

CRAWSHAW SCHOOL
ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

The most recent regulations from OFSTED identify Attendance as an important part of their inspection regime.

Attendance from the previous academic year will be compared to the National Average for the previous year and the school will receive a grade which is not open to discussion regardless of initiatives in place or due to be out in place.

The figures used to determine grades for the academic year 2009/10 are shown below for illustrative purposes, based on the National Average in 2008/09.

	08/09	
1	94% or above	Automatic. No discussion
2	92.4% - 93.9%	
3	91.7% - 92.3%	
4	91.6% or below	

In addition, if Persistent Absence (PA) is above the National Target then the school is awarded a Grade 4 automatically.

If attendance is a Grade 4 then Safeguarding can be no more than a Grade 3 and Safeguarding is a limiting factor.

In addition to the importance of Attendance in ensuring a positive inspection, research has shown that there is a direct correlation between attendance at school and student attainment.

The level of attendance below which students are statistically likely to drop a grade in each subject is **91.6%** which is the approximate equivalent to **17 days absence**.

Government figures indicate that 10 days absence equates to a 6% drop in attainment.

- Employers and colleges want people who are reliable, not just academic. Students with a good school attendance and punctuality record stand a better chance of success than those who don't.
- There are only 190 school days in a year; this should allow ample time for holidays, routine medical and dental check-ups to be taken outside school hours.

Crawshaw School seeks to ensure that all its students receive a full-time education which maximises the opportunities for each student to realise their own potential.

The school is committed to work with students and their families to ensure that each student attends school regularly and punctually. The School Governors are committed to work with the school to achieve attendance targets.

<u>ATTENDANCE TARGETS</u>		
2007/8	2008/9	2009/10
TARGET: 92.4%	TARGET: 92.19%	TARGET: 94.12%
ACTUAL: %	ACTUAL: 92.9%	ACTUAL: %

Governor with special responsibility for attendance:	to be confirmed
Assistant Headteacher Attendance:	Mr N. Tones
AIO:	Mrs W. Mills
Attendance Officer:	Mrs J. Garnett
Link SLT KS3:	Mr N. Tones
Link SLT KS4:	Mr S.Preston
DoL KS3:	Miss V. Shaw
ADoL KS3:	Mr P. Roper
DoL KS4:	Mrs O. Pattison

Student Planners:

A summary of the Attendance Policy for Students and Parents is printed in the Student Planner.

Staff Handbook: the School Procedures for Attendance are included in the Staff Handbook and on the school's intranet.

This attendance policy includes the Attendance Strategy Team (AST) amendment to the five stage process – in operation from October 2005

Duties and Responsibilities:

Assistant Headteacher Attendance:

- Will oversee and monitor whole school attendance and punctuality.
- Will initiate whole school policies as required. This will be achieved through the liaison with the DoL, AIO, Education Leeds and Student Services.
- Will meet with AIO as agreed in the Annual Service Level Agreement (to include Annual Service Level Agreement meetings).
- Will assess Holiday requests in line with Governors' Policy.
- Will review the Attendance and Punctuality Policy on an annual basis.
- Will assist the Headteacher and the SIP in setting the whole school absence target.
- Will attend Attendance Leaders' Network Meetings to keep abreast of best practice regarding attendance, absence and punctuality.

Link SLT (Curriculum):

- Will make attendance at subject level a focal point of line-management meetings.

Link SLT KS3 & KS4:

- Will support DoL in the follow up of irregular attendance/continuous absence and to make attendance a focal point of line-management meetings.

Directors of Learning:

<p>Please see Appendix 1 (from AIO) for Guidance for DoLs: Working with the Attendance Strategy Team.</p>
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- **DoL has overview of attendance but may delegate some responsibilities to a member of their team.**
- Will meet fortnightly with the AIO.
- Will authorise parental notes for dental or medical visits (i.e. of one or less than one day duration).
- Will be responsible for instructing and liaising with mentoring when inducting new students.
- Will be responsible for instructing the Attendance officer regarding any student leaving Crawshaw School.
- Will identify students whose attendance and/or punctuality level is causing or likely to cause a barrier to their attainment and bring this to the attention of the student, the parent, the AIO as circumstances dictate.
- Will oversee form tutors' monitoring of attendance and punctuality and ensure that Form Tutors are fulfilling their obligations.

