



ATTENDANCE POLICY

Policy adopted by the Governing Body of The Wordsley School	
Date adopted by the Governing Body	12th October 2022 - CS1 meeting
Signed by the Chair of Governors	I Grosvenor

ATTENDANCE POLICY

At The Wordsley School we believe that regular attendance is crucial in order that every child has the opportunity to reach their full educational potential. Our admissions policy offers equal access and opportunities to all. We believe that school attendance is a shared responsibility involving school, pupil, parent/guardian and other relevant agencies.

AIMS

- Every pupil to achieve a minimum of 95% attendance.
- Remove barriers and attitudes which prevent good attendance.
- Work with external agencies to improve attendance.
- Acknowledge and reward pupils who achieve 100% attendance for a whole term.
- Acknowledge and reward pupils who show improvement in attendance.
- Identify pupils whose attendance is a cause for concern and implement support strategies.
- Keep pupils and parents/carers fully informed.

REGISTERS, PUNCTUALITY AND SIGNING IN

Guidance for AM and PM Registration

Morning registration is at 8:35 am and afternoon registration is at 1.15 pm. Pupils should be marked late if they arrive after the register has been completed. Pupils who arrive after 9:05 am or 1:25 pm, for any reason, must report to the Pastoral office to sign-in.

Registers should be completed on SIMS by marking “/” for present, “L” for late and “N” if no reason has yet been provided for absence.

Register folders should be returned to the staffroom immediately following registration i.e. 9:05 am (unless going to assembly) and 1:25 pm.

If staff are unable to log on for any reason, there will be a form list in your folder which should be completed manually.

Form Tutors will keep their register folders in the form room until the end of the session at which time register files should be returned to the Staffroom. The attendance register should be taken on SIMS.

Guidance for Lesson Registration

Lesson registers must be taken in all lessons via SIMS. When taking lesson registers, please inform Pupil Welfare Manager / Attendance & Admissions Officer of any pupils who are absent but you suspect are in school. Ask the pupils, they are often quick to help!

Periodically, spot checks will take place to monitor unauthorised absences via lesson monitor.

Punctuality

A pupil who is not at their Form Room at 8.35 am or 1.15 pm is either absent or late.

If a pupil arrives after the register has been taken, this will be regarded as late and the Form Tutor will indicate this late arrival by marking “L”. **The form tutor should let the pupil know that they have been marked in the register as late and noting the number of minutes late.**

Pupils must **not** report to the Pastoral office to “sign-in” late, until the end of registration unless their form is already in assembly. They are **not** to enter the hall once the Assembly has started but will be directed to do so by a member of staff who will supervise their entry and seating.

When a pupil has been late twice, Pupil Welfare Manager / Attendance & Admissions Officer will:

- Telephone or text home to raise our concern.
- Inform a pupil that if they are late 6 x in any term, they will not qualify for 100% attendance award.
- Place pupils with persistent “poor punctuality” on Punctuality Report Card for 4 weeks.
- Send a letter home. If the pupil is late again then they will be placed in SLT Detention or in The Bridge until 4pm.
- Inform pupils that punctuality will be considered as a criterion for including a pupil in any activity/event or trip.

Notes / Medical Appointments

If a pupil brings in a note regarding an absence, the Form Tutor should direct the child to take the note to the Pupil Welfare Manager in the Pastoral office.

Holidays

In the past we have considered requests for holidays in term time if a pupil's attendance and behaviour has been outstanding. However, regulations introduced by the Government in September 2013 make it clear that Headteachers may not grant leave of absence during term time unless there are "exceptional circumstances". Headteacher to judge on a case-by-case basis what constitutes "exceptional circumstances".

Authorised Absences

If a pupil is on a school trip, being educated off-site full or part-time or is away from school for any other valid reason, this information must also be passed to the Pupil Welfare Manager to prevent calls being made to the pupils' homes.

Sharing Absence data with pupils

Each half term individual pupil attendance will be shared with pupils via, the form an 'Attendance Diamond'. This will open discussions with form Tutors / Pupil Welfare Manager / Attendance & Admissions Officer and Heads of House regarding attendance that is not meeting expectations. A plan of action will then be agreed to improve attendance

ATTENDANCE STRATEGY – OVERVIEW

DAILY REGISTRATION
8.35 am – 9.05 am

PUPIL WELFARE MANAGER

Follow-up previous unauthorised absence - throughout the day
Make call / Text B **or** Letter UAb1

First day absence phone calls.
Priority:
Attendance Concern List
(Below 91% / History of poor attendance)
Attendance Monitoring List
(Below 95% 2 or more absences)

Update Attendance Monitoring List

Pupils 2 or more periods of absence Sept to Oct half-term
Attendance below 95%
Letter Ab1 sent to parents

ATTENDANCE & ADMISSIONS OFFICER

Register check 9.05 - 9.30am.

