

**WATH COMPREHENSIVE SCHOOL**

**A LANGUAGE COLLEGE**



**ATTENDANCE &  
PUNCTUALITY POLICY**

## **Aim of the policy**

At Wath Comprehensive School we are committed to working with parents to maximise the achievement and attendance for all students. There is a clear link between good attendance and punctuality with educational achievement. Good attendance is an important consideration when applying for 6<sup>th</sup> form, any post-16 placement or any career.

In order for an attendance record to be deemed acceptable, it should be 95% or above:

**98 - 100% - Outstanding Attendance**

**96 – 97.9 % - Good Attendance**

**92 – 95.9% - Requires Improvement**

**Below 92% - Inadequate**

Students with an attendance of 90% or below are classed as persistent absentees. **Persistent absenteeism is when a student misses 10% or more of the possible sessions in an academic year.** Evidence suggests that students with attendance of below 96% have a significantly lower chance of achieving 5 A\*-C grades in their GCSE results, regardless of their ability.

## **The legal framework**

Parents/Carers have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age, who is registered at a school, fails to attend regularly at the school, the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

## **Registration**

The law requires the register to be taken twice a day – once for the morning session and once in the afternoon. Students are also registered at the start of every lesson of the day.

The register is marked using the DfE Attendance and Absence Codes. Guidance on applying the Education (Pupil Registration) Regulations can be found in 'Advice on School Attendance' published November 2013 by the DfE.

## **Expectations**

**We expect that all students will:**

- attend school regularly
- attend school punctually
- attend school appropriately prepared for the day
- discuss promptly with the Attendance Team any problems that may affect their attendance.

**We expect that all parents/carers who have day to day responsibility for their child will:**

- encourage regular and punctual school attendance
- ensure that the child/children in their care arrive at school punctually, prepared for the school day
- contact school before morning registration, on each day of the student's absence, by calling school and making the appropriate selection when prompted to do so and then stating the reason for absence. Alternatively, a letter can be sent for the attention of the Attendance team. The letter should explain the reason and date(s) of absence, giving the student's full name. Any unexplained absence is treated as unauthorised absence
- contact school if a student will be arriving late and provide a reason for lateness. If the reason is judged as acceptable by the School, the student will be exempt from the C4 other detention

scheduled on the same day. Alternatively, a letter can be sent for the attention of the Attendance Team. The letter should explain the reason the student is late, giving the student's full name

- reply to the automated Truancy call message, requesting reasons for absence
- contact the school promptly whenever any problem occurs that may keep the child away from school.

**We expect that Form Tutors have a responsibility to:**

- promote the **96% threshold** for students in order for them to attend the end of year rewards trips, visits which are not linked to the curriculum or the school Prom if they are in Y11 or Y13
- complete registers accurately and promptly at the **start of registration**
- amend the register for late comers
- inform the attendance team of any information provided by students regarding their current or future attendance
- report any absence concerns to the Attendance Team and the Academic and Pastoral Year Leaders
- discuss the weekly attendance and punctuality powerpoint provided by the Attendance Team with all students
- discuss attendance and punctuality data with students and parents during review sessions
- pass on any notes received regarding attendance to the Attendance Office

**We expect that Teachers have a responsibility to:**

- promote the **96% threshold** for students in order for them to attend the end of year rewards trips, visits which are not linked to the curriculum or the school Prom if they are in Y11 or Y13
- complete registers accurately and promptly at the **start of the lesson**
- respond to reminders (via email or SIMs) to complete registers immediately
- amend the register for late comers
- inform the Attendance Team of any information provided by students regarding their current or future attendance
- report any absence concerns to the Academic and Pastoral Year Leaders
- inform the Attendance Office prior to any trip/activity if any student is to be absent from "normal" lessons. The trip organiser to ensure that the appropriate Departmental Support Assistant has a full list of any students involved in the trip/activity and that this data is entered into SIMs Lesson Monitor, in sufficient time such that the Attendance Officer can perform the first day of absence telephone calls with accurate information.

**We expect that Heads of Faculty and Heads of Department have a responsibility to:**

- promote the **96% threshold** for students to achieve in order for them to attend the end of year rewards trips, visits which are not linked to the curriculum or the school Prom if they are in Y11 or Y13
- monitor the completion of registers for all lessons within the Department/Faculty
- monitor that the attendance team are aware of any trips/activities from within the Department/Faculty
- ensure that classes are registered when teachers are absent
- liaise with subject teachers/Year Leaders/Attendance Team to discuss attendance concerns for individual students.

