call' in conjunction with Oasis Fir Vale School. Pupils who have been identified with punctuality concerns receive a home visit between 8am and 8:25am.

Sanctions for lateness involve:

- Break detention if a pupil arrives through the school gates 8.45am onwards.
- Letters are sent home for persistently late pupils (5 late marks in a week).
- A same day 30 minute detention is issued for 2 or more late marks in a day. The P5 teacher is responsible for checking the SIMS register for their class and setting the detention via Behaviour Watch.
- Attendance and punctuality monitoring by Pastoral/SLT/Form Tutors/Attendance Team.
- Parents are identified to be spoken to at Parents' Evenings by Pastoral/SLT/Form Tutors/Attendance Team.
- Mini reports sent to parents after every data input every term includes attendance & punctuality information (Admin/Data Team).
- Parents receive their child's Registration Certificate with their child's written report at the annual Progress Evening (Data).
- 5 Late marks for any session/lesson per week will result in a 1hr detention after school on a Friday.

Referral to MAST

- Pupils with <90% attendance and/or have known truancy/regular unauthorised absence, who require more specialist intervention may be referred to MAST.
- Intervention workers are to be kept informed of visits and updates.
- Attendance Team issues registration certificates to Intervention workers and visits are made.
- Attendance tracker is updated (Attendance Team).
- Attendance Team and MAST worker meet to review cases.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority's MAST. They will work with the school to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, sanctions such as Penalty Notices or prosecutions in the Magistrates' Court may be used.

Term Time Leave

- Zero tolerance to term time leave— no days will be authorised without the Headteacher's approval.
- Parents to contact school with term time leave request.
- A 'Term Time Leave' form to be completed and returned to the Headteacher for consideration.
- Parent to bring the travel details to school for a copy to be made for pupil file.
- Letter confirming Headteacher's decision to be sent out to parents stating clearly if the request is authorised or not.
- If unauthorised term time leave is taken for 10 days or more the LA will issue a penalty notice.
- Unauthorised term-time leave will be coded as 'G'.
- Term time leave of 20 days or more may result in removal from school role.

Incentives and Rewards

- Weekly attendance data is sent out by the Attendance Team displaying percentage of attendance for each tutee.
- Each term in the Reward Assembly recognition is given for pupils who have 100% attendance.
- Information regarding rewards is posted on the Attendance Noticeboard. Attendance Team).

Attendance Intervention and Measures Taken to reduce Persistent Absence

The stages are managed by SLT/Attendance Officer – progress is measured.
Pupils are rewarded if they succeed or move onto the next stage for further support and intervention

