

Brownhills School



ATTENDANCE & PUNCTUALITY POLICY



Brownhills School seeks to ensure that all their students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

Brownhills School will strive to provide a welcoming, caring environment, whereby each member of the School community feels wanted and secure.

All School staff will work with students and their families to ensure each student attends School regularly and punctually.

The School will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives the School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

Aims

1. To improve the overall attendance percentage of students at School.
2. To make attendance and punctuality a priority for all those associated with the School including students, parents, teachers, non- teaching staff and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and students, with individual support plans for students for whom attendance/punctuality is an issue
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and School.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

AIM NO 1

TO IMPROVE THE OVERALL PERCENTAGE ATTENDANCE OF STUDENTS AT THE SCHOOL

1. Apply whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the School's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

AIM No 2

TO MAKE ATTENDANCE AND PUNCTUALITY A PRIORITY FOR ALL THOSE ASSOCIATED WITH THE SCHOOL, INCLUDING STAFF, STUDENTS, PARENTS AND GOVERNORS

1. Produce termly/annual reports to governors.
2. Hold induction Year 7 evening for parents/students and SLT interviews.
3. Produce newsletters.
4. Provide INSET training for appointed/promoted staff.
5. Display materials at focal points – form rooms etc.
6. Discuss attendance issues in relevant staff meetings

AIM NO 3

TO DEVELOP A FRAMEWORK WHICH DEFINES AGREED ROLES AND RESPONSIBILITIES AND PROMOTES CONSISTENCY IN CARRYING OUT DESIGNATED TASKS

1. Maintain unambiguous procedures for statutory registration.
2. Make first day text message
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both students and parents).
5. Define clearly the roles and responsibilities within the School staffing structure.
6. Timetable staff to work with other outside professionals.
7. Have clear procedures prior to referral to Education Welfare Officers
8. Review attendance regularly and implement a series of interventions
9. Be familiar with the Education Welfare Officers' referral and recording system.

AIMS NO 4

TO PROVIDE SUPPORT, ADVICE AND GUIDANCE TO PARENTS AND STUDENTS

1. Highlight attendance through:
 - Focus Days
 - Assemblies
 - Staff available to talk to students
 - School counsellor
 - 'Mentors' system
 - Making use of available resources
 - Home Learning Club
2. Have in place individual support plans for all students for whom attendance/punctuality is an issue
3. Provide accurate and up-to-date contact information for parents.
4. Involve parents from earliest stage and set aside area/time for parents to speak to staff.

AIM NO 5

TO DEVELOP A SYSTEMATIC APPROACH IN GATHERING AND ANALYSING ATTENDANCE RELATED DATA

1. Fully utilise the advantages of computerised registration.
2. Standardise recording of:
 - authorised/unauthorised absence (and to have decided after two weeks)
 - educational activity
 - presence
3. Analyse data according to gender, ethnicity, special need and PP/non PP
4. Be consistent in the collection and provision of information.
5. Decide what information, if any, is provided for:
 - governors
 - pastoral staff
 - other School staff
 - parents
 - students (individual or groups)
 - education social work service
6. Identify developing patterns of irregular attendance and lateness.

AIM NO 6

TO FURTHER DEVELOP POSITIVE AND CONSISTENT COMMUNICATION BETWEEN HOME AND SCHOOL

1. Initiate first day absence contact.
2. Make full use of computer generated letters, texts and emails.
3. Promote expectation of absence letters/phone calls/texts/emails from parents.
4. Provide information in a user-friendly way
5. Encourage all parents into School.

AIM NO 7

TO IMPLEMENT A SYSTEM OF REWARDS AND SANCTIONS

1. Identify finance for a system of rewards.
2. Actively promote attendance and associated reward and effective sanctions.
3. Ensure fair and consistent implementation.
4. Involve students in system evaluation.
5. Make use of imaginative and immediate sanctions.
6. Take action which accords with objectives agreed between School and others, e.g. Education Welfare Officer, parent.

AIM NO 8

TO PROMOTE EFFECTIVE PARTNERSHIPS WITH THE EDUCATION WELFARE SERVICE AND WITH OTHER SERVICES AND AGENCIES

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Carry out initial enquiries/intervention prior to referral.
3. Gather and record relevant information to assist completion of Education Welfare Service.
4. Arrange multi-agency liaison meetings as appropriate.
5. Establish and maintain list of named contacts within the local community e.g. community police contact officer.
6. Encourage active involvement of other services and agencies in the life of the School.
7. Develop understanding of agency constraints and operating environments.

AIM NO 9

TO RECOGNISE THE NEEDS OF THE INDIVIDUAL STUDENT WHEN PLANNING REINTEGRATION FOLLOWING SIGNIFICANT PERIODS OF ABSENCE

1. Be sensitive to the individual needs and circumstances of returning student.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.
7. Include Education Welfare Officers, parents and student in reintegration plan.

AIM NO 10

TO DEVELOP RESPONSIBILITIES OF ALL STAKEHOLDERS

Responsibilities of the Governing Body

- Approve the policy and any proposed changes.
- Receive reports from the Deputy Headteacher
- Review the working of the policy in the light of the Headteacher's reports.
- Ensure that the policy is promoted and implemented throughout the School and is known to parents.

Responsibilities of the Headteacher

- Set attendance targets as part of the development plan and target setting process.
- Monitor progress.

- Ensure that strategies are in place to promote and implement the policy throughout the School.
- Determine in collaboration with other senior staff whether to authorise any proposed absences for exceptional circumstances.
- Notify parents as appropriate that failure to attend regularly by a student of compulsory age could lead to legal prosecution of the parents.
- Initiate through appropriate staff strategies to improve attendance.
- Make an annual report to Governors.

