

# **Cantonian High School Ysgol Uwchradd Cantonian**



## **Attendance Policy**

February 2008

## AIMS

The school aims to encourage excellent levels of attendance and punctuality with the intention of enabling all students to take full advantage of the educational opportunities available.

## RATIONALE

Regular and punctual school attendance is essential to enable all pupils to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of pupils. For each child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. The school's attendance target, set by the LEA, is 95%. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

## ENCOURAGEMENT OF GOOD ATTENDANCE

We believe a positive attendance culture is more likely to be achieved when all partners co-operate with each other.

Partners	Expectations
<b>Pupils</b>  We expect that all pupils will:	<ul style="list-style-type: none"><li>• Attend school every day</li><li>• Arrive on time</li><li>• Tell a member of staff about any problem which is making it hard for them to attend school every day.</li></ul>
<b>Parents/Carers</b>  We expect that all parents/carers will:	<ul style="list-style-type: none"><li>• Encourage their children to attend school every day and on time</li><li>• Ensure that they contact school as soon as possible whenever their child is unable to attend school</li><li>• Ensure that their children arrive in school fully prepared for the school day. provide the school with up to date home, work and emergency contact numbers</li><li>• <b>NOT</b> arrange family holidays during the school term</li><li>• Inform the school, <b>in confidence</b>, about any problem which might affect their child's attendance or behaviour.</li></ul>
<b>School</b>  Parents/carers can expect that the school will:	<ul style="list-style-type: none"><li>• Provide a good quality education appropriate to their child's needs</li><li>• Record their child's attendance regularly, accurately and efficiently</li><li>• Make every reasonable effort to contact the parent when their child fails to attend school without good reason</li><li>• Deal discretely and properly with any problem notified to the school by the parent</li><li>• Make all efforts to encourage good attendance, punctuality and behaviour</li><li>• Instigate proper enquiries before removing a child from the school roll.</li></ul>

## *GUIDELINES:*

### *PROMOTING GOOD ATTENDANCE*

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and certainly within 30 minutes of the start of the session
- The times of the school day can be found in the appendices at the end of this document
- Following up absence on the first day wherever possible
- Undertaking attendance checks at appropriate times
- Recording good attendance on pupils' records, e.g. school report
- Acknowledging individual's improvements in attendance
- Providing feedback on individual attendance data to pupils and, where necessary, parents
- Encouraging informal liaison between the school, EWO and other agencies wherever possible
- Welcoming and supporting children returning to school after a long term absence and, where necessary, providing work and support via our Student Support Centre and Pastoral Care Workers prior to re-entry to help pupils keep up to date
- Identifying children 'at risk' early
- Rewarding attendance for individual pupils on a termly/annual basis – certificates for different percentage levels of attendance, encouraging improvement
- Sending letters home to parents of students where attendance is a concern this includes pupils who are late on a regular basis
- Recording all holidays taken in term time as absence and writing to parents to express concerns
- Collecting data on attendance for the whole school and by year group and making this available to governors and to parents.

### *HOLIDAYS*

Term time dates are published in Parents' Handbooks and are always available in student planners.

If a student has a sufficiently high level of attendance a leave of absence may be granted by the school for a family holiday if no more than ten school days (or in 'exceptional circumstances' for more than 10 days). Parents/carers should be reminded that they cannot expect, as a right, that the school will agree to a family holiday during term time.

A holiday form can be collected from reception and should be completed and returned to school when holiday dates are being planned. Once completed forms are received parents/carers will be invited into the school to discuss requested leave of absence; complete relevant documentation and arrange holiday work for student. Parents/carers should also be aware that in planning a holiday certain 'hot spots' in the academic year should be avoided. Transition Leaders are available to discuss this matter further.

### *REGISTRATION*

Tutors:

Each week tutors automatically receive a list of students absent the previous week. Tutors will inform students of any unauthorised absences and inform them that if they do not bring a note then the office will be contacting parents/carers. After the second week without an absence note an automatic letter is generated. The tutor will either give this to the student or post it home (or dispose of it if the absence has been cleared). When students provide

an authorised reason for absences the Form Tutor will enter the relevant code onto the register.

If a second letter is needed the following week, Tutors will inform Transition Leaders who will instigate action.

Tutors are also expected to inform Transition Leaders/School Improvement Coordinator of any suspicious absence of any student who has been absent for three consecutive days without explanation.

## *ROLE OF THE DEPARTMENT*

Each department is responsible for following the school's attendance and punctuality policy. They should have clear procedures on how they monitor attendance and punctuality in lessons and which encourage and support good attendance and punctuality.

**Class Teacher:**

Class teachers are responsible for insisting upon good attendance and punctuality in line with their departmental policy. Late pupils will be told to sign the class Late Book and these pupils will be dealt with in the appropriate manner. If pupils abscond from lessons the teacher will immediately inform reception in B block using the Pupil Absconding form so that parents/carers can be contacted as soon as possible.

**Transition Leader:**

On a regular basis Transition Leaders, working with the School Improvement Coordinator, will get an overview of the year group allowing them to identify any patterns of absence, or individuals who are causing concern. This will include a tutor group male/female breakdown of attendance.

Regular contact is maintained with the EWO via the School Improvement Coordinator and any causes for concern are reported.

Under normal circumstances the EWO cannot be accessed immediately to chase possible truanting. When this situation does arise either parents/carers are contacted.

Every week an attendance percentage summary is generated for years 7 to 11. Tutor groups causing concern are identified and actioned.

**SMT Link:**

The SMT Link will review and monitor attendance on a monthly basis as a minimum liaising with Transition Leader when necessary.

A half-termly summary document will be presented to Transition Leaders, Senior Management Team and Governors, by the School Improvement Coordinator.

The School Improvement Coordinator will meet with the EWO each week to discuss progress.

## *RE-INTEGRATION*

The school has arrangements to reintegrate students who have been absent for extended periods. In such cases each student will be treated individually and arrangements will be made that are most appropriate to the circumstances.

## *REPORTING TO PARENTS/CARERS*

The school has procedures in place to monitor the attendance of students including contact with parents/carers. The annual written subject reports show an attendance record for each student.

## *APPENDICES*

### 1. The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Section 19 of the Anti-social Behaviour Act 2003 sets out new provisions in England and Wales for governing bodies and LEAs to enter into parenting contracts in cases of exclusion from school or truancy. Under section 20 of the Act, LEAs can also apply for parenting orders for exclusion from school. The powers and regulations came into force in Wales in May 2006.

## 2. Times of the school day

<b>Times of the school day</b>	
8.35am	Registration in Form Group or Assembly
8.40am	Assembly of Form Period
8.55am	Period 1
9.55am	Period 2
10.55am	Break
11.15am	Period 3
12.15pm	Lunch
12.55pm	Whistle blows; pupils move to Period 4
1.00pm	Registration in Lesson Group & Period 4
2.05pm	Period 5
3.05pm	End of School