



**NUNTHORPE SCHOOL:
ATTENDANCE POLICY AND PROCEDURES.**

Written on:	Review on:
25 th January 2010	10 th January 2011

Index.

Page 3	The importance of attendance.
Page 4	Reporting student absence.
Page 5	First day call.
Page 5	Home visits.
Page 6	Holidays.
Page 7	Punctuality.
Page 8	The 10 day rule.
Page 8	Teenage pregnancy.
Page 9	Electronic registration use (including Enrichment activities).
Page 10	Persistent absence.
Page 11	Regular monitoring and pattern absence.
Page 12	Signing in and out of school (students).
Page 12	Late arrival to school.
Page 13	Truancy.
Page 14	Attendance Panel and Attendance Case Conference.

THE IMPORTANCE OF ATTENDANCE

We want our students to make the most of their time at Nunthorpe School. Every minute of their 1330 days (in 11-19 education) here is important, not only for their education but also for their social development.

Many researchers have looked at the link between student achievement and attendance. All have reached the simple conclusion: the more students attend, the higher their achievement and self-esteem is likely to be. Remarkably, if students attendance falls below 93%, they are far less likely to achieve 5 A*-C grades at GCSE.

We also know that there are many reasons why students do not attend at times. Part of our review of existing policy and procedure has been to find out why and then provide them with structured support and help.

Of course attendance is only one part of the equation. Punctuality to lessons is another major issue for all schools. If five minutes are lost at the start of every period each day that equals a massive 12 days of school over the five years with us! A little each day might not seem like much but it adds up; and when combined with poor attendance as well it is significant indeed.

Wherever possible we will celebrate good attendance from our students through the awarding of 100% attendance prizes in Year 11, form prizes from Pastoral Directors and participation in locally and nationally organized campaigns to promote attendance. Form groups and house groups will be informed of attendance levels and prizes awarded for best attendance.

REPORTING STUDENT ABSENCE

When a student is absent from Nunthorpe we must be notified no later than 09:30 a.m. on each day of absence either via telephone on (01642) 310561 and then follow Option1 from the main menu, or by emailing pbradburn@nunthorpe.co.uk

The reported absence message is an answering phone service and as such a message can be left at any time of day or night. The message left ought to include in order:

- Student name.
- Student form.
- Reason for absence.
- Anticipated return date.

This should be followed up in all cases with a note to the Attendance Officer stipulating the reason for absence. Where students have been identified as “persistent absentees” (generally students with less than 80% absence over a prolonged period) we will require evidence - for example a medical note or a doctor’s appointment card, to authorize **any** absence.

Failure to report absence will be followed up by our Attendance Officer (AO) (see “First Day Call”).

FIRST DAY CALL

Nunthorpe operates a “first day call” system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the school has not been previously informed, via telephone, text message or email. If contact cannot be made during this day (up until the close of the school day at

approximately 4 pm) a letter will be sent home. A satisfactory reply to the letter will authorize this absence; otherwise it will remain as unauthorized.

Where contact has been attempted but no reply is received and absence continues, further action will be taken, including:

- Informing the Pastoral Director of Learning.
- A home visit for students who are not Persistent Absentees will follow.
- Attempts to contact will be made each day.
- Following of the “10 day” protocol (see Page 8)

HOME VISITS

A home visit may be made, at the discretion of the school, to ascertain the whereabouts of a student who has failed to attend school and where no contact has been made. The AO will attend the house and make contact with the occupants, leaving a “Notice of Visit” form where this has not been possible. Copies of this form will be retained on file should evidence be required in any future prosecution. Students who are considered Persistent Absentees can expect a home visit more rapidly.

