



TEMPLE MOOR HIGH SCHOOL

ATTENDANCE (STUDENTS)

POLICY

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ATTENDANCE POLICY (STUDENTS)

THE LAW:

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at school, parents have the primary legal responsibility for ensuring that their child attends regularly.

1. RATIONALE OF THE POLICY AS OUTLINED BY THE DEPARTMENT OF EDUCATION

1.1 The school supports the underlying rationale of the DfE's aims of the behaviour and attendance strand to secure positive behaviour and attendance by:

1.1.1 offering appropriate support to staff to help students learn positive behaviour and habits of regular attendance;

1.1.2 promoting the kinds of planning, teaching and school routines and procedures that support good learning, constructive behaviour and regular attendance;

1.1.3 ensuring all students are motivated to attend school and supported to engage fully in their learning;

1.1.4 sharing good practice across schools to promote effective strategies to improve behaviour and attendance for learning;

1.1.5 engaging the wider community in a more coherent and imaginative approach to local students, particularly those that are disaffected.

2. SCHOOL'S RATIONALE

2.1 To create a culture in which full attendance is seen as an essential building block in students accessing learning, maximising their opportunities for development and achieving the highest levels of excellence.

3. PRINCIPLES

3.1 Our specific principles relating to attendance include:

3.1.1 an agreement by students, parents and staff to support our rationale that full attendance enables students to gain the highest levels of achievement;

3.1.2 an agreement that lateness can undermine the learning process and that a positive approach to attendance and time-keeping is essential and should be an integrated part of the Behaviour for Learning system;

3.1.3 a challenging yet supportive approach to achieving full attendance;

3.1.4 a co-operative approach to the development and implementation of attendance strategies between students, parents and staff;

3.1.5 a commitment to work co-operatively and collaboratively with our Trust partners, Temple Newsam Learning Partnership (TNLP), the Local authority and any outside agency that will enable our school to achieve full attendance.

3.2 The school's practice in relation to gaining full attendance is based upon legislation, DfE guidance, and Local authority guidance.

4. PROCEDURES

4.1 General Procedures and attendance and times of the school day

4.1.1 the school opens at 8am for students to access breakfast facilities;

4.1.2 the school day for attendance purposes is composed of the following elements:

8.25	8.50	Registration
8.50	9.50	Period 1
9.50	10.50	Period 2
10.50	11.20	BREAK (all year groups)
11.20	12.20	Period 3
12.20	12.50	LUNCH BREAK (for Years 7, 10 and HCP)
12.20	1.20	Period 4a for Years 8, 9 and 11
12.50	1.50	Period 4b for Years 7, 10 and HCP
1.20	1.50	LUNCH BREAK (for Years 8, 9 and 11)
1.50	2.50	Period 5

4.2 Recording Attendance and Absence:

4.2.1 attendance will be recorded electronically in all lessons through the use of class-based computers;

To check:

4.2.2 Registration and Periods 4a and 4b are designated as the registration points of the morning and afternoon sessions;

4.2.3 paper registers must be used and delivered to the Administrator in Student Services within the first 15 minutes of a teaching period if there are any computer problems;

4.2.4 students attending after 8.45am are absent and need to be sent to Student Services to be processed;

4.2.5 the parents of students who are absent will be contacted on the first day of absence.

Parents should:

4.2.6 make telephone contact on first day of absence;

4.2.7 provide form tutors a written explanation of a student's absence when they return if a telephone call was not made on the day of absence.

4.3 Lateness:

4.3.1 lateness will be processed by the Pastoral Administrator;

4.3.2 students who are late after 8.25 am will be processed by Student Services and will initiate a direct consequence of a negative behaviour recorded in the planner

and a detention issued along with a combination of student counselling and home contact.

4.4 Referrals:

- 4.4.1 students' attendance will be monitored by form tutors in the first instance and referred to the Pastoral Officer (PO) if there are concerns;
- 4.4.2 the PO will have an overview of students whose attendance is dropping and consider if support is required by looking at reasons and patterns of absence;
- 4.4.3 the PO may consider referral to the Templenewsam Halton Cluster meetings after wave 1 interventions have taken place to initiate support with attendance via case work.
- 4.4.4 the PO may consider placing the family on the Fast Track process for attendance which may result in a fine if no improvement

4.5 Truancy:

- 4.5.1 the PO will be key in the identification of external truancy and will work with the student and parents to develop a re-engagement package. An attendance contract may be issued for persistent truancy to monitor and support the student;
- 4.5.2 it is the role of the classroom teacher to inform the relevant PO of any suspicious absence within the first 10 minutes of any lesson;
- 4.5.3 all students signing out must be recorded onto SIMS immediately by Student Services;
- 4.5.4 the POs together will identify and develop intervention programmes to minimise student internal truancy.

