Shaftesbury School

Aspiration Action Achievement

Attendance Policy

incorporating
Registration of Students and Session Times

Aim

Attendance at school enables students to access appropriate teaching and learning and encourages students to learn values associated with reliability and punctuality. This policy explains how staff, parents and pupils are expected to work together to ensure that students at Shaftesbury School attend school regularly. It examines the systems and procedures for recording and monitoring attendance; for dealing with attendance difficulties such as lateness, persistent absence and truancy; and for how the Attendance Officer, tutors, the Education Social Worker and House/Year Progress Leaders work collaboratively to improve the attendance of students. In addition the policy identifies the expectation of the member of staff responsible for attendance to ensure that attendance data is monitored, collated and analysed regularly.

1. Maintaining High Levels of Attendance

1.1 It is the responsibility of all members of the school community to maintain high levels of attendance amongst all students. All staff should report students for whom they have concern about attendance.

1.2 It is the responsibility of teaching staff to ensure that the content of lessons is appropriate to the ability and the needs of individual students. Lesson content and style should vary to ensure lessons are fun and exciting and enable students to progress in the subject.

1.3 Opportunities should be made available to all students to participate in a range of extra-curricular activities that extend learning and/or experiences for students.

2. Registers, recording absence and registration

2.1 Students are registered by their tutor during morning tutor periods. Students are expected to be present in their tutor room, between 8.35am and 9am for morning registration. This is a legal registration session and they identify whether each student is present, absent, or engaged in activity off-site. Tutors may only register as present, those students who they physically see or those whom have been excused by a member of staff for activities within the school site (such as examinations or sporting competitions).

2.2 Tutors register students using electronic SIMS system. They record the reason for absence as soon as it is known and will check this at least once each week.

2.3 Reasons for absence are given by recording specific absence codes. Any absence can only be authorised by the school, not parents. Usually, tutors will authorise absences, but where necessary tutors will consult with the Attendance Office and the appropriate House and Year Progress Leaders or the Educational Social Worker (ESW). The codes in Appendix B should be used to identify the reason for absence.

2.4 Using the SIMS system, subject teachers will be expected to record the attendance of students each lesson to reduce internal truancy. This is not a substitute for morning registration with tutors and is not a legal requirement.

2.5 It is the responsibility of teachers organising extraordinary events on the school site during the registration period, to ensure that students are registered and the marks are recorded on the main administration system.

3. The School Roll

3.1   The school roll identifies all students, from Year 7 to 13 who attend Shaftesbury School on a full- and part-time basis. This roll is used to report figures to regulatory bodies and therefore is maintained as an accurate and up-to-date record. The member of staff responsible for administering attendance, and members of the Leadership Group are the only staff who can add or remove students from the school roll.

3.2   Students may only be removed from the school roll when written confirmation has been obtained from the student's parents or guardians. In the Sixth Form, students must also complete a leavers' form. Efforts should be made by tutors and administration staff to identify why a student has left and what they are expecting to do next, including the name of any new educational institution. All removals from the school roll must adhere to current legislation, this is currently outlined in Regulation 9 of the Education (Pupil Registration) Regulations 1995.

3.3   Students who are permanently excluded must be removed from the roll on the first school day after the day on which:

      i)   the independent appeal panel upholds the permanent exclusion;

      ii)   the independent appeal panel does not uphold the permanent exclusion but does not direct the pupil's reinstatement;

      iii)   the prescribed period for lodging an appeal has expired and the parent has not lodged an appeal;

      iv)   the parent has, before the expiry of the prescribed period, advised the LEA in writing that he/she does not intend to appeal.

3.4   Attendance Officer, Tutors, House /Year Progress Leaders and the ESW are responsible for identifying students who are at risk because they are no longer attending Shaftesbury School. In particular they should highlight with Social Services if:

- parents do not name a new school;
- students 'disappear' from the area without explanation;
- a pupil has not returned to school within ten days of the agreed return date for a holiday (they may however be removed from the school roll).

4. Lateness

4.1   Students who arrive in school before 9.15am but after 8.35am are marked as late, before registration is closed (L). This is identified as present for data analysis and absence returns.

