



POLICY: Attendance and Punctuality Policy

STATUTORY: Yes

DATE AGREED: 25 September 2018

REVIEW DATE: September 2019

RESPONSIBLE MEMBER OF STAFF: Mr D Wyatt

GOVERNOR COMMITTEE: Personnel and Welfare

SIGNED HEADTEACHER: AE Evans

SIGNED CHAIR OF GOVERNORS: D Hiley



ATTENDANCE AND PUNCTUALITY POLICY

Aims:

JMHS is committed to providing a full and effective education for all our students where excellent and enjoyable learning is at the heart of the success we enjoy as a school. We will do all we can to ensure that all students attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible. We understand the link between attendance and welfare as well as attendance and progress and are therefore committed to ensuring students attend school as much as possible.

We aim for every student to achieve at least 96% attendance.

Rationale:

Regular and punctual school attendance is essential to enable all students to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement and improved social and emotional well-being of students.

Principles:

We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co-operate with each other.

	Expectations
<p>Students</p> <p>We expect that all students will:</p>	<p>Attend school regularly. Arrive to school and to lessons on time.</p> <p>Tell a member of staff about any problem which is making it hard for them to attend school regularly and on time so that we can provide effective support.</p>
<p>Parents/Carers</p> <p>We expect that all parents/carers will:</p>	<p>Encourage their children to attend school every day and on time</p> <p>Ensure that they contact school by 9.30am every day that their child is unable to attend school to provide an explanation for absence. If there is no explanation within 2 weeks, the absence will be unauthorised.</p> <p>Ensure that their children arrive in school fully prepared for the school day</p> <p>Provide the school with up to date home, work and emergency contact numbers.</p> <p>Not arrange family holidays during the school term.</p>

	Medical appointments are to be made outside of school hours, where possible. Where appointments are made during school hours, students should only be absent for the duration of the appointment.
School Parents/carers can expect that the school will:	Provide a good quality education appropriate to their child's needs via a published timetable which necessitates regular and punctual attendance. Accurately complete attendance registers at the beginning of each session using SIMS ATTENDANCE. Make every reasonable effort to contact the parent when their child fails to attend school without good reason.

Promoting Good Attendance and Punctuality:

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance through a range of strategies including:

- following-up absence without notification each day
- undertaking attendance checks at appropriate times
- recording good attendance on students' records, e.g. school report
- acknowledging individual's improvements in attendance
- providing feedback on individual attendance data to students and, where necessary, parents
- encouraging liaison between the school, EWO and other agencies wherever possible
- emphasise the importance of punctuality and good attendance during the induction process for new students and throughout their school career
- provide support to overcome barriers to high attendance

Responding to poor attendance:

When a pupil fails to attend school without a satisfactory explanation, or if attendance levels fall below expectation we will use a range of strategies including:

- contact the parent on each day of absence
- send a letter to the parent/carer or make a home visit if there has been no response and the unexplained absence has exceeded 3 school days
- send a letter home to the parent/carer of a student where attendance is a concern
- form tutor to provide weekly attendance mentoring
- invite parents in to meet with House Leader and external attendance advisor
- request evidence that medical appointments are taking place
- refer to Herefordshire Local Authority for legal action under the Education Act 1996, section 444 (1(A)).
- consider a referral to Herefordshire Social Services in line with the Child Protection & Safeguarding Policy

Punctuality and Lateness:

Morning registration starts at 8.45am and afternoon registration at 1.45pm. The morning register will close at 8.55am, after which a student will be recorded as 'Late'. Arrivals after 9.15am will be coded as 'U' which is an unauthorised absence.

Students who are persistently late for school will be subject to school sanctions and will receive support from a designated member of staff.

Planned Absence

Parents/carers contemplating planned absences during school time should first discuss the implications with the school before making any commitments.

Parents wishing to apply for a planned absence should do so not less than six weeks before the planned absence by completing a copy of the form in appendix A. In exceptional circumstances, the Assistant Headteacher in charge of attendance may consider a request made within six weeks of the planned absence.

Parents/carers have no automatic right for their child to be absent from school. In accordance with Government guidelines, absences from school for holiday purposes can only be authorised in exceptional circumstances.

Where planned leave is taken without permission a referral may be made to Herefordshire Local Authority who will issue a Fixed Penalty Notice. The fixed penalty notice is £60 per parent per child if paid within 21 days or £120 per parent per child if paid before 28 days. Failure to pay a Fixed Penalty Notice may lead to legal proceedings under the Education Act 1996 Section 444 (1(A)).

Roles and Responsibilities:

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the importance of the education being provided.

Role	Responsibility
Governors	To ensure that the school has in place a whole school attendance and punctuality policy. To monitor the effectiveness of the whole school policy.
SLT member with responsibility for attendance	To collate and share attendance and punctuality data To allocate mentors and to monitor effectiveness of strategies To liaise with School Attendance Advisor to support students who are persistently absent or in danger of being persistently absent To liaise with outside agencies and families where required
House Support Assistant with responsibility for attendance	To ensure that registers are completed accurately and on time. To ensure that all reasons for absence are recorded in the register. To follow-up any unexplained non-attendance. To initiate contact with parents/carers in the case of prolonged and unexplained absence. To liaise with House Leaders, House Support Assistants and the Attendance Lead on a weekly basis.
House Leader	To receive the analysis of attendance and punctuality data from the SLT member with responsibility for attendance

	<p>To ensure that good attendance and punctuality is embedded into all members of the House.</p> <p>To share success and effectively deal with breaches of punctuality and attendance</p> <p>To ensure effective liaison with outside agencies and families where required.</p>
<p>Class Teachers / Form Tutor / Mentor</p>	<p>To complete registers accurately and on time</p> <p>To inform relevant staff of any absence patterns or concerns.</p> <p>To provide effective support to identified students.</p>

Links:

Behaviour for learning policy, Anti bullying policy, Tutoring policy and Child Protection and Safeguarding policy

Review:

This policy will be subject to review and evaluation after one full year of operation and thereafter subject to changes in local and national policy, but at least every two years.

SIGNED (Headteacher).....

SIGNED
(Chair of Governors).....

DATE.....

Prepared by Dean Wyatt.
Review date: September 2019

John Masefield High School and Sixth Form Centre
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