4.6 Attendance procedures relating to continuous days of absence:

- 4.6.1 the Pastoral Administrator will make contact via telephone or text message with the family on the first day of absence;
- 4.6.2 after 3 days of absence a PA1 letter (see appendix 1a) will be sent to the family asking the reason for absence;
- 4.6.3 after 5 days of no contact with the family, the Pastoral Administrator will issue a PA2 letter (see appendix 1b).

4.7 Holiday procedures:

- 4.7.1 the school and the TNLP Trust agree that any absence from school will interfere with a student's ability to reach the highest standards of attainment and therefore believes that family holidays should occur during school holidays and outside of term times;
- 4.7.2 in exceptional circumstances the school/Trust will consider an application for a holiday. The following steps should be undertaken;

- 4.7.3 a Holiday Form is completed and returned to the PO or Pastoral Administrator at least two weeks before the requested holiday;
 - 4.7.4 the Principal will consider the family's reasons for undertaking a holiday during term time in line with the Trust's 'Holidays in Term Time' policy, when a request can only be granted in exceptional circumstances;
 - 4.7.5 failure to ask for permission will result in the absence being recorded as unauthorised and subject to a potential fixed penalty fine from the Local Authority.
- 4.8 Positive rewards and attendance:
- 4.8.1 students who achieve 100% attendance in the period prior to a rewards assembly will receive a certificate and recognition in the rewards assembly. Their names will go into a prize draw
 - 4.8.2 the school has attendance target weeks where students who achieve 100% attendance during these weeks are entered into a prize draw;
 - 4.8.3 postcards will be sent home to students whose attendance has improved during a period of monitoring
- 4.9 Exclusions
- The school will ensure that any student who has been excluded for a fixed period of up to 5 days will receive appropriate work to complete at home during the exclusion period.
- 4.10 Absence due to long term medical reasons:
- 4.10.1 the PO will monitor the attendance of any student who is receiving medical attention that involves absence from school. The PO will liaise with any home tutor that may be allocated by the Local authority;
 - 4.10.2 appropriate phased re-integration will be organised in consultation with the student, the parent and external agencies.
 - 4.10.3 appropriate computer packages that aid home learning can be used where appropriate and monitored by the PO.
- 4.11 Support for re-integrating students
- Students who displayed significant difficulties in accessing school will be supported in their reintegration back into school
- 4.12 Absence and examinations
- The school will ensure that students will have every opportunity to undertake external examinations if suffering from a medical condition or having been excluded.
- 4.13 External support:
- 4.13.1 the school will work with the Templenewsam Cluster Attendance Improvement Officer (AIO) to develop intervention programmes with students who are or are

at risk of attending school for less than 90% of all learning sessions as identified via Trust/Cluster meetings;

4.13.2 the school will work with local multi-agencies committees in developing programmes of intervention for individual/ family cases and in developing strategic plans for supporting students and families experiencing social stress;

4.14.3 the school will work in partnership with other Trust schools in best use of AIO intervention and in implementing the Trust's policy on attendance alongside Temple Moor's.

4.14 Monitoring (Operational):

4.14.1 the initial stage of monitoring of attendance is undertaken by the form tutor and the student themselves;

4.14.2 the second level of monitoring is undertaken by the PO/Pastoral Administrator and the student;

4.14.3 the third level of monitoring is undertaken by the PO/Pastoral Administrator, the Attendance Improvement Officer (AIO), the student and the parent;

4.15 Monitoring (Strategic)

The monitoring of the Attendance Development Plan, the attendance elements of the School Development Plan and the achievement of attendance targets is undertaken by the Senior Pastoral Leader (with responsibility for whole school attendance), the Deputy Principal (Student Welfare) and the nominated governor responsible for attendance through the academic year.

5. KEY ROLES AND RESPONSIBILITIES

5.1 Classroom Teachers

Each teacher is responsible for maintaining an accurate record of students' attendance to their lessons using SIMS 'lesson monitor' and to use this data to support students in achieving the highest of possible outcomes and informing the Programme Leader and PO of any suspicious absence.

5.2 Form Tutors

Each form tutor is responsible for monitoring the attendance of the students in their form and to refer students to their PO when attendance is becoming a concern.

5.3 Administrator responsible for Attendance

An Attendance Administrator is responsible for processing the attendance data and developing information that can be analysed for patterns and trends. The Attendance Administrator will also liaise with PO, AIO, Deputy Principal, the Trust's attendance committee and the governing board in order to maximise attendance across the school.