Text message to parents of all pupils absent who have not contacted school. Text A.

Consider request for holiday leave against established criteria.

Inform parents that holiday leave authorised due to exceptional circumstances – only following consultation with Headteacher
Inform parents that request rejected for holiday leave, Letter H1.

HALF TERMLY

Attendance Review

A Pupil Welfare Manager / Attendance & Admissions Officer

Review Attendance Monitoring Pupils.

Identify pupils with no improvement.

Letter Ab2 to parents.

Identify pupils with improved attendance.

Letter IM sent to parents.

B Pupil Welfare Manager / Attendance & Admissions Officer / Head of House

Identify pupils to move up from “Attendance Monitoring” to “Attendance Concern”.

Letter Ab3 to parents.

Review existing stage of intervention and move as appropriate.

(Refer to Attendance Concern Strategy). Letter Ab4 sent to parents prior to referral to Education Investigation Service.

Outcomes from Attendance Review sent to Form Tutor / Heads of House – Attendance & Admissions Officer
Form Tutors to again reinforce our attendance expectations.

TEXT MESSAGE A

<Firstname> does not appear to be in school this morning. Please provide a reason for absence as a matter of urgency. Many thanks for your support. The Wordsley School

UAb1

Date

Dear

We have sent at least two text messages with regard <firstname>'s absence from school on _____.

We have a legal responsibility to follow-up all absences and we would really appreciate your support through providing a reason for <firstname>'s absence from school on the days detailed. It may well be that you were unaware of the absence and therefore it is especially important that we follow-up this matter.

Please either leave a message with our Reception staff or request to speak to Pupil Welfare Manager or Attendance & Admissions Officer. It maybe that your contact details have changed recently and you did not receive the text message. If this is the case, please inform the staff when you contact school.

Please be aware that unauthorised absences can result in parental fines, which we are very keen to avoid.

Many thanks in anticipation of your support.

Yours sincerely

TEXT MESSAGE B

<Firstname> was absent from school on _____. Please call or text giving the reason for this absence. Many thanks for your support. The Wordsley School.

H1

Date

Ref

Date

Parent/Guardian of
<Firstname> <Surname>
<AddressBlock>

Dear Parent/Guardian

Thank you for your application for leave of absence in term time. You have requested we consider your application for <FirstName> to be absent from school between <date> and <date>.

Due to a change in Legislation, we can only authorise holiday leave in exceptional circumstances and the information you have provided does not meet the criteria as set out in the guidance from the Government.

Therefore, if you remove your child from school during the dates you applied for, you need to be aware that this period of absence will be recorded as unauthorised and will contribute to any further periods of unauthorised absence within the next 12 calendar months.

It is important that we make you aware that unauthorised absences have to be referred to Dudley Council who will consider issuing you with a Penalty Notice or other legal action in relation to the unauthorised absence. Last academic year XX number of fines were issued. The calculation the Local Authority use is a fine per adult and per child.

Yours sincerely

Ab1

Ref: Headteacher / Attendance & Admissions Officer / **<REG>**

<Date >

Parent/Guardian of **<Forename> <Surname>**
<AddressBlock>

Dear **<Name of Parent>**

As part of our commitment to improving the attainment of our pupils, we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern: ie 95% or below and/or 2 or more periods of absence in an academic year. We then issue a first letter to register our concern with parents. We are therefore writing to you due to **<Name of pupil>**'s current level of attendance:

Attendance	<value>
Authorised Absence	<value>
Unauthorised Absence	<value>

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year – Less than 30 Hours of Learning Lost
Excellent attendance! These young people will almost certainly achieve the best progress grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future. An Excellent School Reference is a great possibility.

95%: 10 days absence a year – 50 Hours of Learning Lost
These pupils are less likely to achieve their target grades and will start to find it difficult to maintain a habit of attending school regularly. Pupils who take a 2-week holiday during term time every year can only achieve 95% attendance.

