



Prince Henry's Grammar School

SPECIALIST LANGUAGE COLLEGE



ATTENDANCE POLICY

ATTENDANCE POLICY & PROCEDURES

The highest level of attendance is expected from every student at Prince Henry's Grammar School in order that each receives his/her full educational entitlement. Everyone associated with the school - students, parents, staff and school governors must do all in their power to ensure that this is achieved, so that each pupil has the opportunity to develop his/her full potential. Teachers are expected to fulfil their legal obligation to record attendance at each school session.

DUTIES AND RESPONSIBILITIES

Assistant Headteacher – Learner support

To oversee and monitor overall school attendance and punctuality - initiating whole school policy as required. To manage targeted intervention for students who are or are likely to be persistently absent.

Progress Leader/Year Manager

To co-ordinate action with their designated years, liaising with form tutors, parents and other agencies. To maintain a high profile of attendance matters by including them as a topic at all Year Group meetings and discuss them regularly during assemblies. To work closely with students in their year group in order to increase attendance.

Form Tutor

The Form Tutor is responsible for the correct marking of computerised registers, securing reasons for absences from students and maintaining the absence report computer sheets. They are also the closest staff to the students in their form and must ensure always that they encourage students to maintain a good level of attendance and punctuality at all times.

Parents

Parents are responsible for ensuring that their children attend school whenever it is possible. When occasions arise which make attendance impossible they are required to inform school at the earliest possible time of the reason for, and the expected length of, the absence. On the student's return parents will supply a letter.

Students

Students are responsible for making sure that their own attendance and punctuality is maintained at the highest possible level. They are responsible for ensuring that they receive their mark, especially when arriving late and for bringing notes to school before (if possible) or after absence. Also they should record their own attendance in their homework diaries/planners.

Student Registry

Student Registry staff are responsible for collating and checking each morning and producing an absence list after each morning registration. The transfer of information from signing in sheets to the computer and the picking up of any missing marks will also be their responsibility.

Subject Teachers

To ensure that they mark a register for every lesson they teach (including Sixth Form).

Student Services Manager

The Student Services Manager will carry out targeted intervention around students who are already or are likely to become persistently absent. S/he will receive referrals from Year Managers and liaise with the Assistant Headteacher – Learner Support in gauging the correct avenue of support (multi agency responses will be considered at this point).

School Governors

The Governing Body will be informed of Attendance Matters.

First Aiders

First Aiders will record the names and details of students who visit them and liaise with Year Managers except in cases of emergency.

Procedures for dealing with absence

1. Student Registry will make first day contact with parents of absent children. Year Managers will ring students who have been identified as having attendance problems.
2. In the event of no contact from home within the first 3 days the Year Manager will contact parents by letter facilitated by Student Registry.
3. There is a scheduled meeting between the Year Managers and the Assistant Headteacher – Learner Support every week to deal with attendance problems in Years 7-11 and Sixth Form.
4. If a student is frequently late or absent the Year Manager should be informed by the Form/Subject Tutors. The Year Manager will discuss this student with the Progress leader allowing the student to be monitored closely. Parents will be involved and invited to discuss strategies to improve attendance/punctuality.

Long Term Absentees

1. If there is no response to the third day of absence letter, the Year Manager will inform the Student Services Manager who will carry out a home visit if appropriate.
2. After 10 days without a response or if there are ongoing concerns about the level of attendance the Year Manager will instigate the three stage in school protocols for attendance improvement.
3. If this produces no improvement the Assistant Headteacher – Learner Support in discussion with Progress Leader will consider moving to stage 4 and convening a school attendance panel. This would involve parents, the student, Year Manager and possibly a school governor.
4. If there is still no improvement then the Assistant Headteacher – Learner support will consider engaging the attendance strategy team in order to proceed with statutory interventions.

Reintegration

1. Long term absentees will be regarded as students with special educational needs and therefore a Pupil Support Programme (PSP) will be written. This will be appropriate to the individual needs of the student. Integration is likely to be facilitated through the Learning Support Unit.

The programme will be planned in negotiations between the parent, student, Form Tutor, Special Educational Needs Co-ordinator, Year Manager and Progress Leader.

2. This may involve phased, part-time re-entry with support in lessons. The student attends as many lessons as possible and is supervised by the LSU when this is not possible.
3. Reintegration to a full time-table should be achieved as soon as possible.