Responsibilities of the Deputy Headteacher

- Oversee the attendance arrangements and ensure they are working efficiently.
- Liaise with Progress Leaders regarding interventions
- Make regular checks of the registers to monitor student absence.
- Make regular checks of absence notes and ensure staff follow-up unaccounted for absences.
- Arrange appropriate training for staff and deal with issues of inadequate registering.
- Advise the Headteacher on further improvements and progress towards set targets.
- Produce attendance and persistent absence reports and data analysis for remit documents and crib sheets
- Liaise with EWO

Responsibility of Progress Leaders

- Manages student attendance cohorts
- Liaise with Deputy Headteacher on interventions
- Keeps accurate records of interventions
- Produces identified data – weekly, half-termly and termly
- Monitors punctuality and implements sanctions
- Monitors own cohort
- Meets with parents and students regarding attendance issues

Responsibility of Attendance/Data Clerk

- Produces and maintains attendance leaflets and posters
- Sends out attendance letters and texts
- Manages Attendance rewards/certificates
- Produces, maintains and updates attendance data

Responsibility of Director of Learning

- Monitors own cohort
- Monitors punctuality and implements sanctions
- Completes home visits

Responsibilities of Form Tutors

- Ensure that all students are registered accurately.
- Ensure that students produce absence authorisation notes.
- Follow up cases of unauthorised absence.
- Keep Progress Leaders advised of suspected truancy.
- Advise Progress Leaders of any underlying problems that may account for absence.

Responsibilities of Classroom Staff

- Keep a register of attendance of students to lessons.
- Take action if internal truancy is suspected i.e. contact Progress Leader/duty senior member of staff; supervise the completion of missed work due to absence.
- Inform Progress Leader/Pastoral Manager of persistent absences.

Responsibilities of Students

- Attend regularly unless they are ill or have an authorised absence.
- Inform the School on the first day of absence.
- Make a request for exceptional leave following the School guidelines.

Interventions

- Conversation with student
- Phone call home
- Form tutor mentor
- DOL mentor
- Progress Leader mentor
- Interview with parent
- Attendance card
- Warning letter
- Home visit x 3
- EWO

Appendix Authorised and Unauthorised Absence

- When a student of compulsory age is absent from School the register must record when this absence is authorised or unauthorised.
- Authorised absence includes illness authorised by the parent.
- Students may also be marked absent on an approved educational activity which is defined as:
 1. One taking place off the School premises
 2. Approved by a person authorised by the Headteacher or Governing Body
 3. Supervised by a person approved by the Headteacher or Governing Body
 4. Of an educational nature e.g. field trips, work experience
 5. Link courses where students attend another School or F.E. college part time
 6. Students receiving part of their education at home e.g. because of illness
 7. Approved sporting activity

Holidays in Term Time

- Holidays by law cannot be taken in school time.
- NO holidays can be authorised in school term time and only absences due to EXCEPTIONAL CIRCUMSTANCES for which evidence will need to be provided can be authorised. In line with other schools, we will be using the fixed penalty fine system to reinforce the need for 100% attendance. Holidays should not be booked in term time and legally we cannot authorise any holiday absence.
- There will now be an EXCEPTIONAL LEAVE form which parents/carers can use to apply for leave and this must be completed wherever possible six weeks in advance

of the intended leave. The Government guidelines are very strict and exceptional leave does not allow for situations such as restricted holiday dates by employers. Please do not complain to the school on this issue.

- If you are unhappy about the change, write to the Secretary of State for Education at ministers@education.gsi.gov.uk or call 020 7925 5065 or write to him at Department for Education, Castle View House, East Lane, Runcorn, Cheshire WA7 2GJ.

In those cases where leave is not authorised, and the student still goes on holiday, the absence will count as unauthorised and prosecution will result.

Short Term Leave

- Where a student becomes pregnant leave will be granted for 18 weeks after the birth. After that time any further absence would be unauthorised.
- Dental and hospital appointments constitute authorised absence although the School would urge parents to make appointments where possible outside School hours.

There is no legislation or guidance on absence for religious observance. The Head Teacher will review applications reasonably and in consultation

Categories of Absence

1. Illness

The Education Act of 1996 provides that no offence is committed, if a student is prevented from attending School by illness. If the School is satisfied with the reason offered, then the absence must be treated as authorised. Alternatively, if there is doubt regarding the validity of the explanation following contact with the parents, then the School will treat the absence as unauthorised. If a student feels unwell or has an accident, he/she must tell a teacher straight away. Normally, he/she will be sent to Student Services where if he/she is too ill to remain in School, Progress Leader or Senior Management Team permission is required before parents can be contacted. If hospital treatment is necessary then parents will be contacted to make suitable arrangements.

Students are not allowed to leave the School premises or sign out at any time without permission from Progress Leader or Senior Management Team.

Medicines

If a student needs to take medicine at School, he/she should bring a letter from his/her parents stating when it needs to be taken. All medicines must be clearly marked with the student's name and left at Student Services. The only exception is if a student has an inhaler for asthma. The School is not allowed to provide aspirin, paracetamol, or other form of tablets.

Signing Out

Medical appointments should be taken outside School hours. If a student has to leave School during the day for any reason then a signed note from parents is required in advance of the date.

Before leaving the premises, all students must sign out at Student Services. Their note should be signed and dated by student receptionist and a permission slip completed. If a

student returns to School later on the same day, then he/she must sign in again at Student Services.

Punctuality

- If a student is late more than once in a week, he/she will be placed on whole school detention
- If a student is late on more than five occasions, Progress Leader will contact home and arrange for the student to complete a detention after school each time they are late.