4.2   Students who arrive after 9.15am without reason (e.g. transport breakdown or medical/dental appointment) are marked with unauthorised absence (U).

4.3   Staff on duty before school are expected to encourage students who arrive at school by 8.35am to attend registration punctually. Students who arrive in school after 9am must sign in at reception for health and safety reasons.

5. Attendance Monitoring

5.1   It is the responsibility of the Attendance Officer, House/Year Progress Leaders with responsibility for attendance to monitor attendance and promote good attendance amongst students. In particular the attendance officer's monitoring roles include:

5.1.1   Informing students, tutors and parents of attendance data.

5.1.2   Ensuring accurate DFE returns are made punctually.

5.1.3 Identifying and monitoring trends and patterns in absence data; using this data to identify the school's strengths and areas for improvement.

5.1.4 Providing appropriate training and advice to teachers and support staff regarding attendance.

5.1.5 Liaising with internal staff and external agencies to provide strategies to improve attendance for individual students or groups of students.

5.1.6 Implementing strategies to reduce authorised and unauthorised absence in accordance with LEA targets.

5.2 The Attendance Officer will provide up-to-date lists of students who have attendance below 92% on a weekly basis. House/Year Progress Leaders will discuss students with concerning absence and identify strategies to improve attendance.

5.3 The Attendance Officer and House/Year Progress Leaders with responsibility for attendance will regularly inform tutors of absence data for their tutor group. In particular, this will identify reasons for absence. Tutors are expected to discuss these statistics with students and implement appropriate strategies to reduce any absences.

5.4 Parents of those students who have attendance between 80% and 90 will receive regular letters of concern and telephone calls home and may have to attend Attendance Concern Meetings with the Attendance Officer.

6. Working with Students with Attendance Difficulties

6.1 Attendance Officer, House/Year Progress Leaders, tutors, the ESW, the Special Educational Needs Department work together to help students and their families improve attendance at Shaftesbury School. Strategies include:

- Home visits by the Attendance Officer and ESW or AESW.
- PSPs which identify targets for attendance and support to improve attendance.
- Regular meetings with support staff to discuss attendance difficulties and to receive rewards for improvements in attendance.
- Letters, telephone calls and meetings with families where students have attendance difficulties. These aim to identify the reasons for absence and strategies to improve attendance at school.
- Truancy and achievement reports for students with unauthorised absence.
- Planning meetings with the Education Social Care and Health Team to implement legal proceedings, give advice and identify strategies to improve attendance.
- Core group meetings with external agencies to discuss issues that may affect the attendance of a student.

6.2 If a student is absent and the reason is unknown, the Attendance Officer is expected to telephone home and identify the reason for absence. House/Year Progress Leaders and/or tutors should be informed of the outcome of these conversations. Tutors are responsible for notifying the Attendance Officer of any unexplained absence.

6.3 Students who have experienced long-term absence are supported in reintegration into mainstream school through the Special Educational Needs Department in conjunction with the tutor, teachers and the House/Year Progress Leaders.

7. Children Missing Education

7.1   Schools should agree with their local authority the intervals in which they will inform local authorities of the details of pupils who are regularly absent from school or have missed 10 school days.

7.2   Schools must also notify the authority if a pupil is to be deleted from the admission register in certain circumstances.

7.3   School have safeguarding duties and as part of this should investigate any unexplained absences.

7.4   School must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.

There are many circumstances where a child may become missing from education so it is vital that local authorities make judgement on a case by case basis. The list (is not exhaustive) below presents some of the circumstances that local authorities should consider when establishing their CME practices and policies:

1. **Pupils at risk of harm/neglect** - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow local child protection procedures. Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved. The Department's statutory guidance *Working Together to Safeguard Children (2013)* is available on the Department's website15.

2. **Children of Gypsy, Roma and Traveller (GRT) Families** – Research16 has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. It is therefore vital that schools inform the LA when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Local authority Traveller Education Support Services (TESS), where these exist, or named CME officer within the LA, can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils' education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available

3. **Families of Armed Forces** - Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

4. **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school in not known, the local authority must investigate the case and ensure the child is receiving suitable education.