HOLIDAYS

We prefer that families take their holiday outside of school term times but acknowledge that in some circumstances this is unavoidable. Holiday request forms are available from our Attendance Officer and they must be returned to our AO no later than one month before the planned absence. Requests for holiday leave are at the discretion of the school and are not a right. The school will consider student attendance in all cases before accepting or refusing requests. A student must have at least 95% attendance and above, and have at least a satisfactory interim report for this to be considered. **Where a student has a poor**

attendance record (below 95%) without exceptional circumstances the request will be refused. If the family still goes on holiday the absence will be recorded as unauthorized. This will also be referred to the Education Welfare Service (EWS) who will decide on further action to take which could include formal written warnings or the fixed penalty notice. The decision on which action to take will be influenced by the student's attendance history and the holiday circumstances.

Students in Years 9, 10 and 11 have Level 2 examinations and assessments throughout the year. Missing term time is ill advised and we would insist that no student in Key Stage 4 take time away. This is because of the pressure student's face at this time in preparing for their exams – missing essential course content, coursework input and deadlines as well as exam revision will severely hinder students. In some such cases this has led directly to poor performance in the GCSE terminal examinations. **We will never authorize any holidays for students in Year 11.**

Students in Year 9 do not face SATS exams during May time anymore. However, we are allowing some of our Year 9 students to begin study for their GCSE / BTEC courses. This will mean that they will face module exams throughout their time in Year 9, 10 and 11. Time away from school is very obviously detrimental to students education.

Students in Year 7 going on holiday early in September can face an uphill task on their return. Students who have been absent can find that friendship group dynamics change and they return to a difficult readjustment period. Time lost at the beginning of Year 7 can damage students for the whole of their time at school. Where possible we will encourage Primary Partners to advise parents to avoid taking holidays in the early part of the academic year, however should the parents of a primary school student wish to take holidays in the early part of Year 7, they must always contact Nunthorpe School in the first instance.

PUNCTUALITY

Registration punctuality is recorded directly onto our electronic registration system. This is then reported at the end of the year and with Interim Report data. In Year 11 this figure will be quoted when we are asked to give a reference for our Sixth Form, college placements, apprenticeship and training providers as well as part time and full time employment. It is worth noting that some careers will go as far back as Secondary school records when assessing applications.

Students arriving after the first morning bell will receive a late mark. A text will be sent to parents / carers informing them that their child was late to school. As soon as a student receives 2 late marks an SLT detention will be issued. A letter and a text message will be sent to parents/carers immediately informing them of the date and time of the SLT detention. However, where a pattern emerges of consistent lateness, the AO will instigate a referral to the Attendance Panel (see Page 16).

Students arriving after the close of registers will be marked as absent.

Where punctuality is a concern in tutor time, tutors will follow these sanctions:

- Late 3 times – break detention with tutor.
- Late 6 times – detention with Pastoral Director of Learning; student on report card and standard letter home.
- Late 9 times – tutor referral to PDL and pastoral P6.
- Late 12 times – period 6 given, student on report card and standard letter home.
- Late 15 times – Attendance Panel with PDL/AO/SLT and Governor.

These sanctions will be administered on a half termly basis i.e. 3 late marks per half term is a break detention each time. However, where a pattern emerges of

consistent poor punctuality, the AO will instigate a referral to the Attendance Panel (see Page 16).

Lesson punctuality will be dealt with in a similar manner within faculties:

- Late 3 times – break detention with class teacher and tutor referral form completed.
- Late 6 times – period 6 to complete missed work and make up the time owed and tutor referral form completed.
- Late 9 times – CDL informed and Curriculum Support Booklet issued.

THE 10 DAY RULE

Students who have failed to attend school for 10 days will be dealt with according to an agreed protocol from the Education Welfare Service.

1. AO will inform the PDL and tutor of beginning of protocol.
2. AO will contact the EWS with student details, nature of the problem and evidence of school contact.
3. EWS will attempt to make contact with the student, making a Home Visit where necessary.
4. Student will be reported as “child missing from education” and further welfare services will become involved.

This process will begin automatically once a student reaches the 10th day, but in exceptional circumstances may start earlier at the discretion of the AO.

TEENAGE PREGNANCY

In the unlikely event of a student pregnancy, the school must be informed at the earliest possible convenience. The school is obliged to make a referral to the EWO. The EWO will then be responsible for ensuring that the student has access to a wide variety of advice, guidance and support from Health, Social Services and the voluntary sector.

