



Attendance policy

Last updated 22.9.09

Changes implemented by Lambeth EWO Serena Robinson 25.9.09

Contents

Aim of policy	2
Ownership.....	2
Two key targets.....	2
Attendance intervention groups	2
School Registration.....	3
Working with Lambeth	4
Roles and responsibilities	4
Student responsibilities:	4
Teacher responsibilities:	4
Data officer responsibilities:	5
Receptionist responsibilities:	5
Student Services Officer responsibilities:	6
Tutor responsibilities:	6
Deputy Head of College responsibilities:	7
Head of College responsibilities:	7
College Pastoral Manager responsibilities:	7
Persistent Absence (PA) Officer responsibilities:	8
Educational Welfare Officer (EWO) responsibilities:	8
Assistant Headteacher i/c attendance	8
School Attendance Panels 2009-10.....	9
Parents/ carers responsibilities and guidance:.....	9

Attendance report should be brought each week by JHA. Columns should be name/ unauth abs/ auth abs/abs this week/ reasons for abs so far. Should also have column for action agreed with room for TME to initial when action complete

JHA should also bring attendance certs for PA students who have been absent that week

Update attendance policy

Absence slips to go to reception. All tutors to be informed

Students on CP Plan/ LAC- where no reason is given for absence, and where no parent carer can be reached by phone, social services must be alerted when a child with a CP Plan is absent

Aim of policy

To engender consistent practice towards attendance and punctuality amongst TESTAC (The Elmgreen School Team Around The Child)

To encourage a strong partnership between families/ carers and school so that any barriers to good attendance (e.g. bullying, parental workload, medical problems, family trauma, financial or housing issues etc) can be identified and remedied

Ownership

The Elmgreen School is governed by legislation and guidance provided by the DCSF (Department for Children, Schools and Families) and Lambeth Local Authority.

Two key targets

Key target 1

Whole school attendance NO LESS than 94% (92.9% 2008-9)

Important: Unauthorised and authorised absences both count as absences. If The Elmgreen School achieves 92% attendance with 8% fully authorised, then it will be adjudged by DCFS and LA as failing to meet its target.

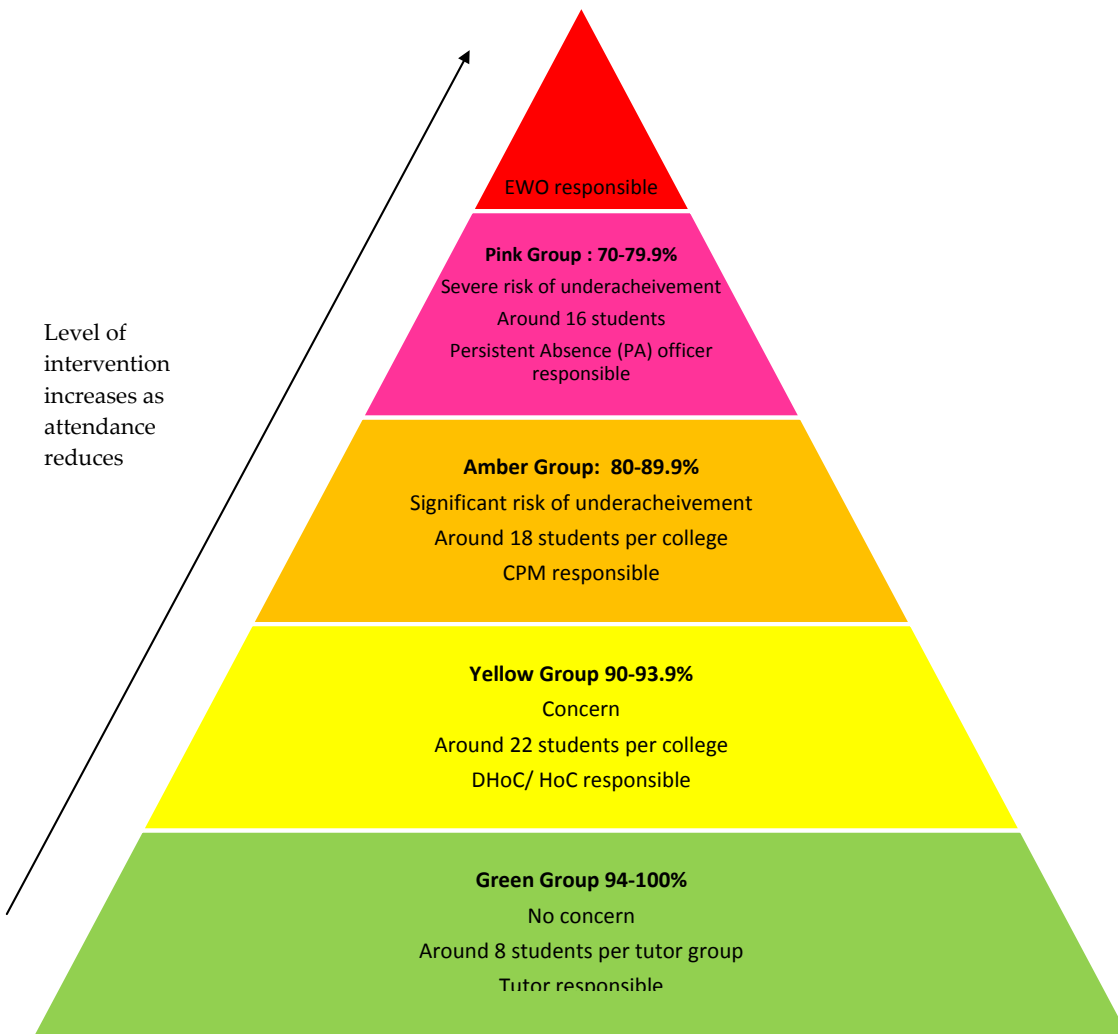
Therefore, in a change to traditional approaches, the priority is NOT to reduce unauthorised absence. The priority is to reduce absence, full stop.

