

Attendance Policy

Purpose:

Regular attendance at school is essential in order for a student to access and profit from the teaching and learning offered. The continuity of regular attendance will enable a student to progress in a structured and progressive manner and so achieve their individual goals.

Rationale:

- High rates of attendance result in a well structured and monitored approach to raising standards
- Attendance will be prioritised within the school
- Immediate action will be taken to establish the reasons for absence.
- Attendance will be regularly monitored by the Learning Manager, COL and leadership group.
- Good attendance will be rewarded.
- The school will liaise with the EWO to establish procedures for investigating the reasons for absence, where absence is excessive or not supported by the parent/guardian
- Accurate recording of attendance is a legal requirement.

Procedures:

Morning registration will take place in the PAUSE session.

Afternoon registration will be recorded by the subject teacher of the first lesson of the afternoon(Period 5). The SIMs on line system will be used to record attendance.

The register must be completed in the first lesson of the afternoon within the first 10 minutes.

In the case of a computer problem then a list of those absent must be sent to the main office immediately.

The clerical support staff will ring the parent or guardian of any absent student to establish the reason for absence. This is for safety reasons and also makes the parent/guardian aware that their son/daughter is not present in school.

The main office needs to be informed of any room changes which occur.

Marks allocated by the main office should not be changed. In case of problems then please consult the main office.

The Learning Manager must collect the registration pack at the beginning of guidance sessions and update the reasons for any absence. These must then be returned to the main office.

Learning Managers, during guidance sessions will establish a justifiable reason for any absence. Letters of support from the parent/guardian will be filed for future reference.

The Learning Manager must also update the registration record from the information returned by the office. This should be done on a weekly basis.

Only the COL or leadership group can allow an unauthorised absence to be accepted.

Each class teacher will take a register in order to check for students who may truant from lessons. The SIMS electronic registration system is used for this purpose.

Students who arrive after the beginning of a session are to be recorded as late. Three 'lates' in a week without a valid reason will result in detention. Students who arrive after the registration period must report to the main office on arrival to school and sign in the late book.

If students are not to be in registration because of a school event then the organiser must give the office the list of those students. The Learning Manager will mark as absent. This would include events such sports, moderation etc.

If a student is missing in class and the reason is known then the Learning Manager must enter the correct code(list in registration pack). This would include doctors appointment, attending interview, work experience or extended visit.

Registration must take place prior to an assembly.

If registration is covered then the cover teacher must complete the register. If there are any problems then a list of absentees must be forwarded to the office on the required proforma.

The registration pack must be checked for notes placed in by the office.

In lesson registration if a student is not in the lesson and the reason not known then mark as absent . The office will update the lists for events taking place.

The office must be given lists of students involved in any events or visits.

Use a line connection whenever possible. Please ensure the wireless connection is switched off. See any ICT technician if you are unsure how to do this.

The attendance notice board will display all students who achieve 100% attendance in the year, term and month. Certificates will be awarded for termly and yearly 100% attendees.

The COLs and Leadership team will monitor absence on a regular basis.

Regular meetings will be held between the COL and the EWO to discuss concerns related to excessive absence.

Those students who persistently show a tendency for long term absence will be placed on the COL register for monitoring purposes.

The school will, if appropriate, take action against those students who show a tendency for persistent absence. In such a case the absence, even if supported by the parent, may not be accepted as authorised without evidence from the parent. The school, working with the Educational Welfare Service, will issue warning letters to the parent. In some cases this will lead to prosecution procedures being instigated against the parent.

Learning mentors will help monitor and support identified students who show a tendency for extreme long term absence.

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