



THE BEMROSE SCHOOL

STUDENT ATTENDANCE POLICY

AUTHOR: E WILKINSON

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SCHOOL ATTENDANCE POLICY STATEMENT

The Bemrose School is committed to working in partnership with parents and carers, so that students achieve their full academic and personal potential. Good regular attendance, above the National Average of above 95%, allows students to benefit as fully as possible from everything the school has to offer. When absences occur it is more difficult for students to achieve their best. We realise that some absences are unavoidable, and offer a range of support if students have particular problems.

ATTENDANCE REQUIREMENTS

Government legislation requires schools to keep a check on authorised and unauthorised absences, and persistent absence.

Absences which could be authorised by the school include:

- Illness
- Medical treatment
- Work experience
- Educational visits
- Study leave prior to examinations
- Participation in approved public performances
- Attendance at a job/college interview
- Religious observance (up to 2 days per school year)
- Factory close down
- Armed forces set holiday
- Death of parent or sibling of child

HOW THE SCHOOL WILL RESPOND TO ABSENCES

On the first day of absence, home will be contacted by the Head of House (HoH) or the primary receptionist, to ascertain the validity of the absence.

After 3 days continuous unexplained absences, further contact will be made to home by the Attendance and Family Support Worker or the Head of House. This ensures that parents or carers are aware of the absence, and allows us to offer to provide work to be completed at home if the student is likely to be absent for a long period of time.

On return to school a letter stating the date(s) of absence and reason for absence is required, unless a Leave of Absence Form has previously been filled in or an acceptable reason was given to the Headteacher.

REGISTRATION

Every student should be given either a PRESENT mark or an ABSENT mark for each session. No blanks should be left.

Mark ID	Type	Description
/	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 <u>or</u> 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 registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non- compulsory	Not counted in possible

	school-age pupils	attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

AIMS AND OBJECTIVES

- To reduce Post Registration Truancy to less than 5% of the school population.
- To establish regular contact with all families of
 - Poor attenders (below 90%)
 - Persistently late students
- To reduce the number of total non-attenders to less than 5%
- To have 100% registration (am/pm registration and every lesson)
- To have the full system of rewarding attendance and punctuality fully operational

STRATEGIES USED

- 1st Day response – phoning home on the first day of absence
- 3 Day contact – after 3 or more days of unexplained absence
- Use of proforma to explain unauthorised absence (sent to parent/carer)
- Referral to the Education Welfare Officer (when other strategies have failed to lead to an improvement in attendance)
- Intense work by Heads of House and the Attendance and Family Support Worker
- Analysis of post registration truancy data and action
- Negotiation of reduced timetables, monitored by the Education Welfare Officer and Assistant Headteacher- Inclusion
- Analysis of SIMS data
- Rewarding good and improved attendance
 - Vouchers
 - Cinema tickets
 - Certificates
 - Letters home
 - Trips

LATE ARRIVALS TO SCHOOL

Students who arrive at school after morning registration will go straight to Student Reception and give the reason for their lateness. The lateness will be recorded on the signing in sheet, this sheet is copied to the Inclusion Administration Apprentice, who will amend the register. If a student is late for school, they will receive a break time detention in the hall, the same day, with the Attendance and Family Support Worker.

The Head of House will take appropriate action if the student is late on more than 3 occasions in 1 week. This results in a detention and a letter home.

ATTENDANCE REVIEW TEAM

Headteacher	Neil Wilkinson
Attendance Co-ordinator	Ellen Wilkinson
Attendance Systems Manager	Jane O'Connor / Angela Perry
Education Welfare Officer	Paul Johnson (Derby City Council)
Attendance & Family Support Worker	Rebecca Broderick

JO'C / AP	Maintains an overview of attendance procedures (SIMS)
All staff	Ensures relevant information passes to Heads of House, Form Tutors etc
EW	Manages the attendance rewards systems and oversees all attendance concerns
EW / RB	Liases with the Education Welfare Officer over observed patterns of non-attendance based on weekly data
EW / RB	Produces fortnightly and half-termly reports on attendance and punctuality.
HOH	Ensures all the students in their house are safe and accounted for through the first day absence procedure.

ATTENDANCE AND FAMILY SUPPORT WORKER

- Responsible for working with students whose attendance at school is causing concern, and their parents or carers, and taking appropriate action.
- Meets weekly with Heads of House to discuss students whose attendance is below 90%. Short term targets are set for some students.
- Liases with the Education Welfare Officer and Assistant Headteacher – Inclusion weekly to discuss ongoing attendance concerns.
- Checks registers to identify post registration truancy

INCLUSION ADMINISTRATION

- Provides attendance data for staff.
- Informs Assistant Headteacher (Inclusion) whose registers are not taken.
- Amends registers as necessary.

REGISTRATION TIMES

8.30am – 8.50am, morning registration close at 8.50am

Period 4 (either 12.10pm or 12.50pm)

All lesson registers must be taken within 5 minutes of the start of a lesson.

OTHER REGISTRATION PROCEDURES

OUT OF SCHOOL VISITS

Staff who take students out of school on organised visits will give a list of the students, with dates and times of the visit, to a member of the Inclusion administration team.

WITHDRAWAL GROUPS

Staff who take students out of normal lessons for small group work will give a list of the attendance of the withdrawal group to a member of the Inclusion administration team at the start of the lesson. In addition to informing the staff from the lesson the student has been withdrawn from.

PENALTY NOTICES

Upon the advice of the Education Welfare Officer the school will make use of the penalty notice procedures as prescribed by law.

PERFORMANCE INDICATORS

- Attendance is above National average of 94% in Secondary and 96% in the Primary Phase
- Action is taken on students whose attendance is below 90%