This means, for example, that where a student has a low mid-year attendance percentage of 91% due to that child's involvement with a number of medical appointments, it is the school's job to work with the PCT in arranging appointments which do not result in further absence from school.

Key target 2

Less than 3.5% of students missing 30 days (or 60 AM or PM sessions) per year (5.8% 2008-9)

Attendance intervention groups- Attendance pyramid intervention



1996 Education Act "... if a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at that school, his parent is guilty of an offence".

Minimum attendance target 2009-10: 94%

School Registration

- The school day starts at 8.30am pupils are expected to in class and ready to work at this time
- If a student arrives at school between 8.31- 8.45am they are late and this will be recorded with a L mark

- If any students arrive at The Elmgreen School at 8.46am or later they will be recorded as late after the close of the school register and will receive the U mark
- Students arriving after 8.31am should report to a member of management who will be waiting to register them on 'late gate' list. They will receive a late stamp in their planner

Working with Lambeth

The Elmgreen School buys back 1 day of EWO per week. This EWO works with the school to ensure that recording systems are rigorous and can facilitate court action where required. We subscribe to the Attendance Intervention Model (AIM) working model.

The Attendance Intervention Model (AIM) is designed to be used in school setting to improve the attendance of compulsory school aged children and young people. It is a tool for both School and Education Welfare Officers to identify the actions needed when Pupils are at risk of reaching Persistent Absence (PA) or who have already reached P.A.

The AIM delivers timely, holistic and robust support mechanisms to engage key stake holders in the process of improving attendance.

Roles and responsibilities- includes key actions

Student responsibilities:

- Leave enough time to get to school in good time
- Remind family to ring/ text school every day when you are absent
- Remind family to send in a note (or provide evidence if you are in pink or red group)
- Take any notes/ letters etc about attendance to the school office

Teacher responsibilities:

- All teachers MUST take registers on time (in first 15 minutes of lesson) and correctly
- If a teacher cannot physically SEE a child in their lesson they should be marked 'N'
- Teachers withdrawing students from lessons MUST inform data officer (KCA)

PLEASE NOTE

Incorrect or late registers can result in:

1. Local Authority action
2. Child Protection risks
3. Fire evacuation risks
4. Confused communication with families which can result in unnecessary stress for families and

school staff

Teachers whose register taking consistently causes concern may be reported to their line manager

It is the teacher's responsibility to:

1. Log RM Support request where a SIMs fault is suspected
2. Solve practical problems occurring with register taking

Data officer responsibilities:

Produce data sheet each week on a Monday for colleges including:

