
Attendance Policy

All school policies are reviewed by Governors annually

Scope of Policy

This policy applies to all students at Bredon and will be used to inform attendance practice within the school.

Key Requirements/Legal Duties

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Parents have a legal responsibility to ensure that this happens – either by registering their child at a school or by making other arrangements to give them a suitable, full-time education.

Bredon seeks to operate in ways which maximise student potential while supporting parents in meeting their legal requirements.

Bredon fulfils its responsibilities in respect of taking a morning and afternoon session registration, of being open for the required student school days unless prevented by extreme weather or other unforeseen exceptional circumstances, and by using the nationally recognised attendance codes.

Key Principles

- Students at Bredon have the right to the best possible education
- In order for students to access the best possible education, a high level of attendance is essential
- Students' ability to stay and feel safe, enjoy and achieve and to make a positive contribution may be jeopardised by poor attendance.

Context

Bredon endeavours to provide a safe learning environment in which students can feel and be safe, enjoy and achieve. Bredon acknowledges the proven correlation between high level attendance and student outcomes. Bredon's attendance policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal school procedures do not result in good attendance, a range of further measures have to be considered.

Aims of the Policy

- For all students to achieve 100% attendance

- To raise the profile of the importance of a high level of attendance among students, parents and staff
- To outline a procedure for monitoring attendance and punctuality and intervention strategies.
- To eradicate persistent lateness and promote punctuality

Attendance Practice

Improving attendance is a whole school initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of school staff.

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|--------------|---------------------------------|----------|
| Green Group | No concern | 97-100% |
| Yellow Group | Concern | 93-96.9% |
| Amber Group | Risk if Underachievement | 90-92.9% |
| Pink Group | Severe Risk of Underachievement | 75-89.9% |
| Red Group | Extreme Concern | 0-74.9% |

Positive Reinforcement

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, Bredon uses a range of rewards and positive reinforcement strategies. As appropriate to student age these include:

- Certificates
- Praise postcards
- Mention in assemblies
- Reinforcement through small prizes (Student of the Month)
- Special awards

Attendance Monitoring and Intervention

As evident from the attendance chart, Bredon has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern. In summary these are as follows:

- Good attendance will continue to receive positive reinforcement in assemblies
- Green and yellow – the tutor has responsibility for praising students in the Green group for high attendance and encouraging and supporting improvement for students in the Yellow group through monitoring, dialogue with the student and recognising improvement
- Amber, Pink and Red – The Deputy Head Academic or Deputy Head Pastoral and tutor will work with parents/carers to improve the attendance of the students in the Amber, Pink and Red group

To support this process the Deputy Head regular attendance meetings for each keystage group in which all students are monitored and banded in relation to their attendance percentage. In these routine meetings the attendance of students whose attendance is in the red, pink or amber groups and those whose attendance is declining will be reviewed. A series of actions to support improvement will be agreed, delegated and recorded.

Authorised and unauthorised absence

If a student is absent from Bredon, it is vital that a parent or carer contacts the school at the earliest opportunity to provide a sufficient reason for the absence. This should be by telephone or email on the day of the absence.

Absence can only be authorised when there is good cause. If a student is absent from school and no notification has been received, parents/carers will be contacted on the day of the absence. If no sufficient reason for absence is provided, attendance will be recorded as unauthorised.

Lateness

It is Bredon's responsibility to provide the best education possible. This can only be achieved if students attend regularly and punctually. Bredon expects all students to arrive at school, registrations and lessons on time. A student is deemed late if they arrive at school after 8.50am. Poor punctuality is not acceptable. A student arriving late will disrupt not only their own continuity of learning but also that of others. An increase in lateness or patterns of lateness over a period of time will result in further follow up investigation and action.

Avoiding holidays and appointments during term time

In order to maximise individual achievement, parents or carers should avoid making routine appointments for students during the school day or taking family holidays during term time. If it is unavoidable that you should need to take your child out of school during term time then prior consent from the Headmaster should be sought.

Compassionate leave

A parent or carer wishing to apply for compassionate leave for a student should apply in writing to the Headmaster.

Supporting and working with parents

In order to support parents in meeting their legal requirements and to maximise individual student attendance, Bredon seeks to keep parents/carers informed of their child's attendance and to actively involve parents on attendance issues. Methods include:

- Unexplained/unaccounted for absences – phone call or email asking for reasons
- Review all students whose attendance below 95%
- Parental meetings
- Active involvement by pastoral staff
- Opportunity to talk to tutor/ Deputy Head at Parent Evenings

Monitoring, Evaluation and Review

Working in collaboration with the school leadership team, the Deputy Head Academic will monitor the implementation and effectiveness of this policy, review it termly and submit a report to the Governors. The policy will be promoted and implemented throughout Bredon.