Staff must accept that this is often a difficult process, fraught with problems. Although success at first may be limited and slow it must be accepted that it is school policy to persevere in creating a supportive and welcoming environment.

For the programme to be successful time must be available for regular communication and reviewing between Form Tutor, Year Manager and parents.

Staff will be expected to enhance the supportive, positive and welcoming environment when they encounter these students in school.

Rewards and Incentives

As good attendance is regarded as a priority at Prince Henry's Grammar School it must be given a high profile. This will be achieved by:

1. Stressing the importance of good attendance when the Progress Leader visits students in the feeder schools before they arrive at Prince Henry's Grammar School.
2. Reminding parents and students of our expectations regarding attendance
 - (i) in the School Prospectus
 - (ii) at the New Intake Parents' meeting
 - (iii) in the first meeting with Form Tutors
3. Students will be requested to record and monitor their own attendance/punctuality each week. This will help to enhance awareness and give them an increased incentive to maintain or improve their own performance.
4. At the end of each half-term students with 100% attendance will be awarded a credit by their Form Tutor. They can also be awarded a credit for 100% punctuality (N.B. the latter is dependant on 100% attendance). 12 credits a year can be achieved for attendance/punctuality.
5. When a student has maintained 100% attendance and punctuality record throughout a year s/he is awarded a certificate by the Headteacher.

6. There will be regular assemblies given where good attendance is a theme.
7. Parents will be sent termly attendance figures for their child.
8. Governors will be given regular updates on attendance figures and will be invited to participate as is felt appropriate at school based panel meetings.

Punctuality

Prince Henry's Grammar School expects a high standard of punctuality from all students.

If a student arrives late at school and misses registration s/he must go to the office and sign in the late book. Year Managers will check the late/signing in/out books.

If a student is frequently late the student will be referred to the Year Manager and the parents will be contacted.

If persistent lateness continues the Year Manager will refer the student to the Progress Leader.

Out of School Appointments during the School Day

A letter from a parent must be given to the Form Tutor or an appointment card, if there are a series of treatments, which state the day, time and place of the appointment. Students must sign the In/Out book on these occasions.

Unauthorised absences

Selected lesson trancies, whole sessions trancies, unexplained absences (no letter from home) arriving after 9.10 a.m. and 1.55 p.m. are each serious unauthorised absences and recorded in the official returns. All colleagues must do their best to discourage these, by following up all absences, if the school is to maintain its current high attendance figure.

The whole or parts of this policy can be reviewed and changed at any time if appropriate. The policy will be reviewed yearly.

Mr P. Temple – Assistant Headteacher – Learner support.

MONITORING ATTENDANCE

1. All registers MUST be submitted electronically after EACH registration session ends (8.50 am and 2.00 pm).
2. A register should be taken in every lesson, this will be monitored by the Attendance Assistant and a reminder sent with 10 mins of the lesson remaining.
3. Heads of Department should have a Department Policy which ensures a uniform approach to monitoring the attendance of students in lessons.
4. Year Managers;
 - a) should be informed by Form Tutors of any type of pupil absence which shows a pattern or which concerns them
 - b) liaise weekly with the Progress Leader about student attendance
 - c) refer as appropriate to the Student Services Manager for targeted intervention.

The category of students to whom the provisions as to the recording of unauthorised absence apply is defined below:

Regulation 3 of the 1956 regulations requires only that students are marked as being either present or absent. Regulation 2 in the new regulations introduces separate categories of authorised and unauthorised absence for pupils in the compulsory school age range and requires schools to indicate, for each session, into which of the two categories an absence fits. The regulations, which for reasons of practicability, do not precisely mirror the definition of compulsory school age in primary legislation, require these arrangements to be instituted in respect of registered pupils other than those who either (i) have not attained the age of 5 years at the beginning of the term in question; or (ii) have attained the age of 16 years before the first day of the month of September in the school year in question.

It is important that Form Tutors/Cover Form Tutors maintain accurate and up to date registers.

5. The Governors are responsible for including specified information on the rates of unauthorised absence in the School Prospectus and in Annual Reports. This data will be based on the figures calculated by the Attendance Module on CMIS.