- College percentage against target of 94% ('under target'/'on target'/'exceeding target')
- Four college percentages
- Whole school percentage (do not highlight)
- Descriptors (e.g. red = 0-59.9% etc)
- Ongoing student percentage/ weekly percentage/ lates
- Students alphabetically in tutor groups
- Second page shows students listed by colour intervention groups

Alert curriculum leaders by email when staff complete registers incorrectly or late copying in ST attendance

Receptionist responsibilities:

Lateness

- Late gate with duty leader- produce proformas for students to complete and upload to SIMs
- Late letters following 3 lates
- Late letters 2nd warning sent out on the 5th late
- Letter with CSS session via Sleuth (student should be put into appropriate college support session)
- Create duplicate planner pages for students who are in school without one (alert college staff where this is happening regularly to one child)

Comment [A1]: Need to state when this is sent. I would suggest that it is sent on the 5th of the total lates.

Absence

- Send out Family Leave of Absence form where requested
- Receive absence notes from students
- Log reasons for absence on SIMs given in handing to you then pass any notes regarding absence to Student Services Officer
- Email significant actions/ information to tutor

Comment [A2]: Added by Serena. In this point you may also wish to state where the pupil should report to.

- Students on CP Plan/ LAC: where no reason is given for absence, and where no parent carer can be reached by phone, social services must be alerted when a child with a CP Plan is absent by receptionist

Student Services Officer responsibilities:

- First day text on EVERY DAY of student absence. Record these actions on SIMs
- Update SIMs with responses for families
- Send out Family Leave of Absence form where requested
- Email CPM to alert 3 days consecutive absence regardless of reason
- Pass Family Leave of Absence form to Headteacher for authorisation
- Receive absence notes from reception. Review and confirm authorisation (or unauthorise for pink/red students who do not present significant evidence of authorised absence). Email CPM where absence has been de-authorised
- Request authorisation response from AHT (attendance) where decision is complex
- Administrate in line with AIM Lambeth toolkit
- Attend weekly meeting with EWO and attendance SL providing:

- 1 Attendance report. Columns should be name/ unauth abs/ auth abs/abs this week/ reasons for abs so far
- 2 Should also have column for action agreed with room for TME to initial when action complete
- 3 Attendance certs for PA students who have been absent that week

Tutor responsibilities:

- Absence slips/ notes in planners/ telephone absence messages to go to RECEPTION
- TUTORS SHOULD NOT AUTHORISE STUDENT ABSENCE FROM SEPT 2009
- Take tutor register in PLS: **ALERT CPM WHERE ANY CHILD IS ABSENT FOR 3 CONSECUTIVE DAYS**
- Provide weekly updates in PLS displaying attendance spreadsheet on white board (RM Staff> Attendance> PLS Attendance reports)
- Ensure all tutees write ongoing attendance figure each week in planner
- Ensure that students hand absence notes to reception
- Rewards for 100% merit stickers each week
- Monitor data and work with rewards coordinator to make sure students are recognised through school systems
- Take ownership of Green Group of tutees 100% - 94% (**monitor, praise, reward, encourage, recognise good family practice**)

Deputy Head of College responsibilities:

Manage Yellow Group 93.9% - 90%

- Hold weekly target/ planning meetings in PLS for yellow group students
- Secure interventions for yellow group students deemed necessary to help them improve attendance
- Identify and maintain

And also:

- Highlight attendance in assembly (this must include mentioning college attendance percentage figure along with top 5 tutor groups)
- Ensure that tutors follow protocol in PLS
- In College meetings chair items to do with attendance and develop best practice with tutors to ensure that College attendance surpasses minimum target of 94%

Head of College responsibilities:

- Highlight attendance in assembly where DHoC is not present (this must include mentioning college attendance percentage figure along with top 5 tutor groups)
- Highlight and insist upon best attendance practice to increase attendance and ensure outcomes of ECM

College Pastoral Manager responsibilities:

1 Duties

- Investigate on daily basis students missing 3 days or more (you may be alerted by tutor or Student Services Officer). Use SIMs to check situation and intervention so far. Call family and offer support and remind of need for medical evidence or leave of absence form following 3 days illness in any school term. Initiate further intervention where you have concerns under ECM outcomes.
- Monitor tutor PLS register taking
- Contact families whose absence has been 'de-authorised' by SSO. Explain that guidelines prohibit the authorisation of absence for students with low attendance unless key evidence produced
- Advise families as to the how this will affect the student's attendance record and the possibility of court action.

