



Attendance & Punctuality Policy

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| Approved | Full Governors |
| Ratified | Full Governors |
| To be Reviewed | Autumn 2022 |
| Policy Lead | Ms 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 (Last updated 2020)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Roles & Responsibility

- SLT link to Attendance & Punctuality
- Attendance and Welfare Manager
- Attendance Administration Assistant
- North MAST Attendance & Inclusion Officer
- Pastoral team raise attendance concerns at Year Intervention Planning Meetings and intervene when required
- DSL/Deputy DSL – use attendance & punctuality data with case load (safeguarding)
- Tutors raise the profile of attendance & punctuality and challenge their tutees if standards are not met
- Teachers – Assist by supervising pupils in punctuality detentions at the end of the school day

Registration Procedures

- P1 teachers input the AM attendance mark within the first 15 minutes of the lesson. Pupils involved in examinations or trips to be inputted by the Attendance Team
- After P2 mark input – text message sent for unexplained absence
- Attendance Administration Assistant contacts home throughout the day to collect reasons for absence
- Feedback from parents – codes updated in Classcharts (ongoing)
- Staff who have not taken their register will be prompted by a Classcharts alert and then by The Attendance Administration Assistant
- New staff and Supply staff have induction to logging on and using Classcharts
- Teacher inputs all register marks on Classcharts in the first 15 minutes of every lesson
- Teacher inputs P3 register – this is the legal PM registration
- For Wednesday Electives, pupils are registered in Tutor Time and then checked against the register by Electives staff

First day absence Procedure

- The absence line is checked for messages regarding absence
- No response leads to contact home from the Attendance Team
- Home visit as appropriate

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 using the InVentry system in reception at the agreed time
- Information to be shared with front office Admin Team
- All staff to be updated with a list of pupil start/finish times
- Modified timetables will be revised regularly

Alternative Provision

- 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 from select providers confirming the weekly attendance
- Absences are reported to the Head of Year and Attendance Team for follow up
- Feedback is given at the Year Intervention Planning meeting (YIP) and at SLT line management meetings

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 and issue a letter to the address on record
- 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 of absence or in the event of a deregistration notification being received from the CME team

Truancy

- 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 Classcharts and may be spoken to by SLT/Behaviour Support/Attendance Team
- Internal truancy - teachers record on Classcharts if a pupil does not arrive at the lesson but is marked present in the previous lessons. Parents are notified when a pupil is missing from their lesson without explanation
- External truancy – parent meeting with Pastoral team (relevant sanction and targets)

Suspensions

- Only the Headteacher can suspend and the Deputy Headteacher in the Headteacher's absence
- Parental contact is made with the decision to suspend and a letter is sent to confirm length of suspension
- Pupil is isolated until contact is made with parent
- School provides work for pupils and it should be returned to school for assessment
- Spreadsheet kept for each term with details of pupil and reason for suspension
- Details of suspension kept on SIMS
- External – coded 'E'

Punctuality

- Registers open at 8:45am and close at 11:05am
- Warning notifications are delivered via walkie-talkie at 8:40am for pupils to make their way to their P1 rooms and at 8.45am pupils in Y8 and Y9 are deemed as 'late'
- P1 teachers use the facility in Classcharts to code 'L' for lateness and are expected to enter the number of 'minutes late'
- This process is repeated for pupils who are expected for a 9am start
- All gates close at 9am and the Main gate is the only entry point for all late pupils
- Pupils who arrive through the school gates 9am onwards are registered in the dining hall by the Attendance and Pastoral Team

Interventions & Sanctions for lateness involve:

- Letters are sent home for persistently late pupils
- A same day 10 minute detention is issued for 1 or more late marks in a day. The P4 teacher is responsible for checking the Classcharts register for their class and supervising the pupil after school
- Attendance and punctuality monitoring by Pastoral/SLT/Tutors/Attendance Team
- Parents are identified to be spoken to at Parents' Evenings by Pastoral/SLT/ Form tutor/Attendance Team
- Progress reports sent to parents after every data input every term includes attendance & punctuality information (Admin/Data Team)
- Parents receive their child's attendance data with their child's written report at the annual Parents' Evening (Data)
- Repeated incidents of poor attendance are escalated to receive more severe sanctions eg. 60 minute detention and social time sanctions

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 Attendance and Inclusion Officer
- Intervention workers are to be kept informed of visits and updates
- Attendance Team issues attendance reports to Intervention workers and visits are made
- Attendance tracker is updated (Attendance Team)
- Attendance Team and MAST Attendance and Inclusion Officer meet to review cases

Parents are expected to contact school at an early stage and to work with 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 Attendance and Inclusion Team. 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

- Is it zero tolerance to 'unapproved' 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
- A letter from the Headteacher will only to be sent out to parents if the request is authorised. If a letter has not been received the parent should assume permission has been denied
- 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 roll

Incentives and Rewards

- Daily attendance data can be viewed using Classcharts Attendance analysis
- Each half term in the Year Group Recognition Assembly, recognition is given for pupils who have 100% attendance
- Annual Reward Trip is dependent on good attendance and punctuality

Attendance Intervention and Measures Taken to reduce Persistent Absence

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

