

ATTENDANCE POLICY

Policy adopted by the Governing Body of The Wordsley School	
Date adopted by the Governing Body	
Signed by the Chair of Governors	

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/carers 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.

GUIDANCE FOR STAFF

REGISTERS, PUNCTUALITY AND SIGNING IN

AM and PM Registration

Morning registration is at 8:35am and afternoon registration is at 1.10pm. Pupils should be marked late if they arrive after the register has been completed.

Pupils who arrive after 8:50am or 1:15pm, for any reason, must report to the Attendance 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 are available to collect each day from the staffroom and should be returned to the staffroom immediately following registration i.e. 8:50am (unless going to assembly) and 1:15pm.

If staff are unable to log on for any reason, there will be a form list in your folder which should be completed manually and returned to the Attendance Office by the end of registration.

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. This should be reported as soon as the register is complete through the Microsoft Teams app/website: Absence and Truancy. Pupils may give some context to unexplained absences but these must still be reported as explained above.

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

Punctuality

A pupil who is not at their form room at 8.35am or 1.10pm 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 note the number of minutes late on the register.

Pupils must **not** report to the Attendance 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.

Pupils punctuality will be monitored by the Attendance Team. When patterns of lateness begin, a phone call will be made to parents/carers and a letter explaining the impact of lateness will be sent home.

Poor punctuality will be considered when authorising trips and visits and persistent lateness will also prevent pupils from qualifying for the 100% attendance award. Persistent lateness has a large impact on progress in the classroom e.g. 10mins late per lesson equates to a whole lessons worth of learning being lost each day.

Unexplained Absence

When a pupil is absent and no reasons has been provided, a txt message will be made following the close of the register to determine the reason for absence.

Where a pupil has been present for 3 days without a reason being provided by their parent or guardian, a home visit will be conducted by the school to ascertain the status of the child.

GUIDANCE FOR PARENTS/CARERS

Absence

If your child is absent from school, please call the school reception providing the reason for their absence. If your child is absent for consecutive days, a new call needs to be made each morning to explain their absence. We will endeavour to provide support and this communication is key to us working in partnership to support your child.

As explained above, on the third day of absence, a home visit will be conducted if we have not heard from a parent or guardian with an explanation of why their child is not in school. This is solely to safeguard the child and to provide support where necessary.

Notes / Medical Appointments

Notes must be provided if a pupil has a reason for absence or for a medical appointment. These should be taken to the Attendance Office for their records.

When leaving the school site for a medical appointment, pupils must sign out at the Attendance Office so that records of attendance are accurate.

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". The Headteacher will 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 in the Attendance Office to prevent calls being made to the pupils' parents or carers.

MONITORING ATTENDANCE

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.

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/Carers 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 aim to support all pupils and their families. If a child's attendance falls below 90% they are considered to be a persistent absentee.

We will offer support through an attendance support plan and explore the support of external agencies. It is important that all parties involved adhere to these plans to help improve the attendance of the child.

Although we aim to avoid this, if there is non-engagement from parents or guardians to help their child to attend school, the matter will be supported by the Local Authority and fixed penalty notices/fines may be issued. We hope to avoid this and aim to work in partnership with all involved to support the child.

ATTENDANCE STRATEGY – OVERVIEW

DAILY REGISTRATION 8.35am – 9.05am

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/carers

ATTENDANCE & ADMISSIONS OFFICER

Register check 9.05 - 9.30am.

Text message to parents/carers 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 LOA1.

HALF TERMLY

Attendance Review

A Pupil Welfare Manager / Attendance & Admissions Officer

Review Attendance Monitoring Pupils.
Identify pupils with no improvement.
Letter AH1 to parents/carers.
Identify pupils with improved attendance.
Letter IM sent to parents/carers.

B Pupil Welfare Manager / Attendance & Admissions Officer / Head of House
Identify pupils to move up from "Attendance Monitoring" to "Attendance Concern".
Letter 'Early Help' to parents/carers.

Review existing stage of intervention and move as appropriate.
(Refer to Attendance Support Plan). Letter 'Final Letter' 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.

LOA1

Name of parent or carers if living at same address
Address to post letter to including post code

Date

Dear Name of parents or carers

Re: Name of Child and Date of Birth

Thank you for your leave of absence request form.

On this occasion I am not able to authorise Name of Child leave of absence from Date to Date as the reason for absence is not considered as exceptional circumstances.

If you decide to go ahead with your proposed leave during term time Name of child absences will be marked as unauthorised. I should warn you that unauthorised absences are referred to the Education Support Service who may issue a Penalty Notice of up to £120 per parent per child or consider other legal action.

Please be aware that if your child does not return to school on the stated return date they may be removed from our school register under The Education (Pupil Registration) Regulations 2006.

Should you wish to discuss this matter further, please do not hesitate to contact me.

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

AH 1

<Name of parent or carers if living at same address>
<Address to post letter to including post code>

Date

Dear <name of parents or carers>

Re: <Name of child and DOB>

We are writing to advise you that <name of pupil>'s school attendance is causing concern as it has fallen to % and as a result we are becoming concerned that <name of pupil> is missing a significant part of learning. We have enclosed a copy of <name of pupil> attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning and is a legal requirement. Good attendance enables students to keep up with the work required.

We will continue to monitor <name of pupil>'s attendance and we look forward to seeing an improvement. Where possible, please ensure that school are provided with relevant doctors notes and medical appointment details.

