

OVERTON GRANGE SCHOOL POLICY

ATTENDANCE POLICY

Govs. Comm. CURRICULUM & STUDENT

Reason for the policy

The school is responsible for supporting the attendance of its students and for responding to difficulties and issues which might lead to non-attendance.

The school will adopt a positive and proactive approach towards attendance matters and encourage parents and carers to take an active role in the schooling of their children, which can play a major role in improving levels of attendance and punctuality and in reducing absenteeism.

What is the policy going to do?

Promote good attendance and punctuality:

We expect all students (Years 7 – 13) to aim for 100% attendance and punctuality.

Overton Grange School will ensure that good attendance is recognised and rewarded. The school will also ensure that interventions are put in place to support good attendance where concerns are identified.

Research shows that there is a strong correlation between good attendance and examination success.

Attendance of 90% and below (persistent absenteeism) is cause for concern. An attendance of 90% means that the equivalent of **one day every fortnight** is being missed due to absence. An attendance of 80% means that a **full year's education** would be lost between Years 7 and 11. Attendance of 50% or below (severe absenteeism) could be an indicator of neglect.

Punctuality: Students are expected to be in school from 8.20am for morning registration with their tutor at 8.25am. All students should have a 100% punctuality records. Lateness to school is unacceptable and will result in detentions being issued. Only lateness for exceptional reasons will be excused.

Meet legal requirements

It is a legal requirement that schools will:-

- a) be open to all pupils for 380 sessions each school year;
- b) maintain attendance registers (either manual or computerised) in accordance with the relevant regulations. Overton Grange School will also maintain a separate Persistent Absentees (PA) register and will monitor PA as a discrete category of absenteeism;
- c) accurately record and monitor all absenteeism and lateness;

- d) clearly distinguish between absence which is authorised and absence which is unauthorised according to criteria laid down by the DfE (the school will remind parents and carers that it is the decision of the headteacher as to whether or not an absence will be authorised);
- e) submit termly absence returns through School Census and publish information relating to levels of attendance and absence and include details of these in the school's prospectus and annual report;.
- f) set annual targets to reduce absence and to reduce levels of persistent absenteeism and submit these targets in accordance with the relevant regulations.

How is the policy going to be put into practice?

The school will

- a) give a high priority and value to attendance and punctuality and ensure that specific strategies are in place in order to achieve this;
- b) ensure compliance with all relevant statutory requirements (particularly with regard to the maintenance of attendance registers and the setting of targets);
- c) implement clear attendance procedures, which identify a range of both proactive and reactive strategies to promote good attendance/ punctuality and to address absenteeism, especially persistent absenteeism;
- d) ensure that clear attendance information is regularly communicated to parents through newsletters, through parents' evenings or through other media; (parents should be specifically reminded of their legal responsibilities for ensuring their children's regular and punctual attendance);
- e) collect and make effective use of attendance data to monitor progress/trends and set targets for improvement – for individuals, classes, year groups and the whole school;
- f) provide clear guidance to staff on the practice of registration and on such connected issues as the appropriate categorisation of absence;
- g) identify clear procedures to identify and follow up all absence and lateness (allocating individual staff roles and responsibilities);
- h) recognise the crucial importance of early intervention and provide appropriate strategies;
- i) make provision for first-day of absence contact, particularly in relation to students who are known to be poor attenders or who might otherwise be considered to be at risk;
- j) monitor post-registration truancy through the taking of class registers and spot checks and ensure that the parents of any post-registration truants are promptly informed and where necessary actively involved;
- k) be alert to critical times (e.g. Key Stage 3/4 transfer);

- l) identify a range of both proactive and reactive strategies to promote attendance and address absenteeism, especially persistent absenteeism;
- m) develop attendance incentive schemes which recognise students' attendance achievements;
- n) set up effective networks for liaising with other involved agencies and services such as Children's Social Care, the Police, Health, etc;
- o) establish procedures for reintegrating long-term absentees and students who may, for specific reasons, have been on a reduced timetable;
- p) identify an interesting, flexible, and accessible curriculum which encourages regular attendance;
- q) provide for regular structured meetings for key school staff and the Attendance Officer
- r) ensure that reasonable steps are taken by the school before a referral is made to the Local Authority's Attendance Support Team
- s) stress to parents the importance of continuity of learning, particularly in relation to family holidays during term-time:

School holiday dates are published a year in advance and it is strongly advised that parents/carers book their family holidays during the school holidays. School will not authorise holidays during term time and any such absences will be recorded as unauthorised. Penalty notices may be issued for holidays taken during term time.
- t) issue penalty notices and follow other relevant legal processes to discourage poor attendance/punctuality (see appendix 1) where appropriate
- u) identify a link governor for attendance;
- v) identify a key senior member of staff with overall responsibility for attendance;
- w) ensure that good practice is identified and disseminated;
- x) help create an ethos and culture which encourages good attendance, addressing school-based causes of poor attendance such as bullying, racism, an inappropriate curriculum, etc.

Monitoring and evaluation

- Termly report to governors in relation to attendance targets

Appendix

- Attendance Procedures
- Penalty Notices