

## SANDY UPPER SCHOOL & COMMUNITY SPORTS COLLEGE STUDENT ATTENDANCE POLICY

### Aim:

We will encourage and assist all students to achieve the highest levels of attendance and punctuality in order to maximise their achievement and attainment at school. We believe students will want to attend regularly if they are in an environment where:

- Students are supported in achieving the best possible attendance
- Everyone is valued, praised and rewarded
- Positive relationships are promoted
- Everyone feels safe
- The curriculum is identified to reflect the interests and needs of the students ensuring engagement and enjoyment in their learning
- Lessons are well planned, resourced and imaginative which meet students differential and learning styles
- There is an expectation that good attendance is key to success
- The monitoring and evaluating of individual attendance patterns supports the learning of individuals

### Roles and responsibilities of staff, students and parents:

1. **Students** are required to attend regularly; arrive at lessons on time and remain in learning. They must ask parents to complete an absence slip in their planner and return this to their form tutor following any absence.
2. **Parents/carers** are responsible for ensuring that their child attends school regularly, properly equipped and in a fit condition to learn. They must contact the school before 8.30 a.m. on the first day of absence to inform the school of the reason for the absence (the responsibility for authorising the absence lies with the school and not the parent/carer); they should avoid, if possible, making medical or dental appointments during school hours. Holidays during term time will only be considered in very special circumstances i.e. where parents work for the armed forces or where holiday times are dictated by the employer. **A letter will be requested from the parent's employer to support this application.** Only one such holiday per year may be authorised and only then if attendance is at or above the school attendance target. (see Appendix 1 – A joint policy(with feeder schools) regarding term time holidays)
3. **Tutors.** In the first instance, it is the responsibility of the tutor to monitor attendance and make early interventions to include:-
  - a. Regularly discussing attendance concerns with tutees and seeking notes to account for absence(% attendance should be discussed at mentoring meetings)
  - b. Identifying persistent absentees and ensure personal action plans are in place, through liaison with year coordinators to improve attendance
  - c. Completing weekly absence sheets after notes have been brought in by students
  - d. Communicating with the Student Support Team when a student's attendance begins to fall to a level causing concern or where patterns of poor attendance emerge e.g. on the same day each week
  - e. Using weekly attendance data for their tutor groups and for individuals to celebrate good attendance
4. **Year Coordinator**
  - a. Will meet fortnightly with EWO to identify students whose attendance falls below the school target and agree actions
  - b. Will provide fortnightly data for discussion at these meetings.
  - c. Ensure that attendance data is logged
  - d. Liaise with parents and external agencies to support students with poor attendance
  - e. Keep staff informed about issues affecting attendance of students
  - f. Coordinate the collection of work for absent students and make arrangements for the return of work where absence is more than 3 days
  - g. Ensure parents/carers are contacted before 11 a.m. in the event of a absence
  - h. Ensure that tutor group attendance register is distributed to appropriate form tutor at end of each week

## 5. Key Stage Managers

Liaise with Year Coordinator, fortnightly, in devising and implementing a range of strategies to support student attendance; to set year attendance targets; to liaise with parents/carers, as appropriate ;to ensure good strategies are in place to support students returning to school after an absence

## 6. Deputy Head

Monitor and evaluate the work on attendance through liaison with staff above.

Fortnightly meeting with EWO to focus specifically on tracking the progress of persistent absentees(P.A. less than 80% attendance) and agree strategies.

Arrange attendance panels with students, parents and EWO where necessary and agree further action e.g. pre-court warnings, penalty notices etc.

## Strategies for Promoting Good Attendance.

As part of the reward system and general ethos of the school, we encourage good attendance by praise and reward including the following strategies:-

- Praise letters sent home to parents/carers reporting attendance at or above the school target for that year each half term or where there has been a significant improvement in attendance
- Tutor frequently raises profile of good attendance with individuals and setting targets for poor attendees
- Parents/carers reminded regularly via school newsletters, brochures, parents' evenings of the importance of regular attendance
- Certificates and prizes awarded for 100% attendance each term. These students are rewarded with a non –uniform day in the following term
- Work with Education Welfare Service to provide creative school award schemes
- Effective working practices and procedures with Education Welfare Service and other agencies, to include 12 register checks per year
- Attendance as an agenda item at Standards Committee governors meeting
- Named governor to monitor attendance
- Use of Parenting Contracts to provide support to parents to improve attendance, including Individual Education Plans(IEPs) for all PA students.
- Supportive re-integration procedures following long term absence
- Identification of red(80 -84.9% attendance)amber(85 – 89.9% attendance and green(90 – 94.9% attendance) groups for closer monitoring and intervention by Year Coordinator, Key Stage Manager and EWO
- Attendance Panels as required for students continuing to be poor attendees
- Attendance certificate to be included with all formal reports, on data spreadsheets and for all parent meetings and consultation evenings

## Registration Procedures.

It is imperative to stress the importance of registration, both as a legal requirement and to ensure an orderly start to the session.