If there are any particular circumstances that the school may not be aware of which is having an influence on % attending school regularly, please do not hesitate to contact us.

Yours Sincerely

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

Early Help

Name of parent or carers if living at same address>
<Address to post letter to including post code>

Date

Dear <name of parents or carers>

Re: <Name of child and DOB>

We have previously contacted you regarding our concerns regarding <name of child> attendance, which is currently ?%.

Whilst any child may be absent from school due to illness, we recognise that sometimes they can be reluctant to attend school for a variety of reasons. School can offer support in various ways including making a referral to school nurse or via an Early Help Assessment.

School wishes to support you in improving <name of child> attendance and therefore an Early Help Assessment is recommended to identify your child's and/or your family needs and how best to meet them. The process is entirely voluntary – you choose what information you wish to share and we can only make referrals to other services with your consent. We can arrange to carry out an assessment with you.

Dudley School Nurse Service can offer support to the child or young person with their emotional health and wellbeing, long term health conditions or disabilities such as asthma, diabetes or epilepsy and work with schools to address alcohol, smoking or drug concerns.

Please contact school by <date> to arrange a meeting or discuss any queries you may have about Early Help or the School Nurse Service. If we do not hear from you, we will assume that you do not wish to take up the offer. However, please do contact school at any time in the future should you change your mind.

Yours Sincerely

Final Letter

Name of parent or carers if living at same address>
<Address to post letter to including post code>

Date

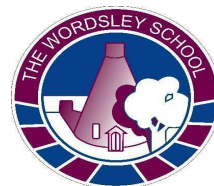
Dear <name of parents or carers>

Re: <Name of child and DOB>

We are writing to advise you that your child's attendance has not significantly improved as previously requested.

Following unsuccessful attempts to work with you to improve the attendance of your child, we regretfully have no choice but to refer the case to the Education Support Service who have the authority to issue a Fixed Penalty Notice of up to £120 per parent, per child or pursue legal action through the courts under Section 444(1)(a) Education Act 1996.

Yours Sincerely



RESTRICTED WHEN COMPLETED

Attendance Support Plan

S E C T I O N 1	PUPIL DETAILS	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
S E C T I O N 2	ATTENDANCE SUPPORT MEETING	
	Date of meeting:	
	Attendees:	Role:
S E C T I O N 3	ATTENDANCE DATA ANALYSIS	
	<i>For example: current attendance %, identified patterns, lateness, summary of reasons & explanations</i>	
S E C T I O N 4	ATTENDANCE PUSH FACTORS – influences that push the pupil towards attending	
	<i>Strengths & interests the plan could use to engage the pupil, for example: positive relationships in school (staff and pupils), subject strengths, specific positive behaviours shown, rewards & praise received, extra-curricular participation, engagement with other support agencies</i>	

S E C T I O N 5	ATTENDANCE PULL FACTORS – influences that pull the pupil away from attending
	<i>Identify areas of difficulty that may prevent good attendance, for example: travel or housing issues, morning routine conflicts, subject specific barriers, young carer responsibilities, bereavement, bullying or friendship issues, language barriers, recurring illness or injury, SEN, anxiety, EBSNA, diet, exclusions/behaviour</i>
S E C T I O N 6	GROUP MIND MAP – Who or what could help?
	<i>Which staff, family, friends, services, agencies or organisations could provide the support needed? Everyone should contribute. These should not be exclusively in response to pull factors only. For example, if a music teacher is a push factor, can arrangements be made for the pupil to access their lessons? <u>Other examples:</u> School nurses, Connexions, Hear4Youth parenting classes, KOOTH, Young Minds, What centre, GP.</i>

<div>SECTION 7</div>	<div>EARLY HELP & FAMILY GROUP CONFERENCE DISCUSSION</div> <p><i>Fully explain how an Early Help Assessment could support the family. If Early Help is declined, detail a full explanation why. Does an EH enabler need to be involved? Would a Family Group Conference be a suitable alternative to a full EHA? Would parenting support classes/workshops help? Record the parent/s and pupil's thoughts and responses.</i></p>

S E C T I O N 8		
	AGREED SCHOOL ACTIONS	
	<i>For example: referrals to be made, adjustments to the curriculum or classes, phased return plan or temporary part-time attendance, identification of a mentor, supporting participation in extra-curricular groups, careers advice, Inclusive Pathways, implementation of EBSNA strategies, implementation of rewards etc</i>	
	Staff signature/s:	
	AGREED PARENT ACTIONS	
<i>For example: morning & bedtime routines, limiting technology (When? How?), booking Dr's appointments, seeking support from SENDIASS, implementation of rewards & sanctions (What will they be?), communicating with the school in line with attendance policy, consenting to referrals etc</i>		

	Parent signature/s:		
	AGREED PUPIL ACTIONS		
	<i>For example: morning and bedtime routines, screen time, engagement with other agencies, work with school nurse/SENCo/counsellor/FSW/Connexions etc, participation in extra-curricular activities, speak to an identified member of staff with concerns, complete homework, attend in correct uniform etc</i>		
	Pupil signature:		
S E C T I O N 9	PUPIL ATTENDANCE TARGETS		
	<i>For example: no unauthorised absence in following 2-weeks, to increase attendance to 90% by the end of term, to arrive on time every day etc</i>		
S E C T I O N 10	IMPLEMENTATION & REVIEW		
	Start date:		Review date:

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.