

# Attendance & Punctuality Policy

2018/19



---

Policy Adopted on: **09.06.2018**

Approved by: **Full Board of Trustees**

Date of Review: **08.06.2019**

Signed: \_\_\_\_\_

---

# ATTENDANCE & PUNCTUALITY POLICY

## **Aim of the Policy**

The aim of this policy is to ensure that all students at Seva School receive a full-time education which maximises opportunities for each student to realise their true potential. With a direct relationship between attendance, punctuality and attainment this policy aims to set out how SEVA SCHOOL will improve the overall percentage of attendance and punctuality at the School.

***Our aim is to become an outstanding school. In outstanding schools “attendance will be above average for all groups of pupils or will show a sustained and convincing improvement over time and students are consistently punctual in arriving at school and lessons. “ OFSTED***

## **Purpose of the Policy:**

The purpose of this policy is to set out in clear terms the roles and responsibilities of all stakeholders at SEVA SCHOOL together with the procedures to be followed in ensuring that the aim is met. It provides a framework for the workforce.

### **1. Specific Aims:**

The policy has the following elements:

- a) To outline the procedure for recording and reporting attendance and punctuality;
- b) To improve the overall Percentage Attendance and Punctuality of students at SEVA SCHOOL **(With the aim to achieve 97% attendance and encouraging all to aim for 100% attendance and punctuality);**
- c) To ensure Attendance and Punctuality is a priority for all those associated with SEVA SCHOOL including students (including those on Alternative Provision), parents, staff and governors and others working in partnership with SEVA SCHOOL;
- d) To set out the interventions and rewards which will be implemented to improve attendance and punctuality; and
- e) To develop a framework which defines agreed roles and responsibilities for attendance and punctuality

### **2. Specific Roles and Responsibilities under the Policy:**

All members of staff at SEVA SCHOOL play a role in attendance and punctuality by maintaining an ethos whereby students and parents feel welcomed, wanted and eager to come to SEVA SCHOOL. Parents and students play a role in supporting SEVA SCHOOL with this policy. The School ethos promotes a positive, supportive and secure environment and gives students the sense of being valued.

The specific roles are set out in Appendix 1 to this policy.

# ATTENDANCE & PUNCTUALITY POLICY

## 2. Strategies to promote Attendance and Punctuality

### Recording and Reporting Attendance and Punctuality

#### Recording Attendance

- **Teachers will** take the register **within 15 minutes** of the start of each lesson. Whilst there are two legal registers of the day (Period 1 AM and Tutor PM) it is a requirement that registers are taken for every lesson.
- **The Attendance Officer and administrator will** check that the AM registers have been taken by teachers. The Attendance Administrator will listen to all messages left by parents reporting students to be absent or late between 8:00 am and 9:00 am. Once the register has closed at 9:30 am the Attendance administrator will check student marks and lessons to ensure students are not located in alternative lessons/areas of the building. The attendance officer and administrator will then contact parents/carers to establish reasons for absence (first day calling). When there is no response, the absence is recorded as unauthorised.
- **Students arriving after 8:30 will** be required to sign in with the Attendance team at Reception between 8:30am and 8:45am. If the student arrives late to school a detention will be issued on the same day. The Attendance administrator will check the signing in book at intervals to record L or U marks. Students will be marked as L if they arrive late between 8:30am and 9:30am. Students will be marked as U if they arrive after 9:30am (register closure).

#### Reporting Attendance and Punctuality

##### The Attendance Officer will:

- Report attendances that are authorised, unauthorised, and persistent absence figures on a weekly basis for each year group, for SLT, and for Pastoral Leaders. Attendance will also be reported for the different groups in the School (Year Group, Overall Year 7 – 11, Gender, FSM, EAL, LAC, Ethnicity Groups, PP and PP/SEN) regularly and attendance data collated and tracked via excel documentation.
- Provide any necessary information for the Local Governing Body;
- Will provide all necessary information for annual attendance returns; and
- support the Pastoral leaders with their role in Attendance and Punctuality by providing detailed information about attendance interventions for students with attendance concerns

# ATTENDANCE & PUNCTUALITY POLICY

## **Periods of Absence with no parent contact.**

### **Days 1-2**

School will contact parent/carer by phone/text to obtain an explanation for student's absence.

### **Day 3**

If school has been unable to make contact with home, a home visit will be made. If no one is home a note will be left requesting immediate contact.

### **Day 4**

If student is still missing and no contact has been received, a missing pupil referral form will be completed and sent to the Early Intervention Hub.

### **Day 5**

The Hub will attempt to make contact/sight the family/student. If student is still deemed missing, the case will be allocated to a Hub worker and appropriate enquiries will be made with other agencies, including GP, Police and Community Health. If no contact is made within 48 hours the Hub worker will complete a referral to the Children Missing Education Administrator, and discussions will take place with Social Care/Police to agree action and consider if this needs to be viewed as a safeguarding issue.

