



PARK HOUSE SCHOOL & SPORTS COLLEGE

ATTENDANCE POLICY

Aim

Park House School recognises the clear link between attendance/punctuality of students and attainment. The aim of this policy, therefore, is to encourage the highest possible levels of achievement by ensuring the highest levels of attendance and punctuality.

The importance of Attendance/Punctuality

1. Attendance by students of school age is a legal requirement and unauthorised absence is illegal. Schools have a legal requirement to maintain accurate attendance records.
2. Penalty Notices and fines along with Parental or Education Supervision Orders will be used in Park House School for those students who persist in achieving low attendance.
3. In some circumstances, where their prior history of poor attendance or if absence is of particular concern, the school will work with the Education Welfare Officer to address issues, either through fast track or other interventions.
4. Good attendance is a prerequisite to success in academic performance. This is especially important for students following examination courses where coursework is a significant element.
5. Good attendance is a basic training beyond school and the world of work. Attendance and punctuality records form a significant part of any reference given to further education and/or future employers.
6. It is a basic matter of health and safety that all students are properly registered; in the event of a fire or other emergency, we need to know who to account for.
7. It is the school's responsibility to decide whether or not an absence is authorised. The Headteacher may consider granting leave of absence in exceptional circumstances.

Completion of Attendance Registers

1. All students are registered in tutorial period daily and again in lessons throughout the day. The registers are formally called and all students are required to respond appropriately when their name is called.
2. All tutors complete an electronic form of registration each lesson of the day. The data is fed into the computer system, which gives details of absence and punctuality.
3. Any students who spend part or all of the school day with Learning Support or any other area not normally timetabled, will be registered by Learning Support or the relevant member of staff using Lesson Monitor.
4. When a student is absent, parents are requested to phone in on the first morning of absence on the dedicated absence line (01635 573946), email attendance@parkhouseschool.org and advise the possible length of the absence. On their return, students are expected to bring in a note, signed by a parent, explaining the reason for the absence. Alternatively, parents can write an explanation in the student planner.
5. The Attendance Manager will monitor registers and regularly liaise with EWO/HOL/tutors/relevant members of SLT.
6. On the first day of absence for any student identified by HoL as having an attendance issue, the Attendance Manager will prioritise a first day call to the home where notification to school has not been forthcoming. All Looked After Children's carers will be contacted on the first day of absence.
7. Students whose attendance falls below 95% will trigger correspondence and target setting to improve attendance. If attendance continues to fall, parents/carers will be invited in to school for meetings.
8. Punctuality is monitored regularly by HoL and tutors within school and where possible problems are suspected, they will be followed up on an individual basis.
9. In all cases of lateness/absence, regular contact between the form tutor, subject teachers, Attendance Manager and the Head of Learning is essential. It is important to remember that there are set procedures to be followed in line with the school's computerised registration system, however, it is also important that all cases are considered individually.
10. Statistics are analysed by the Assistant Headteacher. Students with patterns of absence, particularly those with less than 90% attendance,

will be discussed with a view to further relevant action being taken and parental interview.

11. Where patterns of absence are of concern, further action will be referred to the EWO (Education Welfare Manager). Regular meetings between all Heads of Learning, and Attendance Manager are organised on a fortnightly basis to follow up these concerns. Regular meetings between the Assistant Head, Attendance Manager and the EWO are also organised.
12. All teachers are instructed to keep lesson registers, using Lesson Monitor, and to take the register within 10 minutes of the start of the lesson. Teachers must relay any doubts about the reason for a student's absence to the Attendance Manager who will immediately contact the parent/guardian.
13. Procedures are in place to send an alert to the Attendance Manager where suspicious circumstances are suspected and this will initiate an urgent enquiry.
14. When a paper copy of a register is made, the teacher is responsible for contacting the Attendance Manager immediately if they suspect truancy.
15. If the lesson or tutor group registration is being taken by a Cover Supervisor or covered by another teacher, it is their responsibility to send a student to alert the Attendance Manager of any student absences.
16. Where there is long-term absence due to illness, regular contact should be made with the parent/carers and, as appropriate, work sent home or a recommendation for a home tutor agreed.
17. In the event of electronic failure, all staff should note absences in their group and send a paper copy to the Attendance Manager within 10 minutes of the beginning of the lesson.

Approved Activity

An 'approved educational activity' is defined as:

- a) one taking place off the school premises with consent;
- b) approved by a person authorised by the governing body or the Head.
- c) supervised by a person approved by the governing body or Head;
- 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 an 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 approved sporting activity:
1. when a student of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence; and
 2. the nature of the approved educational activity

Off Site Visits

Duplicate copies of all off site visit paperwork will be provided to the Attendance Manager by the Chief Health and Safety Officer at school.

It will be the responsibility of the staff member taking students off site for any reason to put up a list in the Staff Room to give advance warning.

An accurate list of students being taken off site must be provided to the Attendance Manager immediately prior to departure from the school site.

