



## Stockport School

### Attendance Policy (Students)

#### **Policy statement:**

At Stockport School we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost to education can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students. We are therefore fully committed to promoting school attendance by providing an environment and ethos where all students feel safe and can build positive relationships with their peers. We expect that in return parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff, parents and carers and this must be evident in our interactions with students. We expect students to attend school every day and arrive on time. Students should be in school at least 5 minutes before lesson 1 is due to begin (8.45 am).

#### **1. Aims**

- To promote good attendance and punctuality
- To deal promptly with the causes of poor attendance and lateness
- To reward good attendance and punctuality
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.
- For the whole school attendance to be consistently above national averages

#### **Roles and Responsibilities of stakeholders:**

Staff, parents and carers must make attendance a high priority and convey to the students, by their behaviour and attitude, the importance of good attendance.

#### **Students:**

- Will arrive in time to be entering their first lesson at 8.50 am prompt.
- Will be prompt to the afternoon session, where they will register in period 5 at 1.50 pm and to their afternoon registration at 2.50 pm (not on Thursdays)
- Will attend on all days the school is open unless too unwell/incapacitated to do so.

#### **Parents/carers will:**

- Provide up to date contact numbers and changes of address
- Notify the school when their child is unable to attend, with a reason, on the first day of the absence with a call to 0161 483 3622 Ext. 250
- Inform the school immediately if your child has a contagious illness or infection.
- Telephone the school after the first day of absence to advise the school if the absence is continuing, giving a possible date of return.
- Keep the school well informed, in cases of lengthy absence, so that work can be sent home in certain cases and in order for the school to be prepared for the child's return



## Stockport School

- Attempt to make routine medical/dental appointments outside of school hours or in the holidays.
- Provide a note indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen
- Provide a note or sign the student planner when the child returns from an absence due to sickness. This should be on the first day of the child's return to school
- Ensure that their child arrives at school on time each day
- Let the school know if their child is going to be late
- Promote the importance of good attendance and punctuality and support school strategies if improvement is needed
- **Not to book any holidays for their child/children in term time**
- Make a formal request to the Headteacher, stating of the reason for any absence other than sickness. Absences can only be authorised by the school in exceptional circumstances.

### Specific responsibilities - Staff

#### SLT Line Manager

- Have overall responsibility for attendance and punctuality
- Raise profile of the importance of good attendance and punctuality throughout the school community
- Build attendance rewards into the House system
- Complete a termly report to Governors
- Report monthly to the Headteacher
- With the Headteacher, authorise EPNs (Education Penalty Notices)
- Liaise with EWS (Education Welfare Service)
- Discuss attendance issues with Pastoral and Attendance Managers in line management meetings
- Set whole school targets for Governors' approval
- Oversee the prompt collation of attendance statistics
- Monitor attendance patterns
- Monitor and review the Attendance Policy
- Monitor the completion of registers
- Produce the attendance profile for the whole school
- Ensure that targets are included on IEPs (Individual Education Plans)
- Coordinate attendance-related rewards events, including assemblies
- Oversee and administer weekly late detentions

#### The Attendance Manager will:

- Be responsible for organising a daily check on children at risk of truanting.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Provide advice and support for students returning to school after a long period of absence.
- Liaise with the Attendance Mentor to identify students with attendance and punctuality issues and initiate periodic home visits.



## Stockport School

- Meet periodically with students/parents and address issues/agree strategies that seek improvement.
- Raise attendance issues with parents; meet with parents and students in order to support them and improve attendance and punctuality.
- Analyse attendance data weekly to identify and report to the SLT member who oversees attendance.
- In liaison with the Pastoral Manager for Year7 make contact with feeder primary schools and gain any relevant information about the attendance records of new students.

### Support for Teaching and Learning

- Be available to staff and parents for home visits on individual students.
- Provide regular updates for staff, e.g. Headteacher, Deputy Headteacher, Pastoral Managers and Tutors, on student attendance with targets and strategies for improvement.
- Liaise with the L.A. Education Welfare and other support services to improve attendance rates.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Participate in the development of school reward systems in relation to attendance.

