













Attendance Policy

Pupils are expected to be in school during normal school hours and in all timetabled lessons, registration times and assemblies.

To promote good attendance we will:

-  Reward excellent attendance regularly
-  Identify staff roles and responsibilities with regard to attendance and punctuality and ensure rigorous procedures are in place to ensure excellent attendance
-  Promote use of data software such as SIMs as a tool to identify and monitor attendance and punctuality
-  Establish a coherent meeting structure which identifies attendance and lateness issues and communicates to key personnel internally and externally actions to be taken
-  Use SIMs (or alternative) to communicate and inform key staff about individual and whole school attendance and lateness issues. The designated attendance lead will have key tasks to fulfil in order to facilitate updating of pupil records and production of appropriate reports to monitor absence and punctuality
-  Work with staff, pupils and their parents and carers to ensure that they understand the importance of regular, punctual attendance every day at school, and the impact that low levels of attendance can have on attainment and well being
-  Ensure all staff and pupils understand how attendance fits into the normal rewards and sanctions structure
-  Ensure parents/carers are informed of attendance and punctuality problems that may affect their children's education, via reports or direct contact with home
-  Ensure key staff work collaboratively with outside agencies, e.g. The Police, the Education Welfare Officer (EWO) or Education Inclusion and Partnership Team (EIPT) in tackling attendance and lateness
-  Ensure that whole school attendance and punctuality figures are available when required by The Education Fellowship, Local Authority, DfE, OFSTED etc

Sanctions related to attendance

-  Truancy – for individual school to agree
-  Lateness – for individual school to agree

Rewards (suggested)

- 🤝 Certificates for excellent attendance (99%)
- 🤝 Letters home every term
- 🤝 Class or group prizes

Senior leader or designated attendance lead role

- 🤝 To ensure regular attendance maintains a high profile with teachers and that attendance and punctuality procedures are rigorous
- 🤝 Where a pupil is absent for more than five days without the school being informed of the reason for this absence, or where we are informed that a pupil has left the school without information about their new school we will consider them to be a Child Missing Education. The school will notify the Local Authority who have a statutory duty to carry out investigations which will include working with Social Care, The Police and other agencies to track the child and ensure that their safety and well being.
- 🤝 To ensure staff have training in Sims (or equivalent) and access to attendance updates
- 🤝 To monitor closely their teachers' work on attendance, particularly their taking of registers and the mentoring of pupils with attendance issues
- 🤝 To encourage teachers to inform them of specific pupil attendance and lateness problems
- 🤝 To ensure that first day response procedures take place for every pupil absence for whom no message from a parent or carer has been received.
- 🤝 To investigate the attendance of pupils with low attendance
- 🤝 To follow up all absence every day, by telephone or text, home visit or letter if no personal contact can be made
- 🤝 To refer those pupils with major attendance problems where agency input is needed
- 🤝 To attend meetings including other agencies concerning individual pupil attendance
- 🤝 Where attendance or lateness problems are identified to communicate with parents at the earliest possible stage
- 🤝 To liaise on a regular basis with the Principal/Headteacher

In primary and secondary settings, class teacher or tutor role

- 🤝 To register tutor group every morning
- 🤝 To follow up with pupil referrals of absence/lateness from lessons from subject teachers

- ♥ To follow up unauthorised absence and lateness with pupils and parents/carers with appropriate action
- ♥ To keep the senior leaders informed of significant attendance or lateness problems as they arise and update them on a regular basis
- ♥ Where possible, to attend meetings including other agencies concerning pupils in the tutor group
- ♥ To use attendance information to inform 1-2-1 interviews
- ♥ To send individual attendance printouts with the school reports and to comment on attendance in their tutor report







In secondary settings, the subject teacher's role

- ♥ To foster an environment that encourages regular attendance and punctuality
- ♥ To take a register for each lesson taught
- ♥ To ensure lateness is always entered on SIMs (or equivalent) and appropriate sanction put in place
- ♥ To monitor pupil attendance in the subject and to follow up via the curriculum team leader where there are regular problems over attendance in that area
- ♥ To feed back to parents/carers where attendance is a problem in the teacher's subject
- ♥ To comment on attendance and punctuality on interim reports and at parents' evenings
- ♥ To support the gathering of information for reports on attendance and punctuality

Support staff role

- ♥ To provide a contact to home where requested by teacher/tutor
- ♥ To contact the pupil's parent/carer on the first day of absence to confirm the reason for the pupil not being in school. This contact may be by phone or home visit.
- ♥ To follow absence procedures in line with local authority guidance.
- ♥ To provide attendance reports and figures to staff to support good attendance
- ♥ To support the administrative systems that provide rewards for good attendance
- ♥ To provide information and support for parents/carers who have requested updates on their children's attendance and punctuality
- ♥ To administer SIMs (or equivalent) attendance system as outlined within this policy including the reconciliation of absences

Principal/Headteacher role (or delegated)

-  To monitor and review the school attendance procedures
-  To liaise with outside agencies in attendance issues
-  To work with outside agencies including the Police, ensuring a common approach to truancy, holiday absence and non-attendance
-  To assist and support staff in carrying out their role in relation to the attendance policy
-  To deal with individual attendance/punctuality issues that are referred to them
-  To ensure school attendance figures are available for The Education Fellowship and for agencies or outside bodies that require them, e.g. DfE, LA, OFSTED

School:		Policy Lead:	
Date agreed:		Issue No:	

Appendices (add school specific details such as timetables, school day and parental expectations)