The school (via the PDL) will then meet with the student (and family) and discuss the needs and requirements of that particular student. A Key Worker will be identified at this meeting. Where applicable modifications to timetable can be made and various considerations taken. Our school nurse will also be available for support and advice. This will, of course, be dealt with in the strictest confidentiality. Students are entitled to no more than 18 calendar week's authorized absence (DCSF guidelines) to cover the time immediately before and after the birth.

ELECTRONIC REGISTRATION (E-REGISTRATION)

All staff will use electronic registration (EREG) for their tutor group and their subject classes. Where this is not possible, the member of staff affected must inform the AO immediately and take a paper register of the group – this can be obtained from the AO or Student Reception in emergency. The member of staff must also submit a ticket through the ICT helpdesk asking for their system to be looked at. Registers must be completed in tutor time by 8:55pm and also within 20 minutes for each lesson. Staff persistently not completing the register using EREG will be dealt with, initially by the AO and subsequently by CDL (in a faculty matter) and PDL (in a tutor group matter). Ultimately this will be passed to the Head Teacher as all staff have a legal responsibility to ensure registers are taken.

OPT4 ENRICHMENT ACTIVITIES

Enrichment is a compulsory part of curriculum time and, as such, requires that a register be completed. Currently this is not able to be done using the EREG system. A paper register must be sent to the AO immediately when it has been taken and certainly no later than ten minutes into the session with a head count taken to ensure no additional students have "joined" classes unannounced. Staff taking students to offsite activities must complete a register before leaving school site, leave a copy with the AO and take a copy with them. Where the number of students on the activity does not tally with the number of students on the register, the activity may not take place until it is resolved.

Students on any out of school activity will receive the code "B" (Temporary delivery of education off site at another establishment). Students present in or absent from school will receive the normal mark for registration. Students marked

absent for the afternoon session without good reason supplied, and were present in morning registration, will be recorded as unauthorized absence. Contact will be made with parents / carers via telephone, text or email and the details forwarded to the PDL for investigation. The PDL will notify the AO of any amendments within 48 hours.

POTENTIAL PERSISTENT ABSENCE

When a student is identified as a potential persistent absentee the AO will follow the following procedure:

1. When a student is identified as having 85 – 90% attendance, an initial contact letter will be made by the AO and student's tutor with the parent/carer and a conversation with the child will take place. Targets will be set in improve attendance.
2. A students' attendance will be monitored closely but if no improvements are made and a student's attendance rate drops to 80 – 85%, a letter will be sent out to the parent / carer by the AO and PDL. This will be the first letter in the Persistent Absence procedure (see below).

PERSISTENT ABSENCE

In cases of persistent absence (deemed as that below 80%) the following procedure will be followed:

1. When a student is identified as having 80-85% attendance, Potential Persistent Absentee, a letter will be sent out to the parent/carer by the AO and PDL. This is to highlight the situation.
2. If a student's attendance rate does not improve and a student is identified as having less than 80% attendance, Persistent Absence (PA), a second contact letter will be made by the AO with the parent/carer and a conversation with the child will take place. This will ascertain the nature of any issues of which we ought to be aware.

3. An attendance target will be set for the student for the next 2 - 4 weeks. This will be communicated in writing with the parent/carer and a copy sent to the PDL for file. The PDL will then inform the tutor.
4. If the attendance targets are not met the parents will be invited to school for a meeting to discuss the situation.
5. The AO will consult the EWO at this point and if the required level of attendance is still not met the child will move to Attendance Case Conference (ACC).

In total this process will last approximately 6 - 8 weeks before ACC is reached. We are committed to rapid detection and action on poor attendance in line with our target PA rate.

Students meeting or exceeding their target will be sent a letter of congratulations home and will be awarded a prize by the AO. We will make every effort to recognize and reward improvements in attendance.

