



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



ATTENDANCE POLICY

Last reviewed: September 2019
Next review due: September 2020

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, and to promptly register students in their classes throughout the day.

DUTIES AND RESPONSIBILITIES

All staff in school have a responsibility for encouraging good attendance by working in a positive, student centred way in order to cultivate a welcoming environment in which all students can achieve. Specific roles within school are:

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 personal 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.

Personal Tutor

The Personal Tutor is responsible for the correct marking of computerised registers, securing reasons for absences from students. 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 to explain the absence.

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 planners.

Student Registry

Student Registry staff are responsible for collating and checking registers and producing an absence list after each morning and afternoon 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).

Attendance and student support

The Admin Officer – Student Services will carry out targeted intervention around students who are already or are likely to become persistently absent. This will include letters home, referrals to the Attendance strategy team and liaison with the relevant Year Manager. 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 as part of the inclusion team meeting).

Pastoral Support Officer

Will work with identified students, in conjunction with Year Managers and Admin Officer – Student services, to develop individual plans to improve attendance. These may include mentoring, home visits and parental agreements or liaison with other agencies.

School Governors

The Governing Body will be informed of Attendance Matters through the Headteacher's report.

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 the parents of 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 two weeks to deal with attendance problems in Years 7-13.
4. If a student is frequently late or absent the Year Manager should be informed by the Personal/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 Assistant Headteacher – Learner support and a home visit will be organised 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.
5. At any stage a referral to Children’s Social Work service will be considered if concerns exist about the wellbeing of the student in question. Consideration will be given to the Local Authority Guidance on Children Missing Education as appropriate.

Re-integration

1. Long term absentees will have a Pupil Support Programme (PSP) written. This will be appropriate to the individual needs of the student.
2. The programme will be planned as appropriate in negotiations between the parent, student, Special Educational Needs Co-ordinator, Year manager and Progress leader as well as any other relevant professionals.
3. This may involve phased, part-time re-entry. The student attends as many lessons as possible and is supervised by the Year team when this is not possible. On rare occasions this may involve additional classroom support.
4. Re-integration 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 Personal 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 Personal 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. A range of rewards are available for good attendance, these include Stamps, Certificates, praise from senior leaders and in KS4 access to lunch passes and prom.
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. Students who are late without good reason (e.g. late school bus) will receive a verbal warning or negative comment as appropriate.

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 truancies, whole sessions truancies, unexplained absences (no letter from home) arriving after 8.50 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 during EACH registration session (8.50 a.m. and 2.00 p.m).
2. A register should be taken in every lesson.
3. Year Managers:
 - a) should be informed by Personal 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.
4. The School 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 SIMS.