



Great Marlow School

Excellence • Compassion • Integrity

ATTENDANCE FOR LEARNING POLICY

Recommended by the Leadership Team:

March 2022

Approved by Trustees' Policies Sub Committee/ Curriculum Committee:

March 2022

Ratified by Trustee Board:

March 2022

Review Due:

Spring Term 2023

There **has not been** a change to the previous policy

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1. Introduction

We are committed to raising the level of achievement of all our students; promoting regular attendance is integral part of this objective.

Regular attendance at school is vital to help children achieve and get the best possible start in life. Children who frequently miss school often fall behind. There is a strong link between good school attendance and achieving good results.

Good attendance and punctuality at school shows potential employers that a young person is reliable. Young people who are frequently absent or late for school are more likely to become involved in, or be a victim of crime and anti-social behaviour. We will contact parents directly if we have any concerns about a child's attendance. Buckinghamshire County Council offers a range of services to support families who encounter difficulties in ensuring their children attend school regularly. This policy recognises that attendance can be affected by a range of factors and therefore should be set alongside other school policies: behaviour, curriculum and special needs.

2. What the Law Says

Parents have a legal responsibility for ensuring that children of compulsory school age receive a full-time education 'suitable to their age, ability, aptitude and any special education needs that they may have either by regular attendance at school or otherwise' Section 7 Education Act 1996.

Parents whose children are on a school register and fail to ensure the regular school attendance of their children, may be guilty of an offence under Section 444 or 444 (1A) of the Education Act 1996. The council may issue a Penalty Notice or take other statutory action through the courts to secure regular school attendance

3. Target

The school is committed to raising overall attendance. All students should aim for 100% attendance but we appreciate this is not always possible. The target set internally by the school is 96% which would place us above the National Average attendance figure.

4. Promoting good attendance

At Great Marlow School, the importance of good attendance will be promoted in the following ways:

<ul style="list-style-type: none">• Home School Partnership• Visual displays• Parents' evenings• Reminding parents of their legal obligations	<ul style="list-style-type: none">• Year 7 induction day• The prospectus• Half termly newsletter• Whole school and year assemblies• Good communication with parents to include: access to the policy, letters home & attendance figures• Attendance certificates
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5. Roles and Responsibilities

All members of staff are instrumental in promoting good attendance, with the following staff having specific roles and responsibilities:

Tutor

- Setting an example by arriving on time
- Promoting habits of regular attendance with the group and individuals
- Accurately maintaining the SIMS register
- Liaising with Attendance Officer
- Alerting others such as Directors of Learning and SSO regarding absence and initiating follow up procedures
- Using the attendance rewards and sanctions systems
- Welcoming long term absentees back into the form
- Ensuring students enter attendance data into their planners

Subject teacher

- Setting an example by arriving on time
- Accurately maintaining the SIMS register
- Informing the Attendance Officer immediately if a student is absent from the lesson who has been present in the lesson before
- Providing work for long term absentees through liaising with Directors of Learning if deemed appropriate

Attendance Officer

- Assess lesson monitor for each tutor group daily
- Produce daily absence sheets for each year group for the Director of Learning and SSO team
- Telephone parents on first day of unexplained absence and forward information to Director of Learning and SSO
- If continued absence with no parental contact, Attendance Officer would follow up with another attempt to make contact
- Unexplained absences are cleared on SIMS using parental information either written or verbal, in preparation for termly school census
- Input information from student late book into SIMS
- Absence reports/ late reports are produced as requested by Directors of Learning
- Fortnightly produce percentages for each year group's attendance for the Directors of Learning and SSO
- Produce half termly attendance letters as requested by the specific Director of Learning
- Letters (1a – under 90% cause for concern) as requested by County Attendance Officer at regular meetings with the school Attendance Officer. The County Attendance Officer is responsible for sending out 1b letters requesting a meeting with parents/ carers at the school
- Conduct half termly analysis of trends and patterns of attendance and punctuality for each tutor group, year group and whole school. This data will include:
 - types of absences eg holidays, medical appointments, authorised and unauthorised
 - historical data on individual students
 - patterns of individual students' absences relating attendance to the curriculum
 - analyse attendance according to gender and home address

Director of Learning and Student Support Officer

- To promote good attendance within his/her year group/Key Stage
- Monitor and supervise the work of their Tutor team in promoting excellent attendance
- Organise where appropriate a programme to help students to catch up on missed work due to prolonged absence

- Promote good attendance in the year group assembly
- Display motivational attendance materials within school