## **Recording Punctuality**

- **Students arriving at SEVA SCHOOL 8:30am or later** in the morning will receive a late mark (L). If students arrive after the register has closed (9:30 am) they will receive a U mark. They will also receive a 30 minute detention after school.
- **Students arriving late to lessons** will receive a late mark and a 30 minute detention. Sanctions for this are stated in the Behaviour and Attendance handbook.

## **4. Supporting Students with their Attendance**

The following strategies will be followed to provide both parents and/or guardians and students with support, advice and guidance to improve student attendance

### **4.1 Attendance Targets and Tutor discussions**

Tutor groups will receive weekly attendance information about their group's performance against the rest of the year group. Tutors will receive individual student data for students whose attendance is of concern. Pastoral Leaders will have detailed information about attendance interventions for students whose attendance is falling below 95% and be involved in supporting students and parents to address this.

### **4.2 Informing parents and guardians**

All parents and carers (registered with the School) will receive their child's attendance certificate in conjunction with their academic progress data at Parents' Evening/Mornings and parents will have an opportunity to discuss this with the attendance officer.

### **4.3 Students whose attendance falls below 95% - Attendance Action**

Should a student's attendance fall below 95% they will be monitored. An initial letter will be sent to a parent/carer to highlight attendance concern. Contact may be made with a parent/carer about attendance. The aim will always be to support students and parents to positively resolve any attendance issues by taking a holistic approach.

**4.4 Students whose attendance falls below 93%** - in certain cases the Attendance Officer may convene a Parent Contract Meeting to discuss attendance issues with the parent/carer and student. In these meetings an action expected from parents is to provide medical evidence from your GP (in the form of an appointment card, letter, note, or medication) if your student is absent from school following the meeting. If no medical absence is provided, absences will be recorded as unauthorised.

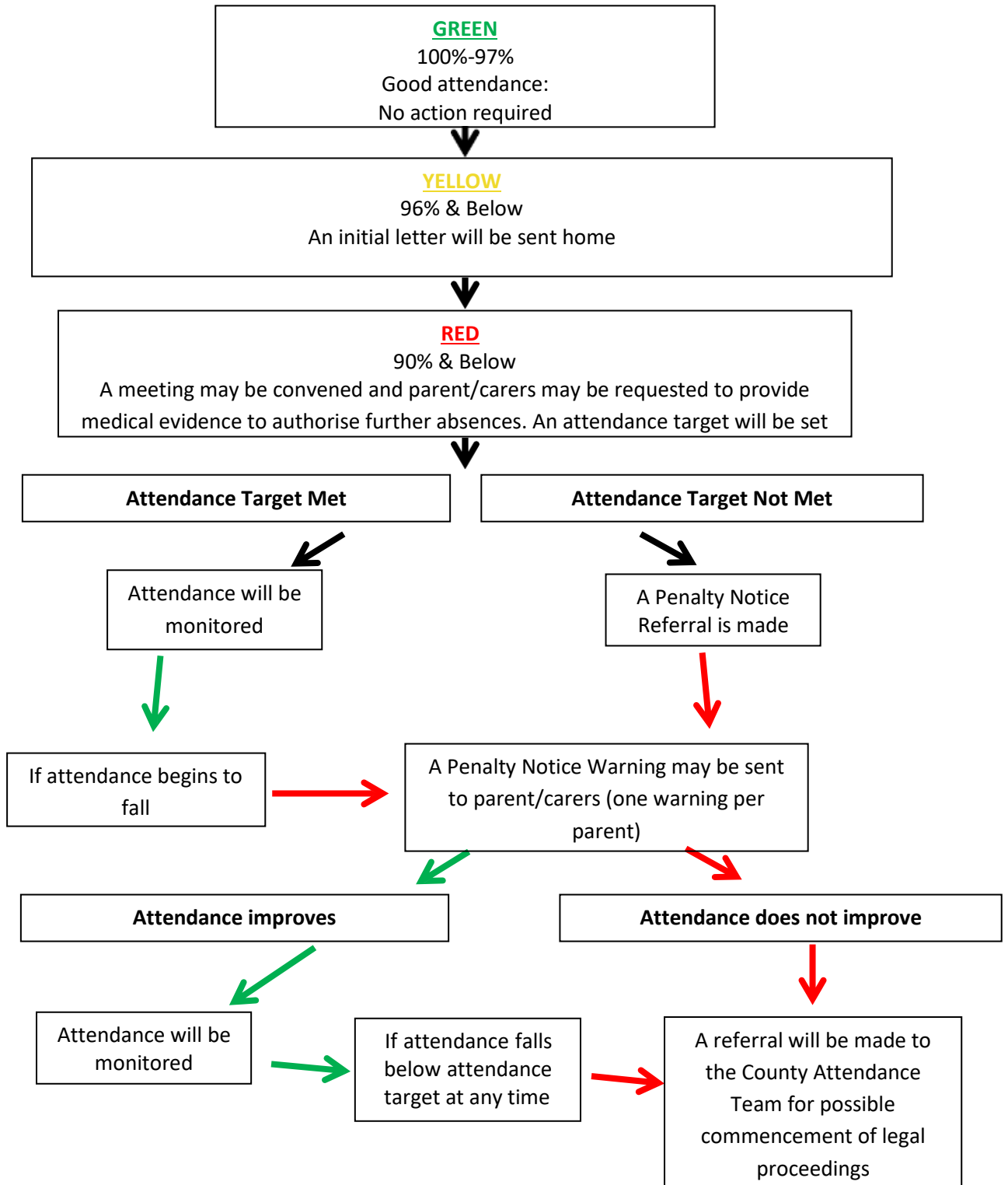
### **New Persistent Absence (PA) threshold**

