

## **Attendance Policy Appendix**

### **Requests for absence:**

All requests for Absence should go directly to KSM who will make a decision and inform Attendance staff, Pastoral Secretary, HOH and Tutor.

Requests for Study Leave will be decided by KSM/TDM.

### **Lesson by lesson registration**

- KSM/JCO to promote good practice in completing lesson by lesson registration at staff briefing
- Weekly reports to KSM/JCO on missed registers
- Multiple offenders (failure to complete registers) to be spoken to
- Repeat offenders will, in the long term, receive a written warning

(There is an awareness of poor wifi connection in the Sports Barn)

### **Weekly reports to HoH/ KSM from JC/NR**

- Off-site educated pupils' attendance details
- Attendance information for minority ethnic groups and Pupil Premium (FSM, FSM6, In Care, LAC) pupils
- Pupils with attendance less than 95% and their attendance figures

### **Weekly reports to Deputy Head of House from WJK**

- Lates up to the end of the previous week
- Attendance details for all pupils with a 'red flag' for pupils with attendance under 90% and a yellow flag for pupils with attendance under 95%

### **Weekly Reports to PJM from JC/NR**

- Attendance of pupils on the SEND register

### **Policy for dealing with pupils arriving late to school.**

Procedures are in place for DHoH to follow including pupils being detained for 10 minutes after school for the first late in a week and an after school detention on a Friday for a second offence. These detentions are run by DHoH on a rota.

### **Attendance Plans**

- Initially tutors follow up unaccounted absences and DHoH monitor attendance. DHoH will look at individual cases/patterns/illnesses etc. and HoH will have an overview of the pupils in their House
- Specific attendance plans will be put in place by DHoH/HoH for all pupils with attendance less than 90% (persistent non-attenders)
- The impact of these plans and next steps will be reviewed by HoH/KSM at the termly attendance reviews
- Heads of House will also initiate and monitor the actions in place to support the small minority of pupils who rarely or never attend school. The SENCO will support this process
- Where attendance plans are not having the desired impact and penalty notices need to be sent, HoH/KSM will notify the local authority

### **Rewards for good attendance**

At Christmas all pupils with 100% attendance will receive a commendation sheet to stick in their journals. Formal commendation letters will be sent to pupils with 100% attendance at Easter and in the summer. There will be a presentation in the summer term final assembly to pupils with 100% attendance for the whole year. DHoH may also provide rewards for pupils with attendance of 98% or more.

### **Termly attendance reviews - HoH with KSM**

To take place at the end of each half term

Review attendance for the House, action plans in place, next steps etc.

### **Definitions:**

HoH = Head(s) of House

DHoH = Deputy Head(s) of House

TDM = Assistant Head, Assessment

KSM = Assistant Head, Pastoral Line Manager/Attendance

JCO = Assistant Head, Head of Sixth Form

JC = Attendance Officer

NR = Attendance Officer

WJK = Data Manager

PJM = SENCO

KSM

July 2018