

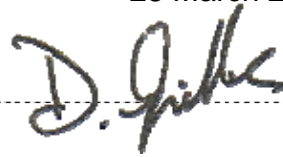
HELLEDON HIGH SCHOOL

ATTENDANCE POLICY

Policy Reference:	PJ8	Review Frequency:	3 Yearly
Issue Number:	02	Next Review Date:	March 2014
Author:	Peter Jones		

Ratified by the Governors' Policy Review Committee on: 28 March 2011

Signed: _____



Chair

Our Aims

Hellesdon High School is committed to providing a broad and enriching education to all students. Staff will endeavour to provide an environment where all students feel valued and welcome.

For a student to reach their full educational achievement a high level of school attendance is essential. The School will consistently work towards a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

The aims of this policy are:

- to encourage students to attend School regularly by working closely with parents/carers and students
- to ensure that there is an efficient system, known to all, for ensuring that students who should be attending the School have registered six times daily, or a reason for non-attendance is known to the School.

School Procedures

Taking the register

Students' of compulsory school age have their attendance registered electronically six times per day. It is the practice of this School to register ALL students.

The School Register is electronic and is monitored and updated on an hourly basis by the Student Receptionist. In addition all teaching staff are required to check that the students who

should attend each lesson actually do so and electronically register their attendance at the start of each lesson.

The Electronic Register records the following:

- whether the student is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- a) one taking place off the School premises;
 - b) approved by a person authorised by the governing body or the Head Teacher;
 - c) supervised by a person approved by the governing body or Head Teacher;
 - d) of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in higher or further education; and
 - e) Link Courses where students attend a Further Education (FE) college for part of their time, or franchised students receiving part of their education off-site at another location while remaining on roll and under School supervision (e.g. sick children being taught at home), or attending an approved sporting activity:
- When a student is absent he/she is marked as an 'authorised' or 'unauthorised' absence; and
 - the nature of the approved educational activity is recorded.

All Tutor Group registers will be accessible from 8.30am – 8.50am students who arrive after this time must sign in at the main reception.

Lateness

Morning registration will take place at the start of School at 8:30am. The registers will remain open for 20 minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. School transport was delayed.

Late arriving students must ensure that they sign into the Student Late Arrival Book, held in Student Reception, on arrival.

Students arriving after the start of School but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as 'late' before registers close.

Continuing Absence

Parents will receive a truancy call every day that their child fails to attend School. If a student's attendance falls below 80% they are considered 'persistent absentees' and the "Attendance Interview" system will be put to action. A Student Attendance plan will be agreed between the School, parent/carers and student and both parents/carers and students are expected to comply with it.

Roles and Responsibilities

The Governing Body will:

- approve the policy and any proposed changes
- receive reports from the Head Teacher
- review the working of the policy in the light of the Head Teacher's report
- ensure that the policy is promoted and implemented throughout the School and is recognised and understood by the parents/carers.

The Head Teacher will:

- set attendance targets as part of the development plan and target-setting process
- monitor progress and ensure that strategies are in place to promote and implement the policy throughout the School
- determine (in collaboration with the Assistant Head Teacher (Attendance and Behaviour) and Head of Year) whether to authorise any proposed absences requested on the School's official form, or absences which have taken place for which no request was made

The Assistant Head Teacher (Attendance and Behaviour) will:

- notify parents/carers as appropriate that if a student of compulsory school age fails to attend regularly his/her parents/carers are committing an offence
- liaise with the Local Authority (LA) over persistent absentees
- liaise with the LA and police when they wish to exercise their powers to enforce truants to return to School
- make an annual report with statistics to the Governing Body
- oversee the attendance arrangements
- work with Heads of Year and Behaviour & Attendance Officers to ensure the efficient running of the system
- make periodic checks of the registers to monitor student absence
- manage the "Attendance Interviews" system to tackle persistent absentees
- deal with issues of inadequate registering
- arrange appropriate training for staff
- keep the Head Teacher informed of the progress of the policy
- advise the Head Teacher on any strategies that could be initiated or improved

The Behaviour and Attendance Officer will:

- liaise with Assistant Head Teacher (A&B) and Heads of Year to follow up unaccounted – for student absence
- conduct "Attendance Interviews" alongside the LA representative
- monitor student absence throughout the School and identify particular students whose attendance is a cause for concern
- report to the Assistant Head Teacher (A&B) with relevant data on School attendance
- initiate with appropriate staff strategies to improve attendance
- make regular checks on absence notes and the reasons for absence

- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a student's welfare, the Assistant Head Teacher (A&B) will immediately inform the Head Teacher who will decide what action to take including informing the Local Authority).