Appendix A- The School Day

There is a two week timetable consisting of 50 periods. Lunchtime is staggered. Registration takes place in the morning.

The timings of the school day are as follows:

	KS4/5		**KS3**
Registration	08.35		08.35
Lesson 1	09.00		09.00
Lesson 2	10.00		10.00
Break	11.00		11.00
Lesson 3	11.20		11.20
Lesson 4	12.20	**Lunch**	12.20 – 1.00
Lunch	1.20 – 2.00	Lesson 4	1.00
Lesson 5	2.00		2.00
Close	3.00		3.00

Appendix B – Absence Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

L   Lateness, before Registration Closes (Present)
Students who arrive in school before 9.15am but after 8.40am or in afternoon registration before 2.00pm but after 1.40pm are marked as late (before registration is closed).

S   Study Leave (Present)
Students in Years 11, 12 and 13 may be granted study leave before and during external examinations. This is decided by the Headteacher and takes into account students' ability to manage study leave and benefit from it.

R   Days of Religious Observance (Present)
This is absence to take part in any day set aside for religious observance by the religious body to which the parents or students belong, including religious festivals.

H or G Family Holidays during Term Time (Authorised / Unauthorised Absence)
In line with government and local authority guidelines, Holidays will only be authorised in exceptional circumstances. Attendance Officer, House/Year Progress Leaders or the Director/Deputy Director of Sixth Form may authorise up to ten school days of authorised absence during term time if the parents/guardians provide details of the exceptional circumstances.

I   Medical and Dental Appointments (Authorised Absence)
Students are encouraged to make dental and medical appointments outside of school hours. Students sign in and out of reception for such absences and must have parental permission by letter or in their planner, or an appointment card to legitimise the absence.

M   Illness
If a student is ill, parents should telephone the school to notify tutors and Attendance Officer of the absence. On recovery from illness parents should confirm the period of absence in writing in the students' planner or by letter. Students in the Sixth Form may provide their own confirmation of illness.

J   Interviews (Authorised Absence)
Students should give advanced notice of interviews or visits to other educational institutions. Students in Year 11 or Year 13 may be given leave of absence for interviews with prospective employers.

E   Exclusions (Authorised Absence)
Students given fixed-term or permanent external exclusions remain on roll for the duration of the exclusion (see paragraph 2.3 of Shaftesbury School Attendance Policy).

T   Traveller Child when the Family is travelling (Authorised Absence)
Traveller students may be dual registered during the time in which a family is travelling. Shaftesbury School remains the base school and holds the place open until they return.

C   Other Authorised Circumstances (Authorised Absence)
Attendance Officer, House/Year Progress Leaders and the Director of Sixth Form may authorise other absences for students on an individual basis. This decision is at the discretion of pastoral leaders and taken in conjunction with parents and students. In particular:
- Shaftesbury School are sensitive towards requests to attend funerals and associated events.
- Attendance Officer, House/Year Progress Leaders and the Director of Sixth Form approve absence for a student to care for a relative until other arrangements can be made. The school set a time limit for the absence and work is sent home. Other agencies are involved with sensitivity.
- Shaftesbury School authorise requests for absence which allow students to visit their parents or siblings in prison, or to attend associated legal hearings.
- Shaftesbury School aims to keep pregnant students in school wherever possible, and supports her return to full-time education as soon as possible after the birth. No more than 18 weeks of authorised absence will be given.
- A licence form the LEA must be granted for students to participate in public performances.

U   Late, after Registration Closes (Unauthorised Absence)
Students who arrive after 9.15am without reason, (e.g. transport breakdown or medical/dental appointment) are marked with unauthorised absence.

O   Other Unauthorised Circumstances (Unauthorised Absence)
If parents are unable to provide justifiable reason for the absence of a student, a students' absence is marked as unauthorised. Additionally, if the school does not accept the explanation of a parent, this is treated as parentally-condoned truancy and is seen as unauthorised absence.

Review:

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Adopted	March 2016
Cycle	Annual
Policy Prepared By	Mr Mark Blackman
Date of Next Review	Autumn 2017
Date:	Signed: