



Attendance Policy

Governors Committee Responsible: Achievement & Climate

Lead Governor: John Taylor (Chair)

Nominated Lead member of staff: Adam Palmer (Vice Principal)

Next Review Date: June 2017

PRINCIPLES

The College is committed to ensuring that students and parents understand the absolute importance of high attendance. Attendance in school is incredibly important for academic and social development, but we also need to ensure that we know students are safe as well. At Dyke House we aim to create a secure and caring learning environment to ensure our students want to attend school.

AIMS

- To maintain exceptionally high levels of attendance and punctuality across the College, significantly above local and national averages.
- To work with parents to ensure individual student attendance is as high as possible, supporting and challenging where needed.
- To regularly monitor attendance patterns so that the College can put appropriate interventions in place to support young people and their families.

ATTENDANCE PROCEDURE

All Learning Guides monitor the attendance of their learning group. The students are encouraged to monitor their own attendance by a weekly publication of their own individual attendance throughout the year.

All electronic registers will be marked by the Learning Guide and each subject teacher for the class that they teach. The registers will be checked by the Progress Leader and Attendance Team on a daily basis and staff informed of any missing registration marks. It is possible to check the attendance of any pupil in any lesson throughout any given day.

The lateness is monitored in all years by the Progress Leader and Head of School. Total numbers of students present are collated by the Attendance Team, checked, and completed on a weekly basis. All staff are informed of their Learning Group attendance by the Attendance Team and Principal at the weekly staff briefing, with Learning Guide groups highlighted for targeting. Heads of School are also given this information. Heads of Departments are informed of attendance by checking data on SIMs. HOD should use this information and decide if any action needs to be taken in the classroom.

For medical appointments which cannot be made outside of school. These absences, if granted, will be recorded as authorised using the 'M' code on SIMS. When making these appointments, parents are expected to ensure that students are only missing education for the minimum amount of time necessary.

The College takes seriously its duty to safeguard the welfare of all its students. Unexplained absences and a lack of contact from parents or carers may cause us concern and lead us to involve other agencies such as Children's Social Care. We will contact Children's Social Care within 2 days for any child with a Child Protection Plan.

For a day set aside exclusively for religious observance, students will be granted one day for each occasion of religious observance, with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code on SIMS.

For periods of time when Traveller families are known to be travelling for occupational purposes, these absences, if granted, will be recorded as authorised using the 'T' code on SIMS.

Student absence will be recorded as unauthorised when the College is not satisfied with the reasons for the absence:

- Code 'G' will be used for unauthorised holidays. Where family holidays are taken during term time, the College may respond with a fixed penalty notice from the Local Authority.
- Code 'N' will be used when parents have not yet provided the College with a reason for an absence.
- Code 'O' will be used when no satisfactory reason for a child's absence has been provided.

LATENESS

Students are expected to arrive on or before 8.05am, and this is monitored by HOS/AHOS/PL. All students who arrive late for College, without a justifiable reason can be placed in a lateness detention (30 minutes) the same day, students that are persistent offenders will have an incremental response to lateness. The electronic register will enable Heads of School and Learning Guides to monitor lateness not only for students arriving late for College but also arriving late for lessons. Data is collated daily regarding lateness.

ABSENCE PROCEDURES

Absences are dealt with in a variety of ways. All contact with parents/carers is logged within each students data base. Parents are requested to contact school if pupils are absent. Contact is made with home for all students with an unexplained absence in the morning; this is done via a text messaging service. For those students where there is no mobile number, Head of School, Assistant Head of School, Progress Leader or Learning Guide will contact home by landline. If no contact is made, all students are required to bring a note explaining their absence on their return. For persistent absentees, there are three different letters that can be sent home, prepared with the help of the School Attendance Officer (SAO).

1. The initial letter notifying parents/carers of a student's absence and requesting a reason for the absence.
2. A second letter expressing concern about a student's absence inviting contact within a week.
3. A third letter inviting parents into school to discuss their child's absence(s) before the SAO is involved, including a date for an appointment.

The Head of School monitors all attendance for their year group and keeps an up-to-date record of any contact with parents, whatever the type of contact. It is the responsibility of the Progress Leader to monitor the students with attendance between 80-90%. The Attendance Team monitors all attendance and provides a list of targeted students below 90% on a weekly basis to Progress Leaders who then return it with details of any action taken. The Attendance Team assesses the information and acts accordingly with intervention strategies after consulting the HOS. This could be a home visit (made by the Social Inclusion Assistant), some time in Half Way House, a meeting between a member of the Attendance Team and parent or a referral to SAO. The Attendance Team meets with the SAO on a weekly basis to discuss attendance problems in College. This is not the only contact that occurs and both are in regular contact should an emergency referral occur or a specific problem arise.

Students whose attendance falls below 90% will have a letter sent home from PL making parents/carers aware that their child's attendance is below 90%. If the student's attendance continues to fall and drops below 85% then the student can be fast tracked. If the drop in attendance continues and reaches 80% then an individual plan is put in place that could include Half Way House support, SAO referral or extra curriculum activities.

SUMMARY

If the fast track fails then either an Attendance Case Conference (ACC) is held or a penalty notice is issued after consultation with the SAO on an individual basis.

All other referrals are made by the Attendance Team after discussion with the SAO. Once a student has been referred, then those students' absences cannot be authorized without the agreement of the SAO. The Attendance Team then monitors that student's attendance and provides a print out of attendance for all referred students weekly for the SAO.

Fast Track = Students are given four weeks to improve their attendance. If over the four weeks the students' do not achieve at least 85% then their parents/carers are contacted and an ACC (Attendance Case Conference) is held. An attendance plan is put in place over a six-week period and again at least 85% must be achieved. Failure to reach their target results in a fine or prosecution in court, which can result in a larger fine, a custodial sentence or community service.

Penalty Notice (PN) = Students are given 15 school days from the date after the letter is issued to improve their attendance. In those 15 days they must have 100% attendance or a £50 fine is issued.

If the fine is not paid in 28 days it doubles to £100. If the fine is still not paid after 42 days the parent/carer is taken to court.

The Attendance team will monitor the persistent absentees closely. Students who are in danger of falling in to that category are targeted. Strategies are put in place on an individual basis by the progress leader with help from HOS that will help raise the individual pupil attendance.

TRUANCY

Any unauthorized absence from school and/or lessons is considered to be truancy and appropriate action will be taken. Truancy is monitored every lesson with the subject teacher taking a class register on the electronic register. The parents/carers of students truanting will be notified by the Progress Leader. Each case will be treated on an individual basis, which could lead to students being placed on special timetable, making up the missed time after school, isolation or given an attendance card on their return.

HALF WAY HOUSE

HWH is managed separately at KS3 and KS4. The Attendance Team assesses the attendance figures of all students every week and monitors attendance for the whole school. Attendance is discussed with the Progress Leaders at the beginning of every week. The Attendance Team, AHOS and Progress Leader, meet half termly to discuss attendance issues and plan any intervention for students whose attendance is below 80%. This could include home visits, HWH support, contact with home or a referral to SAO.

ACE AND ALTERNATIVE PROVISION REGISTER

This register records the attendance of those students placed in alternative education (ACE, VPU and PRU provision). The manager of ACE keeps records of attendance through SIMS at the site of education. Students that are educated through other providers (VPU, PRU etc) are updated daily through telephone calls. This is closely monitored and the same attendance procedures apply.

Attendance is rewarded in each school on a regular basis.