Comment [A3]: Added by Serena

Comment [A4]: Added by Serena

2 Take ownership of **Amber Group 89.9% - 80%. Key actions:**

- Inform AMR where you think a student should be entered for School Attendance Panel- planning and target setting meeting involving governor and Headteacher (see attendance meetings for dates)
- Friday PLS meeting- review of week's attendance (reward!) and planning for next week's
- Complete CAF (if not currently in place) so that students (apart from those in pink group) can be

referred to EWO

Persistent Absence (PA) Officer responsibilities:

Manage Pink Group 79.9% - 70% (only)

Target: Keep PA students (or students at risk of becoming PA) to maximum 3% of cohort (i.e. 16 students)

- Monitor and report to College leadership team and AHT (attendance) on bi-weekly basis by email
- Home visits
- Email tutors with interventions for their tutees
- Monitor Pink Group attendance patterns and alert CPM where concerns exist
- Preparation for court cases (to be handed to EWO- see below)
- Target setting
- Complete CAF where student is to be referred to EWO
- Attendance club during PLS where targets are set and rewards offered/ issued
- Liaison with external agencies to secure impactful interventions
- Attendance at TAC meetings/ Core Group meetings/ CP Conferences

Educational Welfare Officer (EWO) responsibilities:

Manage Red Group 69.9% - 0%

- Monitor and report to College leadership team and AHT (attendance) on school PA figure on bi-weekly basis by email providing percentage of PA students or students at risk of PA
- Take cases forward to be assessed by Court Officer with view to court action (may result in fines of up to £2,500, community service or imprisonment)
- Penalty notices for repeated unauthorised absence (10 days) or holidays in term time. Student absence over 3 days can only be authorised by school on receipt of special leave form or medical evidence

And also:

Work with AHT i/c attendance to advise on policy and practice

Assistant Headteacher i/c attendance

- Oversee practice regarding attendance
- Oversee and chair SAPs
- Design and evaluate attendance strategy through attendance policy

- Authorise absences where SSO is unsure
- Advise Headteacher on matters related to attendance

School Attendance Panels 2009-10

Fri 5 Nov	School Attendance Panel 1
Fri 5 Feb	School Attendance Panel 2
Fri 26 Mar	School Attendance Panel 3
Fri 21 May	School Attendance Panel 4
Fri 25 Jun	School Attendance Panel 5

Parents/ carers responsibilities and guidance:

PLEASE CALL THE SCHOOL BEFORE 8:30AM IF YOUR CHILD SHOULD BE ABSENT FOR ANY REASON

Please note: FAMILIES MUST PHONE (0208 766 5020) OR TEXT (07717 989975) THE SCHOOL ON EACH AND EVERY DAY THAT A CHILD IS ABSENT. Failure to do so may result in unnecessary school or local authority action (e.g. Penalty Notices)

Any absence of any 3 days or more in a school year requires:

A medical note/ appointment card from GP

OR

Leave of absence form for families (can collected from or posted by school)

The school authorises absence on a case by case basis in line with DCSF guidance. Families should be advised that absence notes from families ARE NOT automatically authorised. In addition to this court action can be taken in relation to any recorded unauthorised absence.

Comment [A5]: Added by Serena

All students are expected to attend school every day unless there is a genuine medical or other reason for absence.

Where recurring medical appointments or illness is affecting a student's progress, the school will refer to the Educational Welfare Officer who will work with medical professionals to help reduce the impact of the student's medical condition.

Reward your child for excellent attendance (96%+)

Support your child in reaching whole school target of at least 94% attendance

Recognise that holidays must not be taken during term time

In rare cases The Elmgreen School will reluctantly support the Local Authority in applying Penalty Notices of £50 rising to £100 after 28 days where families are not ensuring that their child attends school regularly and on time. This is because we believe that all of our children have a right to a high quality education unaffected by poor attendance.

Comment [A6]: Added by Serena

IF YOUR CHILD IS STRUGGLING WITH THEIR ATTENDANCE PLEASE CONTACT US. WE WANT TO HELP.