**We expect that Academic Year Leaders have a responsibility to:**

- promote the **96% threshold** for students in order for them to attend the end of year rewards trips, visits which are not linked to the curriculum or the school Prom if they are in Y11 or Y13

- have weekly meetings with the Attendance Officers to discuss students of concern and highlight students who they can intervene with
- phone parent/carer to enquire why the student is absent from school and advise them to send the student into school unless he/she is too unwell to be in lessons
- analyse their year group attendance data on a regular basis
- accompany the Attendance Officers when visiting the student at home, to enquire about his/her absence or bring them into school
- liaise with the Attendance Office to introduce intervention strategies to improve the attendance of all groups of students.

**We expect that Pastoral Year Leaders have a responsibility to:**

- promote the **96% threshold** for students to achieve in order for them to attend the end of year rewards trips, visits which are not linked to the curriculum or the school Prom if they are in Y11 or Y13
- monitor late marks to lessons and issue sanctions where required
- work in conjunction with the Attendance Team to monitor lesson by lesson attendance for their year group, to ensure safeguarding and to tackle truancy
- to accompany the Attendance Officers when visiting the student at home to enquire about his/her absence or bring them into school.

**We expect that the Attendance team has a responsibility to:**

- promote the **96% threshold** for students in order for them to attend the end of year rewards trips, visits which are not linked to the curriculum or the school Prom if they are in Y11 or Y13
- activate the 'Truancy call' if no telephone call is received from the parent/carer by 10:00am. The system will text the parent/carer contact numbers asking them to call school. In the event of no response being received for the absence, the absence will be recorded as unauthorised
- phone parent/carer to enquire why the student is absent from school and advise them to send the student into school unless he/she is too unwell to be in lessons
- have weekly meetings with Academic Year Leaders to discuss students of concern and highlight students who Academic Year Leaders can intervene with
- analyse School and Year Group attendance data on a regular basis
- visit the student at home to enquire about his/her absence or bring them into school
- follow the intervention flow chart to tackle poor attendance – See Appendix 1
- introduce intervention strategies to improve the attendance of all groups of students
- involve the Early Help Team where the school has been unable to contact home or poor attendance persists
- monitor absence regularly in conjunction with the Early Help Team. Any student with an attendance percentage of below 93% will be monitored closely.

Failure to improve school attendance may result in further action, such as a fixed penalty notice or even court prosecution.

**Rewards**

Students are rewarded;

- If they are in the top performing Tutor group - they receive a prize for the whole tutor group
- If they achieve 100% attendance for a half term – they automatically receive E-praise points
- If they achieve 100% attendance for the full academic year - they receive a voucher and certificate.
- In various other ways by the Attendance Team and Academic and Pastoral Year Teams.

## **Sanctions**

Students will be challenged for poor punctuality as follows;

- Late to Tutor period will result in a C3 detention (30 minutes on the same day)
- Late marks to lessons will result in a signature on the students conduct card. (Five signatures equals a C3 detention, 30 minutes the next day)

## **Holidays**

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. In September 2013, new government legislation was introduced whereby holidays during term time are classed as a criminal offence and may result in a fixed penalty notice from the Local Authority.

Requests for absence under exceptional circumstances should be made in writing to the Headteacher at least two weeks in advance of the absence, on the appropriate form. The Headteacher will reply to all requests for leave of absence in writing.

## **Unauthorised Absences**

Unauthorised absences, including truancy, are recorded on a student's registration certificate, which may be used as a point of reference for future employers, colleges or universities.

## **Penalty Notice**

The Early help team, working on behalf of Rotherham Local Authority, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and which requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £60, if paid within 21 days of receipt of the notice, rising to £120 if paid within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority may prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

The Policy to be reviewed annually in light of local and national developments.