Form Tutor:

- Will be in form room by 08:30 ready to register students. 08:30 is the legal time that the school has decreed as the beginning of school. It is a legal requirement for staff to complete registers accurately and at the allotted time.
- Will mark computerised registers before any other business and mark any student not present during the taking of the register as ABSENT (**students are not to mark registers**).
- Will mark as late any student arriving after register taken and before students are dismissed to lesson one.
- Will secure reasons for absence from students and maintain the absence report computer sheets.
- Will, as the first point of contact for the students in their form, encourage their students to maintain a good level of attendance and punctuality at all times as well as enforcing the school policy.
- Will discuss attendance target and student's punctuality and attendance record during KIT Time.
- Will pass any attendance concerns (persistent lateness, patterns of absence, suspected truancy) to the DoL.

Classroom Subject Teachers:

- Will be ready to receive students in their classroom at the beginning of every lesson.
- Will take the computerised register before beginning each lesson (in line with legal responsibility). If computer issues make it impossible to register electronically then a paper register must be used and passed to Student Services.
- Will not change absence marks already inputted by the Attendance Officer.
- Will fill in the minutes late of any student arriving to the lesson late.
- Will be responsible for recognising patterns of absence and passing these to Student Services who will check whether the absences were genuine before passing to DoL.
- Will discuss, during the first lesson back after absence, a student's absence in order to ascertain the reason for absence and to provide information on how to catch up with missed work (in-line with departmentally decided procedures).
- Will be aware that attendance has a direct correlation with attainment and ensure that patterns of absence are discussed with their Subject Team Leader.

Subject Team Leaders:

- Will be aware of the impact of attendance on attainment and use attendance data as part of the decision making process when allocating intervention resources.
- Will ensure that the department has a set of procedures in place for enabling absent students to catch-up with work missed.

- Will discuss attendance as part of attainment discussions with individual classroom teachers.
- Will monitor lesson attendance in their subject against school attendance and address any issues raised by any discrepancy.
- Will use attendance data when analysing achievement by cohort.

Parents:

- Parents are responsible for ensuring that their child attends school. When attendance is not possible, parents are required to inform school, at the earliest opportunity, of the reason for, and the expected length of the absence. This can be by letter, in the student's planner, by text, by e-mail or by telephone.
- Requests for absence for events in term time must be made in advance, addressed to the Headteacher. Decisions on authorising absence will be made by the AHT Attendance and communicated directly to the parent/s by letter.
- Holidays requested in term time will not be authorised by the school. Other absences will be authorised only in exceptional circumstances as agreed by the AHT Attendance.
- Parents will be given regular updates on their child's attendance and punctuality.
- Section 444 of the 1996 Education Act states 'if a child of compulsory school age, who is a registered pupil at school, fails to attend regularly at school, his or her parent is guilty of an offence.' The Local Education Authority may bring legal proceedings against parents who fail to ensure school attendance.

Students:

- Will ensure that their attendance and punctuality are of the highest standards.
- Will attend registration at 08:30 each morning.
- Will bring notes from home explaining any absence. This should be before the absence if the reason is known in advance. Notes may be recorded in their planner.
- Will record their own attendance and punctuality using the Personal Attendance Page in their planner.
- Any unexplained absence will be recorded as unauthorised. Students should be aware that if their irregular attendance is as a result of problems then they can discuss such worries with FTs, DoL, or Learning Mentors.
- If students arrive after 08:45am, they must report to Student Services to sign in BEFORE going to their lesson.
- Three lates in any fortnight will result in communication with home (see Procedures for Dealing with Lateness).
- **STUDENTS MUST NOT LEAVE SCHOOL WITHOUT PERMISSION**
- If students have a medical or dental appointment they must get this authorised by their DoL or a member of SLT before they leave for the appointment. The

student must sign out at Student Services where a member of staff will ask to see the authorisation. The student will also be given a Pass-Out Slip.

- If the student is ill and needs to be sent home, the school's First Aider will obtain permission from the DoL or a member of SLT and will contact home to check that there is someone available to collect the student or who can receive the student at home before that student is signed out.
- If there is any other reason for a student to leave the premises, permission must be gained from the DoL or a member of SLT before going to sign out.
- Students in Years 10 and 11 will be issued with identity cards to enable them to leave the school premises at lunch-time ONLY. In the event of punctuality, attendance or attainment issues these passes may be withdrawn by the DoL.
- Students in Year 9 may be issued with a pass that will allow them to go to a designated address at lunch-time. This can only be with parental permission. In the event of punctuality, attendance or attainment issues these passes may be withdrawn by the DoL. They will also be withdrawn if it is found that they are not being used for the purpose of visiting the designated address.