- Tutor group registration times are from 8.40 – 9.00 a.m. and at the start of period 5 i.e. 2.05 p.m.. Students will only be marked present if they are actually present in the form room at the time the register is taken; otherwise they will be marked absent. If students, who have been marked absent, consequently arrive, before 9.00 a.m. in the morning, or before 2.10 p.m. in the afternoon, they will be marked as being late for registration. Two such lates within one week will result in a break time detention being issued.
- If students arrive in school after registration has closed they must sign in with Student Support, giving a reason for their lateness. **Students must bring a note to explain their lateness. Lack of a note will result in the whole session being recorded as unauthorised absence.** Should any student reach three unauthorised lates within one week, an automatic after school detention will be issued. Continuation of unauthorised lateness will be referred to the Education Welfare Officer and could result in a Fixed Penalty Notice being issued(£50 per child, per parent - rising to £100 if not paid within 28 days)

- All unexplained absences will be monitored, with form tutors asking students to bring notes in to explain such absences in the first instance, so that registers can be correctly coded. Any absences still unexplained after two weeks will result in a letter being sent home.

**Authorising Absence.** It is the school's decision to authorise absence in accordance with DfES guidance.

**Procedures for identifying and following up absence.**

- Contact will be made, by text, with parents/carers, wherever possible, before 11 a.m. on the first day of absence. If the absentee is a student about whom there are already concerns, Student Support will make every effort to contact the parent/carer immediately
- If a student is persistently or intermittently absent, the school will write to the parents/carers and invite them into school, in the first instance to an Attendance Panel of the EWO and Deputy Head. The reasons for the absences will be discussed and actions to improve this agreed. If there is no improvement in attendance as a consequence, then parents will be invited to a pre-referral meeting; this is one step away from a Fixed Penalty Notice if attendance does not then improve. Persistent absentees will be identified and individual multi-agency action plans (where appropriate) will be put into place to support the student's return to education
- Monitoring lessons for student absence. A register is taken every lesson and subject staff should alert Student Support if they suspect unauthorised absence from their lesson
- Monitoring of absence by Student Support and weekly analyses reported to Deputy Head to determine patterns/trends, leading to appropriate actions
- Fortnightly monitoring of absence and analysis of whole school attendance and strategies deployed
- Percentages of authorised and unauthorised absences calculated every half term and letters sent out to parents of students causing concern by Student Support
- Timely referrals to the EWO of attendance concerns
- The use of Penalty Notices to parents (via the EWO) for unauthorised absences

**How the attendance policy will be monitored.** The policy will be monitored in the following ways:

- Annual attendance targets agreed with the Education Welfare Service and attainment towards the target monitored half termly throughout the year with named EWO
- Consultation on aspects of the policy, where appropriate using school councils and parent forum
- The Deputy Head will report on attendance data to the Governing Body termly and comment on the school's progress in meeting the whole school attendance target
- Reference to addressing unsatisfactory attendance will be made through the School Development Plan

The policy will be reviewed annually by the Governing Body.



# Holidays in term time

## A joint Approach within the Sandy Cluster

### Sandy Upper



### Maple Tree



### Laburnum



### Moggerhanger



### Sandye Place



### Potton Lower



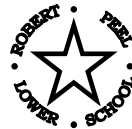
### John Donne



### St Swithuns



### Robert Peel



### A joint policy for dealing with term time holiday requests

All of the Sandy schools are working together with our Education Welfare Officer to reduce the amount of learning lost through holidays and to improve consistency throughout the schools. We aim to ensure, that in-line with legislation holidays are **only authorised in special circumstances**. Holidays which are taken during term time have detrimental effects on pupil's education.

Regulations give parents the right to **request** up to a maximum of 10 days holiday per academic year and this **should not be taken in separate intervals**. Holiday requests should be submitted with at least **four weeks notice**. Parents have the right to take a holiday; they just do not have the right to take their children out of school during term time in order for them to participate in a family holiday. Schools will consult with one another to ensure that there is consistent application of the law.

The school will consider all holiday applications and will only authorise holidays in **special** circumstances (The Education (pupil registration) England regulations 2006)

This includes:

- Service personnel - for example those in the armed forces who can only take holidays at specific times.
- When a family needs to spend time together to support one another after a crisis.
- At the discretion of the Head Teacher based upon individual **special** circumstances

The 2006 Pupil Registration Regulations state that "time off school for a family holiday is not right. It is at the discretion of the Head Teacher to grant the holiday if they believe the circumstances warrant it" (The Education (Pupil Registration) England Regulations May 2006)

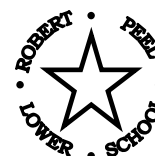
Any application for a holiday in term time **must** be made before booking the holiday. You may be asked to attend a meeting to discuss this request with the Head Teacher or other senior members of staff.

Applications made by parents/carers of pupils whose attendance at the time of applying is below the school's attendance target which is usually around 95% will normally be refused.

Requests for holidays for the following reasons will **not be authorised**:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlaps with the beginning or end of term
- The holiday is during internal or external examination periods including Sats week.

If a holiday request is not authorised and the holiday is still taken then the school will inform the Education Welfare Officer who is likely to request that a Penalty Notice warning referral be made by the school. This penalty notice warning letter is issued by the Education Welfare Service and will last for the entire time that a student is on roll at that school. If another holiday is taken during that time then a Penalty Notice will be issued, this is currently £50 if paid within 28 days or £100 if paid after the 28 days but before 42 days, these are issued per parent or carer. If the penalty notice is not paid this will result in court action.



**SCHOOLS ARE NOT OBLIGED TO PROVIDE WORK FOR HOLIDAYS TAKEN DURING TERM TIME.**

July 2009

**REMEMBER .....Every Lesson Counts**



First implemented: Jan 2008				
Review & Evaluation Due	Rewritten Revised	Staff Resp	Gov S/C	Review Cycle
Sept 2010	July 2009 Sept 2009	AT AT	Standards Standards	Annual Annual