

ST PETER'S RC HIGH SCHOOL

ATTENDANCE POLICY

January 2018

Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.

Achievement



Responsibility



Love



Diversity

Policy Aims

The policy aims to

- ✓ develop positive attitudes in pupils towards regular attendance
- ✓ recognise pupils with good attendance
- ✓ involve parents in the process of improving attendance and punctuality to school
- ✓ resolve problems of non-attendance in a sensitive manner
- ✓ use the resources of the school efficiently

Whole School Strategies

1. Incentives and a reward scheme for 90% and above attendance.
2. Statements in the school brochure, pupil's planners, VLE to promote good attendance.
3. Identification of pupils with poor attendance prior to transfer from primary schools.
4. Pupils monitor their attendance using pupil planners.
5. *Parents can monitor attendance online via stpetersbook
6. Special measures are taken to ease children back into school after prolonged absence, for example, individual pupil timetables; careful monitoring by form teachers, the pastoral team and the SENCO; regular contact with the school attendance manager.

Roles

Headteacher's Role

The headteacher has overall responsibility for school attendance and punctuality to school.

The Attendance Manager's Role is to

1. Oversee the overall implementation of the school's attendance policy.
2. Develop and apply an attendance incentive scheme in order to recognise and reward pupils with good attendance and to encourage improved attendance in others.
3. Work closely with teachers, form tutors, support staff, heads of year, senior members of staff, attendance officer, parents, Children's Services and other outside agencies in order to address poor attendance.
4. Provide support to pupils and parents both within and outside school where necessary.

The Attendance Officer's Role is to

1. Utilise the school registration system to oversee and monitor pupils' attendance punctuality to school.
2. Undertake '**First day absence**' calling to parents of absent pupils utilising the 'PS Engage' absence alert system.
3. Pursue all unexplained absences via phone/text/letter/referral.
4. Ensure all pupil absence notes are entered appropriately in the register.
5. To work closely with staff, form tutors, heads of year, senior members of staff, Attendance Officer, parents and other outside agencies in order to address poor attendance.

Heads of Year Role is to

Monitor attendance with tutors and liaise with parents and the school attendance manager.

Form Tutor Role is to

1. Use the tutor period to review and discuss attendance and punctuality, encourage pupils to set targets and record the communication that has taken place.
2. Welcome children back after absence or illness and support them to settle back into the school routine.
3. Develop positive relationships with all pupils and make them aware that incidents of bullying must be reported to make school a safe and secure place for all pupils.

Attendance Procedures

Registers are legal documents and must be marked accurately. Any problems must be referred to the head of year.

Accurate registration is essential. In law pupils have to be registered in the morning and the afternoon. There must be a mark for every pupil either present / \ absent 0 by the end of the tutor period. If pupils arrive late for school they obtain their mark at the school office and the registers are amended accordingly. School policy is to register pupils at the start of every lesson.

On returning to school, a pupil must bring a signed note from a parent giving reasons for absence with dates. Absence notes must be passed immediately to the attendance officer in the pupil office to enable the register to be updated with the appropriate mark/symbol.

All lesson registers should be marked within the first 15 minutes of the lesson commencing.

Timings of the School Day

Years 9, 10 & 11		Years 7 & 8	
Library	8.00 – 8.45	Library	8.00 – 8.45
Reg/Assembly/Form Period Morning Prayers	8.45 – 9.00	Reg/Assembly/Form Period Morning Prayers	8.45 – 9.00
Period 1	9.00 – 10.00	Period 1	9.00 – 10.00
Period 2	10.00 – 11.00	Period 2	10.00 – 11.00
Break	11.00 – 11.15	Break	11.00 – 11.15
Period 3	11.15 – 12.15	Period 3	11.15 – 12.15
Lunch	12.15 – 1.00	Period 4	12.15 – 1.15
Period 4	1.00 – 2.05	Lunch	1.15 – 2.05
Period 5	2.05 – 3.05	Period 5	2.05 – 3.05
Dismissal of pupils/buses	3.05 – 3.15	Dismissal of pupils/buses	3.05 – 3.15
After school activities	3.05 – 5.00	After school activities	3.05 – 5.00

Absence Procedures

The school operates a system of **'First day absence'** calling parents in cases where no notification of absence has been received by 10 a.m. This is undertaken by the attendance officer who follows a set procedure. As attendance is a whole school issue it is essential, however, that the form tutor monitors pupils' absence and informs the attendance officer promptly of any information received regarding absent pupils.

The absence procedure involves:

1. First day absence telephone call or text via 'PS Engage' automated system to parent/carer by 11 a.m.
2. Recording of details of telephone contact on appropriate documentation.
3. Updating of register with appropriate mark/symbol.
4. Sending of a standard letter to parent/carer where telephone contact has been unsuccessful or is impossible.
5. Follow up of nil responses to letters after five school days absence have elapsed by referral to school attendance manager.
6. The school attendance manager will attempt to make contact with parent/carer and if necessary will make a home visit.
7. If contact cannot be made with the parent/carer and the whereabouts of the pupil has failed to be established then Child Missing Education (CME) procedures will be implemented. The safeguarding of the pupil is paramount and if there is any indication that the absence could be a safeguarding concern then this must be referred to the designated safeguarding lead. If all attempts of contacting parent/carer have failed and

the continuous unexplained absence has lasted for ten school days the school will notify the Local Authority in accordance with Children's Services guidelines.

8. In cases where a pupil returns to school without a signed note giving reasons for absence with dates, tutors must pursue receipt of a note with the pupil/parent and liaise with the Attendance Officer accordingly. On receipt notes are to be passed to the pupil office immediately.

Parent / Carers Responsibilities

- Ensure that my child attends school regularly, on time, in uniform and suitably equipped
- St Peter's actively discourages pupils' leave of absence in term time. Due to changes in the Education Regulations with effect from 1st September 2013 the headteacher cannot authorise any leave of absence during term time (including holidays) unless there are exceptional circumstances. Any such requests must be submitted in writing, addressed to the headteacher in advance of the requirement and parents may be asked to attend a meeting to discuss the requirement.
- Parents / carers must ensure that leave of absence is agreed before making any arrangements

Parents need to be aware that if they take their child out of school without prior agreement from the headteacher they can receive a penalty notice of up to £120.

The reduction of unexplained/unauthorised absence is a school priority and therefore all such absences are vigorously pursued by form tutors and attendance staff.

This information was posted to all families and is displayed on the school website.