Heads of Year will:

- ensure that all student absences are noted and absence notes received from parents/carers
- ensure that all registers are completed
- make regular checks on the efficiency of the registering system
- make regular checks on absence notes
- ensure that all suspected truancy is followed up and dealt with
- contact parents/carers over student absences where appropriate
- make reports to the Assistant Head Teacher (A&B) on the efficiency of the system
- liaise with the Assistant Head Teacher (A&B) over training needs.

Form tutors will:

- ensure that students are registered accurately
- ensure that students bring absence notes
- follow up cases of unaccounted for absence or unacceptable notes
- keep the Head of Year informed of any signs of suspected truancy
- inform the Head of Year of any possible underlying problems which might account for absences.

Classroom teachers will:

- call the register and record the attendance of students at their lessons
- inform the (Head of Year/Tutor) of the names of students who are absent without notification.

Students are required to:

- attend regularly unless they are ill or have an authorised absence
- bring an explanatory note on the day of return to School
- discuss with the Tutor any planned absences well in advance
- make any request for leave of absence on the School's official leave of absence form.

Parents/Carers are required to:

- to ensure that their children receive efficient, full-time education by attendance at School or otherwise (*Education Act 1996*)
- inform the School of the reason for their child's absence on the first day of non-attendance (via the telephone absence line on 01603 254333)
- provide a written explanatory note for their child's absence on their child's first day returning to School

Inspection

The Assistant Head Teacher (A&B) will ensure that the School Admission and Attendance Registers are available for inspection by Her Majesty's Inspectors (HMIs), registered inspectors and an LA officer.

Leave of absence

Leave can be granted only by the Head Teacher on recommendation from the Head of Year. Parents/carers will be expected to use the School's official Leave of Absence Request form (available from the School Office).

Holiday leave

Holidays during term time are discouraged. Parents/carers will be reminded of the effect that absence can have on a student's potential achievement. Holiday leave during term time will be considered unauthorised absence.

Parents/carers can be given leave by the School to take a child on a holiday in exceptional circumstances and at the discretion of the Head Teacher.

Formal requests must be made to the Head Teacher, via the Head of Year on the School's official form (available from the School Office).

Adverse weather

The School will follow County Council advice but will take measures in order to keep the School open to the extent that it is possible depending on the weather conditions in the local area. The School's Emergency School Closure Policy will apply.

Short -term leave

The School can legally grant short-term leave for family reasons. It is for the Head Teacher to determine whether individual circumstances are reasonable.

Where a student becomes pregnant, leave will be given of no more than 18 weeks after which the absence would be unauthorised. The School will do all it can to support the student remaining in School as long as possible.

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the student leaves for an appointment after registering, the absence needs to be recorded as 'medical' and the student must ensure that their departure and return is recorded in the Signing 'in' and 'out' sheets held in Student Reception.

The School may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Head Teacher will set a time limit for such absences in consultation with the Assistant Head Teacher (A&B) and Head of Year. The Head Teacher may also seek advice from the LA or other appropriate agency before coming to a decision.

Religious observance

The Head Teacher will review each application reasonably, and in consultation with the Assistant Head Teacher (A&B), Head of Year and the parent/carer.

The School expects advance notice, since religious festivals are likely to be fixed well ahead.

Distance from School

A student will not have failed to attend regularly if the parent/carer can prove that the School is not within walking distance (defined as two miles for children under 8 and three miles for children over 8), in each case measured by the nearest available route, and where the LA has not made suitable arrangements for:

- transport
- boarding or
- changing to another school nearer to the home.

Where there are such occurrences the Head Teacher will consult with the LA, and the Chair of Governors as appropriate.

Taking a student off the register

The Head Teacher will authorise the taking of a student's name off the School Register in accordance with the current Regulations.

Monitoring and review

Each year the School will examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets.

The Head Teacher will review the working of the policy with the Leadership Team and make at least annual reports to the Governing Body.