Responsibilities

The Governing Body will:

- receive reports from the Deputy Headteacher
- review the working of the policy in the light of the Deputy Head Academic report
- ensure that the policy is promoted and implemented throughout the school and is known by the parents

The Headmaster will:

- receive weekly attendance reports from the Deputy Head Academic
- review the working of the policy in the light of the Deputy Head Academic report
- ensure that the policy is promoted and implemented throughout the school and is known by the parents
- determine (in collaboration with relevant senior staff) whether to authorise any proposed compassionate leave absences requested in writing, or absences which have taken place for which no request was made

The Deputy Head Academic will:

- set attendance targets as part of the School Evaluation Document and target-setting process
- monitor progress of attendance targets
- ensure that strategies are in place to promote and implement the policy throughout the school
- initiate appropriate staff strategies to improve attendance
- arrange appropriate training for staff
- deal with issues of inadequate registering
- liaise with the appropriate bodies (including the Local Authority agencies) over persistent absentees through the SENCO
- make regular reports with statistics to the Headteacher

The Deputy Head Academic will also:

- reward good attendance
- oversee the attendance arrangements
- work with all staff to ensure the efficient running of the system
- make periodic checks of the registers to monitor student absence
- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Deputy Head Academic will decide what action to take including informing the relevant local authority agency)
- keep the Headmaster informed of the progress of the policies
- advise the Headmaster on any strategies which could be initiated or improved

The Studies Office will:

- input/check daily attendance figures
- contact parents on the student's first day of absence after registration has closed updating the system throughout the day
- ensure that all student absences are noted and absence notes received from parents
- make regular checks on the efficiency of the registering and report any due concerns to the Deputy Head Academic
- ensure that all suspected truancy is reported to Deputy Head Academic and Deputy Head Pastoral.
- meet weekly with the Deputy Head Academic to discuss attendance and devise attendance plans for students in the Amber, Pink and Red categories
- make reports to the Deputy Headteacher on the efficiency of the system
- liaise with the Deputy Head Academic over training needs
- inform the Deputy Head Academic of reasons for student absence
- alert the Deputy Head Academic to patterns of absence and truancy
- pass on child protection concerns
- co-ordinate the intervention strategies for students with attendance below 90%

Tutors and teachers will:

- monitor and support students in the Green and Yellow group
- ensure that students are registered accurately
- ensure that students bring absence notes or parents send an email and that these are passed to the Studies Office
- identify patterns of absence which may be significant and report to Deputy Head Academic
- encourage and praise students with good attendance records
- keep the Deputy Head Academic informed of any signs of suspected truancy and inform them of any possible underlying problems which may account for absences
- inform the Studies Office of the names of students who are absent without notification from their lessons

Parents are required to:

- ensure their children attend regularly unless they are ill or have an authorised absence ('attending regularly' means registering before the attendance register is closed for the session)
- inform the school of their child's absence on the first day of non-attendance or as soon as possible thereafter
- communicate further with the school if child's absence is longer than one day
- respond to any requests for information from school regarding their child's absence
- not take holidays in term time without prior consent from the Headmaster
- make any request for compassionate leave in writing to the Headmaster

Students are required to:

- attend regularly unless they are ill or have an authorised absence ('attending regularly' means registering before the attendance register is closed for the session)
- if they have been absent bring an explanatory note from parents/carers on the day of return to school if no email has been received from parents/carers
- sign in at the Studies Office if late for the school day
- attend all lessons and be in the correct place specified on their timetable

Taking the register

Registration is carried out at the beginning of each day and after lunch using the Electronic Register. Registers are marked using a set code so that reasons for absence can be quickly established. A high standard of marking is regarded as essential. Staff are regularly given updated instructions on the marking of registers.

Class teachers are required to take a register within the first 10 minutes of each lesson.

Students must have their attendance registered twice per day. It is the practice of this school to register ALL students every session. In addition all teaching staff must check that the students timetabled to be in their lessons are present for each session. The register must record whether the student is present, absent or attending an approved educational activity.

An 'approved educational activity' is defined as:

- one taking place off the school premises
- approved by a person authorised by the Headmaster
- supervised by a person approved by the Headmaster
- of an educational nature, including work experience, field trips and educational visits
- Link Courses when students attend an FE college for part of their time
- Students receive part of their education off-site while remaining on roll and under school supervision (e.g. sick students being taught at home), or attending an approved sporting activity

When a student of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