SENCO

- Monitor the attendance of all statemented students
- Support students who have very poor attendance and who are statemented
- Liaise with Directors of Learning/Attendance Officer regarding strategies for specific students

Leadership Team Member Responsible for Attendance

- Ensure that the attendance policy is implemented and that systems are operating effectively
- Create a school ethos which promotes excellent levels of attendance
- Report to Leadership Team (half termly) and Trustees (termly) on attendance
- Induction of new staff on attendance policy
- Ensure school prospectus, Attendance Officer, County Attendance Officer, parents' booklet and school newsletters promote attendance

Trustees

- Ensure that statutory attendance statistics are submitted
- Review and approve the attendance for learning policy
- Annually review attendance data

Parents/Carers

- Ensure that their child attends school regularly and arrives at the correct time
- Confirm promptly the reasons for absence; this may be done by phone, letter, e mail, medical certificate or medical appointment card
- Contact the school or County Attendance Officer if there are any attendance problems so that together we may plan the solution
- Never arrange holidays within term time
- Ensure their child is punctual to school
- Be involved in promoting attendance and achievement

County Attendance Officer

- Implement strategies as agreed with the school and keep the school updated on their effectiveness
- Send 1b letter to parents/ carer requesting meeting
- Attend meetings with identified students currently falling below the expectations of Great Marlow School

6. Rewards

Rewards are effective in motivating students and the following rewards will be used to encourage excellent attendance:

- Attendance displays around school and recognition at celebration of success events
- Termly presentation shield to the form in each year group with the highest % attendance
- End of year award for students who have attained 100% attendance for the whole year
- Achievement points are awarded for attendance above the school target (96%) for each half term. If someone has a 100% attendance for a half term they will be awarded additional achievement points

7. Sanctions

- Students may be placed on attendance/punctuality report if deemed appropriate
- Two unauthorised lates in a week will initiate a break time detention organised by the form tutor. Persistent offenders will be identified, appropriate support and sanctions will be applied. All cases will be dealt with on an individual basis
- In liaison with County Attendance Officer letters are sent home via the Attendance Officer (1a) or direct from County Attendance Officer (1b) and meetings arranged as appropriate

8. Support for Students

In order to pre-empt the escalation of attendance problems, the school offers the following support:

- Discussion of emerging attendance issues at Form Tutor meetings
- Intervention from Student Support Officers (SSO) or Director of Learning
- Contact with parents/ carers at an early stage to raise the issue of attendance and inform parents/ carers of their legal obligation to ensure attendance at school
- Placement on attendance/punctuality report
- Referral to SEN team if an issue is recognised
- Referral to County Attendance Officer, PRU, Connexions and counsellors

9. Support for Parents and Carers

- Face to face meetings for early intervention; advice given for strategies to use
- Referrals are made to relevant outside agencies
- Contact with parents/ carers at an early stage to raise the issue of attendance and inform parents/ carers of their legal obligation to ensure attendance at school

10. Monitoring and Evaluation

- SSO to work with Attendance Officer to produce reports on attendance
- Impact and consistency to be evaluated by the Deputy Headteacher Monitoring of patterns and trends identified in the role descriptors for Attendance Officer, SSO and DIRECTOR OF LEARNING

11. Expectations

- Good habits start early in life, so even before your child starts school, establish good routines
- If your child is absent from school, you must let the school know why and tell them when they can expect your child to return to school
- Make all appointments for the doctor, dentist, optician etc. after school hours or during the school holidays where possible
- Take an active interest in your child's school work and offer support
- Attend parent's evenings to discuss your child's progress
- Make sure your child understands the benefits of regular attendance at school
- Don't let your child stay off school for a minor ailment
- Take all holidays during the school holiday periods

12. Truancy - (See Behavioural Policy)

Truancy identified during a school day - Reception to inform parents by **telephone as soon as the unauthorised absence from a lesson or the school site is established**. This may also be the result of a student leaving the school site without permission during the school day.

- Members of SSO Team to discuss strategies with Form Tutor, student and parents/carers
- Time missed, as a result of lateness to school, should be made up by detention at break time, lunchtime and/or After School detention.
- In extreme cases of persistent truancy, the SSO team in liaison with the LT may decide to use the inclusion room to ensure that the academic work missed can be completed
- SSO Team, in consultation with Director of Learning, should report unauthorised absence to Attendance Officer who will liaise with County Attendance Officer
- If unauthorised absence occurs on more than one occasion, SSO to meet with parents to discuss strategies to improve attendance and explain parents'/ carers legal responsibilities.