With effect from 01 September 2015, the Government is reducing the persistent absence threshold from 15% to 10%. This means that any student whose attendance falls below 90% will be classed as a persistent absentee, compared with the previous figure of 85%, regardless of whether the school has authorised or unauthorised the absence.

❖ **Please see overleaf for table of Management of Student Attendance**

# ATTENDANCE & PUNCTUALITY POLICY

## Management of Student Attendance - Interventions



## ATTENDANCE & PUNCTUALITY POLICY

### 5. Attendance Rewards

Seva School seeks to promote good attendance and punctuality by recognising excellent individual and group attendance through the following rewards.

Rewards are as follows:

|                          |  |
|--------------------------|--|
| <b>Weekly Attendance</b> | <p>The tutor group from each year group with the <b>Best Attendance:</b></p> <p>PowerPoint presentation is sent out to all tutors and weekly winners are celebrated in assembly</p>  |
| <b>Termly Attendance</b> | <p>The tutor group from each year group with the <b>Best Overall Attendance:</b></p> <p>The tutor group that has the best attendance overall throughout the term will receive a small trophy and will be able to enjoy a <b><u>pizza party</u></b> in the second week of the new term!</p> <p>100% certificates are also given to students who have achieved 100% attendance for that Term</p> |
| <b>Yearly Attendance</b> | <p>The tutor group from each year group with the <b>Best Attendance throughout the Year:</b></p> <p>Will receive a larger trophy and students with 100% attendance and excellent punctuality will receive certificates</p>   |

### 6. Term Time Leave

- Permission to take holidays in term time is **not granted**. In exceptional circumstances permission must be sought by contacting the Principal.
- No applications for leave will be considered in any circumstances unless a student has at least **97% attendance**.
- Any such leave of absence is discouraged and will be granted only in exceptional circumstances with supporting evidence of the need to be absent.
- Should a parent/guardian decide to withdraw a student for a holiday during term time without consent then a referral is made to the County Attendance Team. If a student is withdrawn for an unauthorised holiday a fine may be issued.

## ATTENDANCE & PUNCTUALITY POLICY

Examples of exceptional circumstances are;

- A parent, grand-parent or other close relative is seriously ill;
- There may have been trauma in the family recently and the Head of School may consider an immediate family holiday as it might enable the child to deal with the situation;
- For service personnel and other employees who are prevented from taking holidays outside of term-time ONLY if the holiday will have minimal disruption to the pupil's education

### **Procedure for applying for absence during term time**

Parents/Guardians need to apply for absence by contacting the Head of School. Parents must contact the Head of School at least two or three weeks before the proposed time away.

Any request needs to include supporting evidence to support the request for leave. This should include, by way of example;

- Doctor's notes;
- Letters from Employers to confirm that holiday cannot be taken in SEVA SCHOOL holiday time;

SEVA SCHOOL will respond to this request giving reasons for the decision as to whether it will be approved or not

If the request for leave is refused SEVA SCHOOL will write to the parent/carer and will explain what actions may be taken if the parent/carer still chooses to remove their child from school.