E-PORTAL REGISTRATION PROCEDURE

Form Tutor Procedures

- Log on by **8.30am** and take the register
- Students **not** in registration at 8.30am or 1.50pm, but who **arrive** during registration should be marked **late, regardless of whether you are on line or not**
- Keep E-portal open during registration periods and change to '**L**' anyone who arrives **before** 8.50am and 2.00pm
- Re-submit changes
- **After** 8.50am and 2.00pm students are absent late '**U**'. They must go to Student Registry and **sign in** stating a **reason** for lateness. They **must** supply a note from their parents to explain their lateness

Taking the Register

- Actively take the register:-
 - Mark '**N**' if the student is absent.
 - Use the **Daily Roll Call** for am and pm registration.
 - Use the **Amend Roll Call** to see a full week and **make changes**.
 - The Form Tutor decides on the **appropriate code** and makes the decision whether an absence is authorised or unauthorised.
 - ITT students must **NOT** take registration.
 - Cover staff will be given a **printed register** where there is a problem.

CODES

The Form Tutor should only code in a student if they **see** them and **know** they are in school.

Reading Club	I	Form Tutor marks ' N ' and the Reading Club staff code in present. (A note should be supplied to the Form Tutor if the student is absent)
Work Related Placements	W	Form Tutor marks ' w ' and connexions staff code in ' N ' or ' I ' after contacting the placement (A note should be supplied to the Form Tutor if the student is absent)
College	B	Form Tutor marks ' B ' and the Connexions staff code in ' N ' or ' I ' after contacting the college (A note should be supplied to the Form Tutor if the student is absent)
Visits	V	Form Tutor marks ' N ' and NSS will code in ' V ' When organising a trip or visit, the leader must give a list of students going on the trip and also those who are absent to NSS who will code in. The same list should be placed on the 'Year Notice Board'. 'Visits' include – theatre trips, foreign visits, museums, study days etc – attended in school time.
Truancy	O	The Form Tutor can amend roll call to ' O ' if a student misses a session, the parent is not 'covering up' the absence and is unaware of the truancy.

Special Circumstances	C	This code is less frequently used as its purpose is to cover students where we need to use discretion, e.g. bereavement, family emergency, teenage pregnancy. (Discuss with Year manager)
Exclusion	E	The Form Tutor marks 'N' and GBS codes in 'E'.
Religious Observance	R	The Form Tutor receives a letter and codes in 'R'.
Medical, Dental or Hospital	M	However, if the student stays in hospital overnight, then code 'I' for illness.
Holidays	H	Parents must ask permission from the Headteacher. Once the holiday is authorised by them, then NSS codes in the agreed number of days. Holidays will rarely be authorised.
	G	After 10 days holiday additional days must be coded 'G'. NSS will code these.
	F	In exceptional circumstances this code can be used for extended holidays. Once authorised by the Headteacher. NSS will code these.
Interview	J	This code can be used for jobs or college/university interviews. It is an approved absence therefore the Form Tutor must receive a note or letter confirming this.
Approved Sporting Activity	P	NSS codes this after confirmation by a note to her from staff responsible for organising sporting activities - netball matches, rugby matches etc.

Absence Notes:

Encourage all students to make use of the note pages in the Student Planner to assist you in coding in unauthorised absences.

Form Tutors should ensure that all absences are appropriately coded. Absence letters can be sent if no reason has been given for a student absence.

Missing Marks:

- If your register has not been submitted by 8.50am and 2.00pm. NSS will send a note to you to advise you of this so you can resubmit.
- If it is a technical problem, send a note to that effect but also indicate absentees so NSS can enter them.
- If you are aware that your register has not submitted then send a note of absentees to the Student Registry.

PROBLEMS:

- All technical problems must be registered with '**ICT Help Desk**'.
- If you cannot use your laptop, please use one of the many desk top computers around the school. It is essential that ICT staff have an accurate picture of problems and can monitor issues arising from E-Portal use.

Data Protection:

E-Portal should **NOT** be left unattended and should **always be logged off** when not in use particularly when using a desk top computer.

ALL REGISTERS MUST BE SUBMITTED ELECTRONICALLY BY 8.50 A.M. AND 2.00 P.M.

OFFICE

8.50 a.m. and	Present/late will be recorded electronically
2.00 p.m.	Absent/late will be entered
	(Form Tutors will need to check the validity of medical appointments etc. and inform the office if alteration is necessary)

First day telephone calls will be made to students who are absent without a known reason.