Associate Staff:

- Will pass any explanations from parents regarding the absence of students to the Attendance Officer to record.
- The Cover Manager will provide information for all Supply Staff including registration procedures.

Student Services:

- Will sign students in and out, stamp lates in planners and issue planner sheets.
- Will receive and make note, with details, of phone calls regarding absences and keep a record of these students to be passed to the Attendance Officer for the updating of registers.
- Will issue students with a police pass-out slip when signing out (not sixth form). Signed (or 'phoned) permission to leave school must have been obtained from parent(s) and agreed by the DoL or a member of SLT beforehand.

Attendance Officer:

- Will meet weekly with AHT attendance.
- Will attend AIO/DoL focal meetings.
- Will transfer information from signing in/out sheets and notes/phone calls/KKS regarding absence from parents, authorisation or non-authorisation for requests for holidays/absence from school from the AHT Attendance to the computer.
- Will follow-up and amend any missing marks.
- Will update registers following daily registration of students in ISU and LEB.
- Will update registers of students on Alternative Education Programmes.
- Will update registers of students undertaking examinations and during examination periods.

- Will, in liaison with KS admin. personnel, ensure first day absence contact occurs.
- Will monitor attendance patterns for individual students and identified cohorts and raise concern with the DoL.
- Will, after 3 days of absence with no reason provided, send a standard letter home requesting parents to get in touch with school giving the reason for absence.
- Will alert DoL after 5 days of absence when there is no reason forthcoming.
- Will send letters to parents requesting explanations for unexplained absences on a regular basis covering a period of 3 – 4 school weeks. (See timetable produced by the AIO).
- Will monitor non-completion of registers and issue standard note to teacher after repeated non-completion. Further standard note to be issued should situation not improve. Subject Leader to be informed if further issues so that Subject Leader can reinforce with teacher. Should there be repeat instances then the Headteacher reserves the right to issue a Management Instruction and proceed to disciplinary action.
- Will collate weekly attendance figures in-line with instructions from AHT attendance. This analysis will be forwarded to all SLT, DoLs and AIO. It will include- weekly and cumulative attendance, comparative data for previous years, analysis by cohort, by year group, by form, by absence code. This is not an exhaustive list.
- Will produce figures and graphs by form for Form Tutors to display in form rooms.
- Will keep the attendance notice-board up-to-date on a weekly basis with the latest comparative graphs by year group and form.
- Will produce and distribute to DoL a fortnightly printout of lates; organise the texting of parents/carers in the case of 3 lates in a fortnight; provide information to DoLs to remove passcards (Years 9, 10, 11).
- Will produce registration certificates, on request, from DoL and AHT Attendance and for inclusion in reports.
- Will produce half-termly target stickers for student planners.
- Will administer and monitor Sixth Form Attendance and EMA.
- Will check that a student who has left Crawshaw School is attending at their new school. If there is no school known and the whereabouts of the child is not known, Student Services MUST refer to the AIO to make further enquiries. If not found, the AIO will put the child on the Mislocated Children list and advise the school about taking the child off roll.
- Will co-ordinate the Well-being panels with the School Nurse to identify students who meet the criteria and invite parents in to school.
- Will run a report of missing marks each lesson to identify internal truancy and will inform BS team immediately.
- Will share and collate attendance information with Priesthorpe and Pudsey Grangefield for confederation students.

AIO

- Will work with the school in the promotion of full time attendance for all pupils.
- Will implement the LEA 5-Stage Plan as appropriate and to take legal action if attendance problems remain unsolved.
- Will work with the school to identify trends and issues within school or the locality which may be contributing to poor attendance patterns.
- Will meet and evaluate strategies on a regular basis and to promote a whole-school approach to non-attendance.
- Will jointly identify and promote good school practice/strategies to improve attendance.
- Will provide DoL with updated information of students on their caseload (to include an updated list of students when any changes are made).
- Will add any missing student to the Mislocated Children List.
- **See in addition Appendix 1 for further details.**

Procedures for Truancy Sweeps:

AST will alert school of the forthcoming dates of truancy sweeps in the area through the AIO. AIO to inform AHT Attendance, Attendance Officer, DoLs, and SENCO (LEB). These dates are to remain confidential.

Student will be brought into Student Services.

Student Services to check that student is not currently excluded.

Details of why the student is not in school need to be taken at Student Services and the time at which the student is admitted to school.

Student Services to ring home informing parents of the truancy.

AST send a follow-up letter.

DoL, and AIO to be informed.