### Support for the school

- Ensure that school registration systems are developed and correctly administered and report on the quality of the registers.
- Produce and interpret statistical data relating to attendance patterns of groups within the school.
- Be the first contact for all attendance issues in school.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings as required, including on occasion twilight meetings with staff/governors/parents.

### **Pastoral Managers will:**

- Meet regularly with the LA Education Welfare Service and Attendance Manager
- Reinforce good practice at Year team meetings
- Interview students, in conjunction with the LA Education Welfare Service/Attendance Manager, where absence or punctuality is a concern and take appropriate action
- Work with the parents/carers of students to address the issues
- Work with relevant support agencies

### **Form Tutors will:**

- Complete accurate registers before the end of registration. Paper copies are available for assembly days.
- Follow up on absences
- Assist the students in setting attendance targets
- Intervene with individual students whose attendance and punctuality is giving cause for concern



## Stockport School

- Liaise with parents/carers
- Encourage good attendance within the tutor group
- Display attendance information and rewards in class
- Use the weekly spreadsheet to highlight issues/reward attendance issues across their form.
- Liaise with Pastoral Managers/Attendance Manager regarding attendance and punctuality issue

### **Subject staff will:**

- Complete and send accurate and prompt electronic registers in all lessons
- Openly value good attendance of all students
- Welcome back students who have been absent and provide a means for them to catch up
- Praise and reward good attendance
- Liaise with form tutors/Pastoral Managers/Attendance Manager regarding attendance and punctuality issues
- Obtain permission in advance for planned activity which will result in students being absent from class and liaise with colleagues whose lessons may be missed.

### **LA Education Welfare Service will:**

- Take legal action
- Respond to referrals
- Attend regular meetings eg Pastoral and Attendance Managers, TAC etc.
- Support the school in achieving attendance targets
- Liaise regularly with the Senior Line Manager (SLT) in case of attendance and the Attendance Manager.

### **4. Strategies / procedures to improve attendance/daily response / management of absence**

- Accurate registers taken promptly every lesson
- Reminders to staff, during lesson, regarding registers not taken
- Monitoring of staff re registers taken
- First day contact to parents/carers of non-attenders where no message has been received
- Encourage parents/carers to contact school first thing in the morning if their child is absent
- Inform Attendance Manager regarding any activity resulting in students being absent from lessons
- Implement rewards policy
- Have a dedicated attendance email address and phone number for parents/carers to contact school.

### **Strategies to improve attendance:**

- Various strategies to address attenders at levels below school expectations
- Rewards linked to attendance; 'Here to Learn Awards', Rewards for 100% attenders - non-uniform days, privileges such as becoming a Prefect, attending the Prom, end of year reward trips.
- Regular information to parents/carers regarding attendance, including any truancies and punctuality.
- If appropriate, Attendance Manager conduct home visits of students with attendance issues.



## Stockport School

- Attendance Manager to attend parents' evenings and meet parents whose child has attendance/punctuality issues.
- Individual intervention for students with low attendance
- Involvement of parents/carers/Governors
- Liaison with the LA Education Welfare Service
- Issue of Education Penalty Notices (EPNs)
- Weekly recognition to the form with the best attendance
- Weekly House attendance competition
- Weekly lates detentions for persistent latecomers
- Effective KS2/3 transition re attendance issues
- Attendance and punctuality data on every progress report and full report
- Mentoring with targeted students
- Planned reintegration strategies to support students who have had prolonged absence
- Issue debit points for poor attendance.
- Continue to improve the positive climate within the school
- Continue to improve curricular provision
- Continue to improve the quality of Teaching and Learning
- Reduce unauthorised absences and holidays in term time
- Reduce exclusions

### **Monitoring and Evaluation**

Whole school attendance statistics will be produced on a monthly basis and presented to Governors termly. At the end of each academic year progress towards targets will be reviewed.

This policy will be reviewed and revised at least every three years by the Governors' Teaching and Learning Committee.

**Last Revised and Modified: March 2018**

**Review date – March 2019**