5.4 Designated Leadership Team Member with Responsibility for Attendance

The central responsibilities of the position of the designated leadership team member with responsibility for attendance are:

- 5.4.1 to ensure that attendance is strategically planned as outlined in the one-year School Improvement Plan;
- 5.4.2 to ensure that the senior leadership team (SLT) is regularly informed about attendance progress towards achieving targets;
- 5.4.3 to ensure that the governing board is regularly informed through the designated Attendance governor;
- 5.4.4 to ensure that a half-termly meeting takes place with individual POs to discuss attendance, identify potential persistent absences (PAs) and formulate a strategy for dealing with them.

5.5 Designated Governor with Responsibility for Attendance

The designated governor with responsibility for attendance will act as a critical friend to the designated leadership team member responsible for attendance and report directly to the full governing board. The governor will ensure targets are set, action plans are reviewed and new plans are formulated which will enhance the principles of this policy.

6 REVIEW

The school is committed to reviewing the effectiveness of the Attendance Policy through the monitoring procedures of the School Development Plan, the review of the yearly attendance action plan and through consultation with students, parents, staff, governors and representative external agencies and the Local authority.

3 day absence letter

Date

Name
Address

Dear

I am writing to inform you that NAME has been absent from school for three days without any contact from you. The school is now concerned that your child has missed valuable work in school. For safeguarding reasons we need to know the whereabouts of any student who is absent from school. Regular attendance at school is vital in order for your child to achieve their full potential; evidence supports the fact that those pupils that attend regularly are more likely to achieve their target grades in their GCSE exams.

It is your responsibility to ensure that your child attends school regularly and that you contact school on the first day of absence followed by a note on return. This will avoid the need for us to contact you concerning the attendance of your child at school.

Please use the return slip below to inform the school of the reasons for absence. The Attendance Administrator can be contacted on – 0113 390 0770.

As always in these matters, we require your co-operation in ensuring that your child attends school regularly and therefore is able to achieve the Temple Moor High School aim which is: 'Together We Achieve Success'.

Yours sincerely



Mr S Huddleston
Deputy Principal

.....
Name _____ Form _____ was absent from school on

Because

Signed _____ Parent/Carer

Please return to the Attendance Administrator (in Student Services)

5 day absence letter

Date

Name

Address

Dear

I am writing to inform you that NAME has been absent from school for five days without any contact from you despite letters already being sent. The school is now concerned that your child has missed valuable work in school and, for safeguarding reasons, we need to know the whereabouts of any student who is absent from school. Regular attendance at school is vital in order for your child to achieve their potential; evidence supports the fact that those pupils that attend regularly are more likely to achieve their target grades in their GCSE exams.

I feel I must point out to you the serious nature of your child's non-attendance at school. A parent is responsible for their child's attendance at school and if that child is not present in school without a valid reason for absence which is accepted by the school then the parent may be liable in law to be prosecuted.

I would rather seek your co-operation in ensuring that this does not happen. I would therefore urge you to contact school as soon as possible to avoid any misunderstandings in relation to your child's attendance

As always in these matters the school is looking for your support in ensuring that your child attends school regularly and therefore is able to achieve the Temple Moor High School aim which is 'Together We Achieve Success'.

Yours sincerely



Mr S Huddleston
Deputy Principal

.....

Name _____ Form _____ was absent from school on

because _____

Signed _____ Parent/Carer

Please return to the Attendance Administrator (in Student Services)

Appendix 2

ATTENDANCE CODES

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (am)	Present	In for whole session
\	Present (pm)	Present	In for whole session
@	DO NOT USE	Unauthorised Absence	Late for session
B	Educated Of Site (not dual reg)	Approved Educational Activity	Out for whole session
C	Other Authorised Circumstances	Authorised Absence	Out for whole session
D	Dual Registration	Approved Educational Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended Family Holiday (agreed)	Authorised Absence	Out for whole session
G	Family Holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Annual Family Holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before reg closed)	Present	Late for session
M	Medical/Dental	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence	Unauthorised Absence	Out for whole session
P	Approved Sporting Activity	Approved Educational Activity	Out for whole session
R	Religious Observance	Authorised Absence	Out for whole session
S	Study Leave	Authorised Absence	Out for whole session
T	Traveller Absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Visits/Sporting Activity	Approved Educational Activity	Out for whole session
W	Work Experience	Approved Educational Activity	Out for whole session
X	DfE #: School Closed to students	Attendance not required	Out for whole session
Y	Enforced Closure	Attendance not required	Out for whole session
Z	DO NOT USE	Authorised Absence	Out for whole session
!	DfE X:Non-compulsory school age absence	Attendance not required	Out for whole session
#	School Closed to students and staff	Attendance not required	Out for whole session
*	DfE Z: Student not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No Mark	No mark for session