If the student is in school uniform and is not on the AIO's caseload then they should be accompanied to ISU.

All students will be taken to ISU unless they are not in school uniform or there are pastoral issues, in which case they will be taken to LEB.

Depending on the severity/extent of the truancy and individual circumstances, truancy results in a Detention, time in ISU or support from LEB. The school does not exclude students for truancy.

Reintegration of Students with attendance issues:

Long term absentees will be regarded as students with special educational needs.

The DoL and SENCO will consult with the AIO to draw up a programme of support for

the student, which may include mentoring. This will include specific targets to be met over a particular time period.

Rewards and Incentives:

We need to ensure that attendance has a high priority in the school by:

Reminding students and parents of our expectations regarding attendance and punctuality at:

- Form time (Form Tutors).
- In student reports.
- In assemblies.
- New Intake Evening.
- In the Prospectus.
- In letters home.
- In the Newsletter.
- On the website.
- Reports to Governors.
- By encouraging students to record their own attendance and punctuality in their planner (measured against an individual target stuck on the planner).

Daily: students will receive two behaviour point for each present mark and one for each late mark on the register (registration and lessons). This will lead into the Behaviour for Learning rewards structure.

Termly: certificates awarded for 100% attendance (**not** for 100% attendance including authorised absences).

Half-termly – Green attendance target stickers for students achieving their attendance target.

Leeds United tickets to be given (when available) to individuals identified as having shown improvement by the AIO.

Award Ceremonies: Attendance Award (book tokens) for maximum attendance over the Key Stage.

Other initiatives as they arise.

Procedures for dealing with Lateness:

Years 9, 10, 11

- 3 lates (morning/afternoon) in any fortnight results in communication with home and the removal of lunch pass.

- The lunch pass will only be returned once the student has achieved a full fortnight with no lateness and full attendance.
- A further instance of 3 lates (in total) will result in the lunch pass being removed from the student for a full half term. Home to be informed.

Years 7, 8

- 3 lates (morning/afternoon) in any fortnight results in communication with home.
- 3 further lates (in total) will result in further communication with home.
- 3 further lates (in total) will result in parents being invited in by member of Key Stage Team (allocated by DoL) for a meeting.

Should there be no further improvement in punctuality then the DoL will refer to the AIO and an Attendance Panel may be convened. Parenting contracts may also be used.

This Attendance and Punctuality policy was formally adopted by Crawshaw

School on: **8th March 2010**

Reviewed: **March 2010**

Date of next review: **March 2011**

Reviewer: **Mr N. Tones**

SLT Responsible: **Mr N. Tones**

Headteacher: **Mrs J. Ruse**

• **SUMMARY OF PROCEDURES FOR DEALING WITH STUDENT ABSENCE**

STAGE 1 – INTERVENTION BY SCHOOL STAFF PRIOR TO REFERRAL

FIRST DAY CONTACT
Nominated member of the support staff

NOTE: if there are concerns regarding a pupil who is in care or on the Child Protection Register, the school will need to make direct contact with Social Services, bringing the attention to the AIO as soon as possible. Nominated member of support staff will need to be provided with the names of such students (SENC/AIO).

FORM TUTORS TO FOLLOW UP REASONS FOR ABSENCE
Report any concerns to DoL

- After 3 days absence, with no known reason for absence, Student Services to contact home/ to send standard letter home, copy on Common, requesting home to contact school as soon as possible. (Copy to DoL).
 - After 5 days of no response – follow-up call by the DoL.
 - Following no response to this, DoL refer student to AHT to contact home to invite parents into school to discuss an action plan to improve attendance.
- Attendance Officer to supply DoL with ATTENDANCE REGISTERS (weekly), highlighting any attendance patterns noticed.

FOCAL MEETINGS between AIO and DoL (Fortnightly as prearranged)

- Discussion of students with below 80% attendance. DoL to inform AIO of school action to improve attendance. AIO to advise on further appropriate actions.
- AIO to provide feedback on referred students.
- Continuing attendance concerns – DoL to complete a Request for AIO Intervention - Form.

STAGE 2
Once referral has been accepted, DoL and AST will work to try to resolve attendance.

For further details of the 5 Stage Process – refer to Appendix 1 or to the Attendance Toolkit (with AHT)

STAGE 3 - THE SCHOOL ATTENDANCE PANEL (SAP)

**STAGE 4 – ATTENDANCE ADVISORY PANEL (AAP)
or FIXED PENALTY NOTICE (FPN)**

STAGE 5 – LEGAL PROCEEDINGS