90%: 19 days absence a year – 95 Hours of Learning Lost
The Government classes pupils in this group as "Persistent Absentees", and it will be almost impossible to keep up with work and achieve their target grades. Parents of young people in this group could also face the possibility of legal action being taken by Dudley Council, including the issuing of Penalty Notices and Fines.

We understand that there are times when absence cannot be avoided. However, **<FirstName>**'s number of periods of absence this year, without supporting medical evidence, is a cause for concern.

In order to improve **<Firstname>**'s attendance, it is essential that we work together to address any particular issues. We will be monitoring **<his/her>** attendance on a daily basis and we need your support too in **asking you to contact school before 8.35am on the first and every single day of absence.**

Last year we had a record number of pupils gain our Attendance Awards. It would be wonderful to see <Forename> receiving such an award at the end of next term.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact Pupil Welfare Manager on 01384 816015.

Yours sincerely

Mr J Griffiths
Assistant Headteacher

Ab2

Date

Parent/Guardian of
<Firstname> <Surname>
<AddressBlock>

Dear Parent

We wrote to you on _____, (please see enclosed copy) with regard to <FirstName>'s attendance. <He/she> had fallen below the expected 95%/and had more than one period of absence.

Unfortunately, our records indicate that <FirstName>'s attendance has deteriorated further, as detailed below.

Attendance	<value>
Authorised Absence	<value>
Unauthorised Absence	<value>
Episodes of Absence	<value>

If there are any on-going medical issues, please contact the Pupil Welfare Manager and supply evidence from the appropriate medical professional.

It is important that I remind you that a child with an attendance of 90% or below is classed as a "Persistent Absentee" by the Government, which makes parents likely to face legal action and possible subsequent fines.

If you have any queries or would like to talk to anyone about attendance, please contact Pupil Welfare Manager on 01384 816015.

We will continue to monitor <FirstName>'s attendance and if there is no improvement you will be required to attend a meeting in school so that we can work together to address this issue.

Thank you in anticipation of your support.

Yours sincerely,

Mr J Griffiths
Assistant Headteacher

IM

Date

<Firstname> <Surname>
<AddressBlock>

Dear Parent

I wrote to you previously expressing our concern with regards <firstname>'s attendance which had fallen below our minimum expectation of 95%.

Since sharing our concern we are delighted that <firstname>'s attendance has improved. Well done.

The next challenge is to sustain this improvement for the rest of the academic year and aim to achieve <his/her> Bronze attendance award. Excellent attendance has many benefits including:

- Increase the chances of pupils being able to participate in school trips and non-uniform days.
- Significantly increasing the chances of pupils achieving their GCSE target grades.
- Helping to ensure that a pupil's School Reference is as positive as possible.

Many thanks for your continued support.

Yours sincerely

Mr J Griffiths
Assistant Headteacher

Ab3

Date

Parent/Guardian of
<Firstname> <Surname>
<AddressBlock>

Dear Parent

We wrote to you on _____, and again on _____ (please see enclosed copies) with regard to your child's attendance. Unfortunately, our records indicate that <FirstName>'s attendance continues to fall below our expectation.

Attendance	<value>
Authorised Absence	<value>
Unauthorised Absence	<value>
Episodes of Absence	<value>

Unfortunately, you have not provided the appropriate medical evidence. Consequently, as mentioned in my previous letter, we require you to attend a meeting with a senior member of staff to agree a plan of action. Please contact Attendance & Admissions Officer on 01384 816015 to arrange a suitable appointment.

Please be aware that the plan of action may include a referral to external agencies through the Local Authority's Early Help Strategy.

We anticipate that <FirstName>'s attendance will improve. However, if there is no significant improvement, the matter will have to be referred through to the Education Investigation Service. Such referrals often result in parental fines which can be up to several hundreds of pounds.

Many thanks in anticipation of your support in this matter.

Yours sincerely,

Mr J Griffiths
Assistant Headteacher

Ab4

Date

Parent/Guardian of
<Firstname> <Surname>
<AddressBlock>

Dear Parent

Over the last few months, we have made you aware that <firstname>'s attendance which is now ___% is significantly well below that expected. In addition, since the start of the school year there have been _____ periods of absence.

Clearly such poor attendance will seriously undermine <his/her> chances of achieving <his/her> potential. Consequently, we will no longer be authorising <firstname>'s future absences, unless there are exceptional circumstances, supported with medical evidence.