### **Penalty Notices**

A £60 Penalty Notice may be issued by the County Attendance Team to each parent/carer under the terms of the education related provisions of the Anti-Social Behaviour Act if;

- A parent or carer fails to ensure a student attends SEVA SCHOOL or other education provision regularly;
- A student is withdrawn to take holiday in term time without the Head of School authorisation;
- A student is not returned to SEVA SCHOOL on an agreed date after an extended holiday.
- A student persistently arrives late after the register has been closed

### **7. Policy Monitoring, Evaluation and Review**

This policy will be monitored on an ongoing basis by the SLT team with regular oversight from the Governors. Students will be consulted in particular in relation to rewards for good attendance and



## ATTENDANCE & PUNCTUALITY POLICY

punctuality. This policy will be formally evaluated annually by SLT prior to annual review by the Local Governing Body of SEVA SCHOOL

### Table of staff responsibilities:

|                    |   |
|--------------------|---|
| Class Teacher      | <ul style="list-style-type: none"> <li>• Meet and greet at the door</li> <li>• Take register within the first 5- 15 minutes</li> <li>• Note minutes of late arrivals on SIMS</li> <li>• Remind students of effect of lateness/absence on their learning</li> </ul>  |
| Head of Department | <ul style="list-style-type: none"> <li>• Support staff team to embed attendance routines</li> <li>• Manage faculty detentions for lateness to lessons/internal truancy</li> <li>• Include attendance data in data analysis, identifying any particular patterns/group</li> </ul>  |
| Tutor              | <ul style="list-style-type: none"> <li>• Monitor punctuality and attendance of tutor group at tutor time and also tutees as an individual</li> <li>• Use attendance records provided by Attendance team to track attendance of group</li> <li>• Display attendance charts in tutor groups</li> <li>• Issue attendance rewards and encourage tutor group to excel in Inter-tutor/college competitions</li> <li>• Discuss re-occurring lateness and absence with individual students</li> <li>• Provide reassurance and welcome for students returning from absence</li> <li>• Establish good relationships with families and maintain regular contact regarding attendance and attainment</li> </ul> |
|                    | <ul style="list-style-type: none"> <li>• Support tutors to establish good routines and practice around attendance</li> </ul>  |

## ATTENDANCE & PUNCTUALITY POLICY

|   |  |
|---|--|
| <p>Head of Year<br/>(introducing September 2018<br/>– currently pastoral leads)</p> | <ul style="list-style-type: none"> <li>• Set class targets for attendance for each tutor group</li> <li>• Maintain year group attendance boards with tutor group of the week/term</li> <li>• Use data provided by attendance team to intervene with students whose attendance is between 90-95%</li> <li>• Lease with Faculty Directors to identify groups/individuals whose attendance is impacting on achievement</li> <li>• Establish regular communication with parents whose children have identified attendance concerns</li> </ul>  |
| <p>Pastoral Leader</p>  | <ul style="list-style-type: none"> <li>• Work with Head of Year and Attendance Officer to identify students whose attendance is causing ongoing concern (&lt;90%)</li> <li>• Act as keyworker to support students/families to improve attendance as part of a tailored programme of support</li> <li>• Maintain regular contact with parents and conduct home visits where necessary</li> <li>• Provide information, as appropriate, to staff regarding the students support plan to improve attendance</li> <li>• Work with outside agencies and make referrals where required</li> </ul>   |
| <p>Attendance Team</p>  | <ul style="list-style-type: none"> <li>• To address students who arrive between 8:30am – 8:45am on the late gate</li> <li>• Ensure all AM registers are taken</li> <li>• Contact parents where no reason has been provided for absence</li> <li>• Provide daily/weekly/termly/cumulative data reports on attendance to SLT, PL's, and tutors</li> <li>• Issue detentions for lateness</li> <li>• Maintain a high level log for PA's and medical concerns that impact on attendance/punctuality</li> <br/> <li>• Provide information to staff as required</li> <li>• Administer reward scheme for year groups on weekly/termly</li> </ul> |

## ATTENDANCE & PUNCTUALITY POLICY

|                              |   |
|------------------------------|---|
| Attendance & Welfare Officer | <ul style="list-style-type: none"> <li>• Contact parents where student's attendance is a concern (&lt;95%)</li> <li>• Meet with parents to agree plan to improve attendance</li> <li>• Carry out home visits where attendance is a concern</li> <li>• Liaise with outside agencies where appropriate</li> <li>• Issue Penalty Notice Warnings when a student's attendance continues to fall after a meeting/target has been set</li> <li>• Make referrals to the County Attendance Team when there has not been sufficient improvement in attendance and no medical or genuine reasons have been given for absence</li> </ul> |
| SLT                          | <ul style="list-style-type: none"> <li>• Form part of daily punctuality patrol (Late Gate) as part of door duty Support</li> <li>• Faculty directors to analyse attainment data in conjunction with attendance and create action plans for identified groups</li> <li>• Support whole school Attendance Strategy</li> </ul>   |
| Governing Body               | <ul style="list-style-type: none"> <li>• Sit in on targeted parent contract meetings</li> <li>• Check impact of interventions</li> </ul>  |