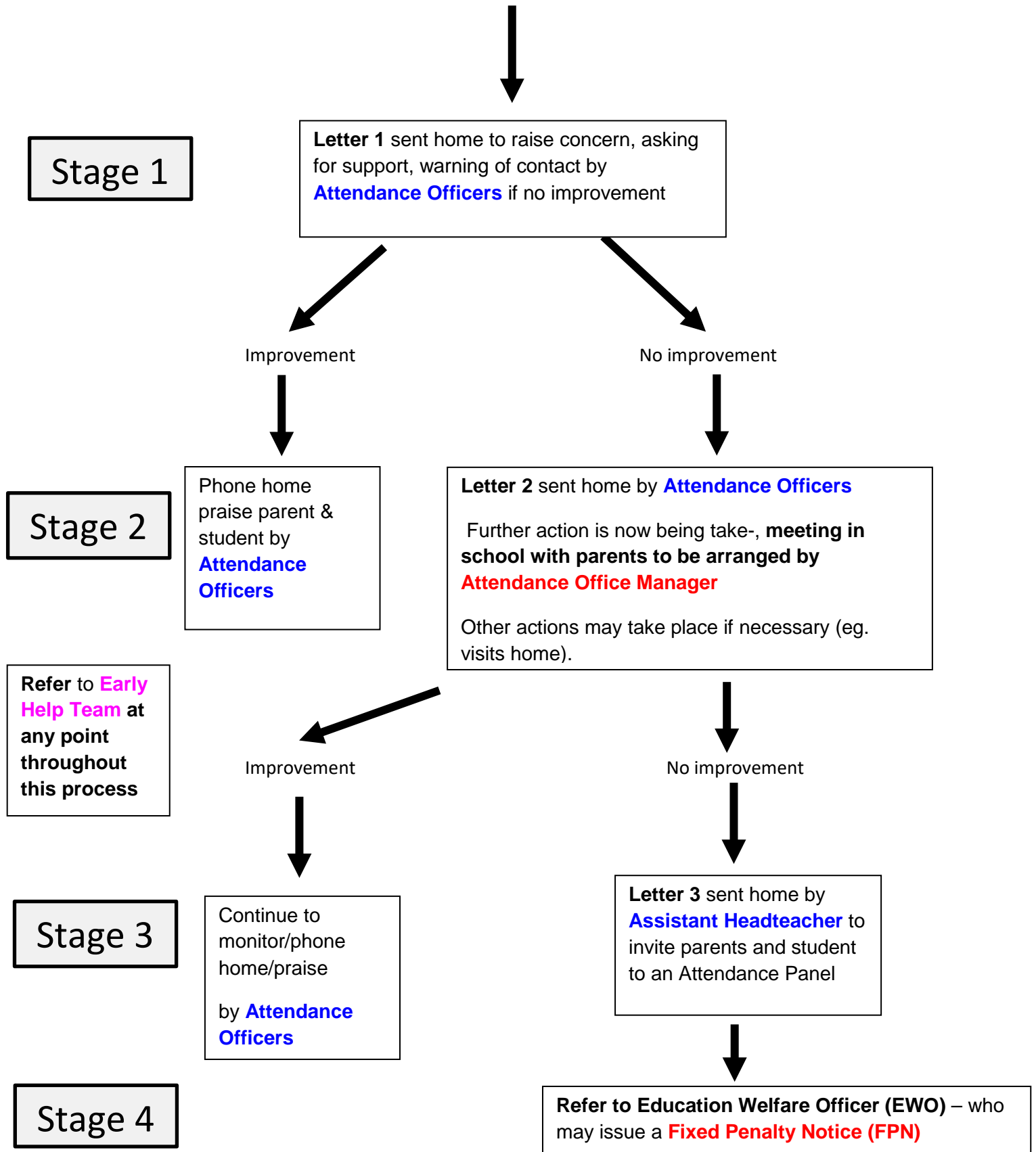
Updated in July 2017.

## **APPENDIX 1**

# ATTENDANCE INTERVENTION

Low attendance (below **93%**)

(Truancy call, phone calls home, enquiries to ascertain reasons for absence) by **Attendance Officers**



# FAST TRACK INTERVENTION – PA STUDENTS FROM THE PREVIOUS YEAR

Monitor attendance in September (first 4 weeks)

(Truancy call, phone calls home, enquiries to ascertain reasons for absence) by **Attendance Officers**



**Stage 1**

**Letter 1:** (raising concern, asking for support, warning of contact by **Attendance Officers** if no improvement)

**Attendance Team, AYL, PYL staff to speak with student during this period**



Monitor  
No improvement

**Stage 2**

**Home visit** by **Attendance Officers, AYL or PYL**  
**Letter 2** is delivered to parents during the visit. It outlines details of the Attendance Panel if there is very little or no improvement

**Refer to Early Help Team at any point throughout this process**



Monitor  
No improvement

**Stage 3**

**Attendance Panel :** **Chair of Governors, Assistant Headteacher, Attendance Officer, AYL or PYL, parent/carers, student**



**Stage 4**

**Refer to Education Welfare Officer (EWO)** – who may issue a **Fixed Penalty Notice (FPN)**