Any further absences will result in a referral to the Education Investigation Service and possible legal action. At the moment, fines range from £60 to £1,000.

If there is anything else that we can do to support your child in improving <his/her> attendance, please do not hesitate to contact Pupil Welfare Manager.

Yours sincerely,

Mr J Griffiths
Assistant Headteacher



ATTENDANCE CONCERN MEETING FORM

PUPIL NAME	
YEAR GROUP	
FORM	
DATE OF MEETING	
CURRENT ATTENDANCE (%)	
LATES	
LEAD STAFF (STAGE 1 2 3 4) <i>(A copy of SIMS attendance record, attendance history and communication log are enclosed and a copy of each to be given to parents / carers)</i>	
EARLY HELP IN PLACE <i>(Stage 3 & 4 only)</i>	YES NO
EARLY HELP PREVIOUSLY OFFERED	YES NO
ANY RELEVANT INFORMATION INCLUDING ON-GOING MEDICAL / FAMILY ISSUES	

Section 1 (to be completed by Attendance & Admissions Officer)

Section 2 (to be completed by lead member of staff **prior** to the meeting).

Additional information e.g. identified on SIMS or existing knowledge of pupil.
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**The information below is to be shared with parents in the meeting.
Refer to Section C & E p.2**

Six key consequences of poor attendance:

Pupils will:

- Fall behind with school work which will increase anxiety and possible stress in future days/weeks.

Be unable to participate in non-uniform reward days.

- Be unable to study Key Stage 4 Consortium courses such as Hair and Beauty, Animal Care or Motor Mechanics.
- Receive a poor School Reference which will have a negative impact upon college and job applications.
- Fail to achieve to their academic potential which can significantly underpin their life chances.
- Parents/Carers will:
- Face fines ranging from £60 to £1,000 and even imprisonment.

Local Authority Early Help Strategy (Section E).

- This would include parents/carers meeting with local agencies to explore ways in which the family could be supported.
- Parents/Carers would be invited into school in the next 10 days to discuss further.
- Engaging with Early Help could also count in parents'/carers' favour if their child's attendance does not improve resulting in a referral to the Education Investigation Service.

At the end of the meeting:

- Make two copies of "Meeting Record".
- Give a copy to parents/carers to take away.
- Give a copy to Attendance & Admissions Officer
- Attendance & Admissions Officer will contact parents / carers 3 school days before the review meeting to confirm their attendance.



ATTENDANCE CONCERN MEETING RECORD

PUPIL NAME					
YEAR GROUP					
FORM					
ATTENDED BY PUPIL / PARENT / CARER					
STAFF MEMBER					
DATE					
A	Parents given a copy of :				
1.	Attendance record for current academic year	YES		NO	
2.	Attendance history	YES		NO	
3.	Communication log	YES		NO	
	Issues arising from the above discussed	YES		NO	
NOTES : 					
B	Are there any school based issues raised by parents / carers / pupils which are affecting attending?	YES		NO	
If yes, give brief details and proposed school action :					

C	Have the six key consequences of poor attendance been shared with parents	YES		NO	
D	Please remind parents / carers :				
1.	Pupils must be in school every single day	YES		NO	
2.	They must call or text school by 8.35 am on each day of absence stating reason for absence	YES		NO	
3.	Medical evidence must be provided for any absences or appointments	YES		NO	
4.	They must send their child to school even if they feel unwell – we will send pupils home if they are genuinely unwell	YES		NO	
5.	Pupils must be at their Form Room by 8.35 am every single day	YES		NO	
6.	If their child's attendance does not improve we will refer to the Education Investigation Service	YES		NO	
E	Would parents / carers be willing to engage in the Local Authority Early Help strategy?	YES		NO	

ATTENDANCE CONCERN MEETING RECORD

Any additional notes :	
REVIEW DATE <i>(usually 4 to 6 weeks – we will contact parents 3 school days before the review meeting to confirm attendance)</i>	
SIGNED BY PARENT / CARER	
PARENT / CARER'S NAME	
DATE	
SIGNED BY STAFF	

DATE	
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Please make 2 copies.

1 copy must be given to parents/carers to take home.

1 copy to be placed in a plastic wallet and returned to Attendance & Admissions Officer

Data Protection Law

This policy adheres to the principles under Data Protection Law.

For further information, please review the school's data protection policy published on the school's website.