Lateness

The register must be taken within 10 minutes of the start of the lesson. Students arriving late, must report to Student Services to sign in. This is an important health and safety measure and is also used for monitoring purposes by the form tutor. In cases of persistent lateness, initial discussions with students is followed by appropriate action, e.g. informing parents, formal detentions, reports, regular meetings with students, setting targets, meeting with students, tutor and parents etc.

Staff are responsible for recording an L mark for any student who arrives late to their lesson, and add the number of minutes late to the school registration system. This will then be monitored by HoLs on a weekly basis.

Students who are late because of a problem with school transport will not be marked "late". They will be given a "present" mark on arrival. A student who misses a whole day because of a proven problem with the bus and whose parent confirms that s/he is unable to get into school by any other means, will be categorized as "absence for other authorised circumstances".

Where a student misses her/his usual bus and where an alternative means of transport exists, students should take advantage of that to travel to school.

Signing out for Medical or Dental Appointments

These appointments should be made outside school hours where possible. If a student needs to leave school early for a medical or dental appointment, they must sign out in Student Services.

Emergency Evacuation Drills

A paper list of all registers, by tutor group, will be generated by the Attendance Manager and taken out to the Emergency Evacuation assembly point to be distributed to tutors who will then take a register of their group.

Sporting Fixtures

Lists of all sporting fixtures must be deposited with the Attendance Manager at the start of each school day and any cancellations must be notified as soon as possible.

Attendance Codes

There are codes that will be required to facilitate the above procedure, in addition to those already existing.

These are attached as Appendix A.

Responsibilities

The Governing Body will:

- approve the policy and any proposed changes;
- receive termly reports from the Head;
- review the working of the policy in the light of the Head's report; and
- ensure that the policy is promoted and implemented throughout the school, and is known by the parents.
- review and approve an annual attendance target, as outlined in the Attendance Targets Policy

The Head 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 AH and Head of Learning) 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;
- notify parents as appropriate that if a student of compulsory school age fails to attend regularly his/her parents commit an offence;
- initiate with appropriate staff strategies to improve attendance;
- liaise with the LEA over persistent absentees;
- liaise with the LEA and police when they wish to exercise their powers to enforce truants to return to school; and
- make an annual report with statistics to the governing body.
- also regular reports to Behaviour and Welfare Committee.

The Deputy Head and Assistant Head for Attendance will:

- have oversight of the attendance arrangements;
- work with Heads of Learning/EWO/Attendance Manager to ensure the efficient running of the system;
- make periodic checks of the registers to monitor student absence;
- keep the Head informed of the progress of the policy; and
- advise the Head on any strategies that could be initiated or improved.

The Attendance Manager will:

- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted for absences are followed up;
- deal with issues of inadequate registering;
- ensure that all student absences are noted and absence notes received from parents;
- ensure that all registers are completed and handed to the school office at the end of each term;
- make regular checks on the efficiency of the registering;
- contact parents over student absences where appropriate;
- make reports to the Assistant Head for Attendance on the efficiency of the system;
- liaise with the Assistant Headteacher for Attendance over training needs;
- 1st day contact to all students not registered with no reason provided;
- parental meetings – home visits;
- ensure that all suspected truancy is followed up and dealt with;
- issue Penalty Notices as appropriate;

Form Tutors have a responsibility to safeguard and promote the welfare of students:

Within a teacher's professional duties is the requirement to maintain good order and discipline among the students and safeguarding their health and safety, both when they are authorized to be on the school premises and when they are engaged on authorised school activities elsewhere (Paragraph 72.7 in the School Teacher's Pay and Conditions Document 2007).

(Paragraph 72.12.1 in the School Teachers Pay and Conditions Document 2007). This involves participating in administrative and organisational tasks related to such duties as described below including the directional supervision of persons providing support for the teachers in the school and (Paragraph 72.12.2 in the School Teachers Pay and Conditions Document 2007) attending assemblies, registering the attendance of students and supervising students whether these duties are to be performed before or after school sessions.

Form Tutors will:

- ensure that students are registered accurately;
- ensure that students bring absence notes in the first instance;
- return absence notes to Attendance Manager immediately;
- keep the Head of Learning and Attendance Manager informed of any signs of suspected truancy;
- inform the Head of Learning of any possible underlying problems which might account for absences.

Version 2: Issue Date - 12th November 2014

Appendix 1

Codes

Code	Description	Lesson
/	Present (AM)	/
\	Present (PM)	\
B	Educated off site (not Dual reg.)	B
C	Other authorised circumstances	C
D	Dual registration	D
E	Excluded	E
G	Family holiday (not agreed)	G
H	Family holiday (agreed)	H
I	Illness	I
J	Interview	J
L	Late (before registers closed)	L
M	Medical/Dental appointments	M
N	No reason yet provided for absence	N
O	Unauthorized Abs	O
P	Approved sporting activity	P
R	Religious observance	R
S	Study leave	S
T	Traveller absence	T
U	Late (after registers closed)	U
V	Educational visit or trip	V
W	Work experience	W
X	Non-compulsory school age absence	X
-	All should attend / No mark recorded	-