REGULAR MONITORING OF ATTENDANCE

The AO will monitor regularly the attendance of certain groups of students using the EREG system. This will allow the spotting of pattern absence and the checking of potentially vulnerable groups of students.

Each PAF Cycle the AO will check the attendance of:

LAC students.

Students of ethnic minority backgrounds.

Students with long term health issues.

Year groups.

House groups.

Free School Meals (FSM)

This comparative data will be shared with the relevant PDL and SLT colleagues as well as the SIG CDL.

PATTERN ABSENCE

During these half termly checks pattern absence may be noted (where a student appears to be regularly missing from sessions or days at the same time each time period). These patterns will be reported to the PDL and tutor in the first instance and it is expected that the form tutor will contact the parent/carer to establish any reason. Further monitoring will ensue with other action to be taken as appropriate by the PDL (in cases of pastoral care where the student has issues with a particular day or lesson) or AO (in cases of simply poor attendance with no mitigating circumstances cited).

SIGNING IN AND OUT

Students with appointments must show an appointment card or note from home to their tutor. The tutor then signs the planner to say when the student ought to be leaving school. This is then shown to the class teacher. On leaving the lesson, the student **must go to Main Reception** where they will sign out in the signing-out book. Marks will be entered for the child for the remainder of the session where appropriate. Students sent home with illness must go via the Main Reception to sign out also. The AO will have the final authority in decisions whether a student may be sent home for medical grounds.

Students who arrive late to school for any reason will sign in with the AO. Their register mark will be entered onto EREG, along with the number of minutes late and, where appropriate, the reason for lateness.

The AO will monitor the signing in and out of students with a spreadsheet and inform the PDL and tutor of any concerns regarding repeat offenders/regular users. The School Nurse may be involved in the case of persistent medical issues or concern over welfare.

LATE ARRIVAL TO SCHOOL

When a student arrives to school after the close of registration, they must report to the AO in Student Reception. They will be marked as present and given a late mark. If there was a genuine reason for the lateness, a note needs to be provided at the time, or at the latest the next day, otherwise the late mark will stand. Staff will challenge all students who arrive late to lessons without a late card or authorization.

TRUANCY

Truancy, as defined as failure to attend the correct lesson at the correct time, will be reported home in **all** instances. The AO will regularly walk the school site, visit the local shops and cooperate with Local Authority “sweeps”. Wherever truants are found, they will be returned to school, a detention issued and the parent/carer will be contacted immediately via telephone or text.

Persistent truancy will be recorded and dealt with as per the procedure for persistent absence. Targets will be set and monitored with further action taken in the form of AP and sanctions.

ATTENDANCE PANEL AND CASE CONFERENCE

Attendance Panel (AP) is intended as a means to hold students and their families accountable for the attendance of the student. It is part of the measures used by our school in escalating procedures for non compliance in meeting attendance targets as set by the school. These can be organized at any time. The AO will decide when these are required.

The procedure is:

1. Once per half term the panel will convene and meet with students and their families regarding attendance.
2. The panel will consist of the PDL, AO, SLT member and a nominated Governor.
3. The AO will report on the procedures used so far (see Persistent Absence, page 10).
4. The student will be asked to explain the absence or poor punctuality that has been logged.
5. Further attendance targets will be set for the student and support will be offered where appropriate.
6. The consequences of non compliance will be outlined for the student and parent/carer.

It is anticipated that this will be a short meeting of approximately 20 minutes. It is a clear escalation of the action school will take and is further evidence of intervention in cases of prosecution.

Before ACC, each case will be assessed by the EWS. Attendance Case Conference may follow as part of the LA procedure and this could lead to formal legal action where the attendance targets have not been met. At this point the EWO will be formally involved and the agreed protocol with the EWS will commence.

PDLs will regularly recognize and reward students who achieve 100% attendance and those who improve their attendance term on term. This will happen through letters home and prize draws in assemblies at the end of each term. The LA may, at times and at its' discretion, make funds or prizes available to award to those improving attendance or punctuality.