

# CNS



## Governing Body

# ATTENDANCE POLICY

Approved by Governors: January 2008



## **Mission Statement**

City of Norwich School seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential; success for all

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives City of Norwich School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

## **Aims**

School attendance is subject to various Education laws and CNS attendance policy is written to reflect these laws and the guidance produced by the Department for Children, Schools and Families.

Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and Norfolk attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

1. To improve the overall attendance percentage of students at school
2. To make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.

3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and students.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Social Work Service and with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

### **Review and monitoring**

This policy and procedures will be reviewed in line with the POLICY Review Timetable. A report will be made annually to the Full Governing Body.

Headteacher.....

Chair of Governors.....

Date.....30/1/08.....

## **School Procedures**

Any student who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 8.35am. The registers will remain open for 25 minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. i.e. school transport delayed.

The afternoon registration will take place during the fifth period of the day.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close

### **First Day Absence**

When a child is away from school and parents/carers have not notified the school of the absence then the Attendance Support Worker (ASW) in conjunction with the Pastoral Support Assistants (PSA) will instigate the automated telephone ringing service (Truancy Call) . This system will continue to establish contact with parents and require a response before the system cancels.(Ends 20.00hrs)

### **Third Day Absence**

If after three days of using the above system no contact has been established the ASW will send out a standard letter using first class mail.

### **Ten Day's Absence**

Any student who is absent without an explanation for 10 consecutive day's will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team and which the school will include details of action that has already been instigated.

## **Frequent Absence**

It is the responsibility of the PSA/ASW and Attendance Administrator (AA) to be aware of and bring attention to any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents. If this is unsuccessful the school will refer to the school Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Improvement Officer. (AIO) ((Appendix 2))

## **Frequent Medical Absences**

The school will discuss with the School Health Adviser those students who frequently miss days on medical grounds.

## **A Welcome Back**

It is important that on return from an absence that all students are made to feel welcome by their tutor and subject staff. Where appropriate this should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students.

## **Absence notification**

Notes from parents/carers explaining absence are either written in the School Planner or by telephone message. This does not replace Truancy Call first day contact

## **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive education. It is every member of staff duty to promote good attendance through the following methods:-

- 1 Induction Material
- 2 Letters
- 3 Assemblies
- 4 Tutor Material
- 5 Echo
- 6 Study planners

The Home School Agreement can be used in this way.

## **Holidays in term time**

Holidays during term time will be actively discouraged. Parents/Carers will be reminded of the effect that absence can have on a student's potential achievement. The school will only consider up to 10 school days absence but

parents must apply in advance for permission and must recognise that holiday absence may not be approved due to various criteria. Eg. Previous holiday taken.

Persistent lateness  
Attendance below 90%

### Attendance Awards

The school will use the following system to reward students who have good or improving attendance.

Termly: Letters of congratulations to students identified by ASW with good or improving attendance.

Form Cup for the form with the best overall attendance in each year group

Attendance raffle for over 95% attendance

Attendance certificate for 100% attendance.

### Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be used and a senior member of staff will be responsible for overseeing this work

The schools attendance last year was 89.4%

The schools attendance targets are:-	2007/8	93%
	2008/9	93%

Norfolk Secondary targets are	2007/8	92.35%
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### The registration system

The school will use a computerised system for keeping the school attendance records. The following codes/marks will be used to record attendance information

Code	Description	Category
/	Present	Present
B	Education Offsite	Approved
C	Other Authorised Circumstance	Approved
D	Dual Registration	Authorised
F	Extended Agreed Family Holiday	Authorised
G	Family Holiday Not Agreed	Unauthorised
H	Family Holiday Agreed	Approved
I	Illness	Approved
J	Attending Interview	Authorised

L	Late	
M	Medical	Authorised
N	No Reason	Unauthorised
O	Absent	Unauthorised
P	Approved Sport	Approved
R	Religious Observance	Approved
S	Study Leave	Approved
T	Traveller Absence	Authorised
U	Late after Register Closed	Unauthorised
V	Educational Visit	Approved
W	Work Experience	Approved
#	School closed to Students	Not counted

Registers by Law must be kept for at least 3 years  
The registers will be taken electronically and backed up daily

## Appendices

### 1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable

- (a) To his age, ability and aptitude and
- (b) To any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:  
The Education[Student Registration] (England) Regulations 2006

## **Categorisation of Absence**

Any student who is on roll but not present in the school must be recorded within one of these categories

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### **1. Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

### **2. Authorised absence**

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Students recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

## Appendix 2

### Levels of escalation

1	First Day Absence	Truancy Call Instigated
2	Several Short Term Absence that are cause for concern or long term absence	Year tutor request meeting with parents to discuss concerns
3	Continued absence pattern	2 <sup>nd</sup> Year Tutor/ KS coordinator meeting with parents and AIO will be invited. To produce action plan or referral to appropriate support agency.
4	Continued concern	Referral made to AIO
5	Continued concern	Action taken by AIO which may include Fast Track, Fixed Penalty Notice, Home Visits, Meeting in School, Warning Letter
6	Continued concern	Legal Action

## Appendix 3 Aims

### 1

- 1 Apply Whole School Attendance Policy consistently
- 2 Establish and maintain a high profile for attendance and punctuality.
- 3 Relate attendance issues directly to the school's values, ethos and curriculum.
- 4 Ensure attendance is addressed at subject level
- 5 Monitor progress in attendance measurable outcomes

### 2

- 1 Produce termly reports to parents/governors
- 2 Display attendance information at focal points - Form Rooms
- 3 Discuss attendance issues in Year teams and in Support and Guidance Development Group.

- 3 Introduce award systems, including certificates, end of year prizes

### 3

- 1 Maintain unambiguous procedures for statutory registration
- 2 Make phone contact using Truancy Call on first day of absence
- 3 Ensure clearly defined late registration procedures
- 4 Respond swiftly to lateness
- 5 Define clearly the roles and responsibilities within the school staffing structure
- 6 Timetable staff to meet with AIO, making best use of AIO time. (advertise the time to parents#
- 7 Establish clear procedures prior to referral to AIO
- 8 Review attendance regularly

### 4

- 1 Highlight attendance in:
  - PSHE
  - Assemblies
  - Staff available to talk to students
- 2 Public support offered by school
- 3 Time for parents to discuss issues with staff
- 4 Provide accurate and up-to- date contact information for parents
- 5 Involve parents from earliest stage

### 5

- 1 Standardise recording of:
  - Authorised/unauthorised absence (and to have decided after two weeks)
  - Educational activity
  - Presence

2 Be consistent in the collection and provision of information

3 Decide what information, if any is provided for

- Governors
- Student related staff
- Other school staff
- Parents
- Students (individual or groups)
- AIO service

4 Identify developing patterns of irregular attendance and lateness

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- 1 Initiate first day absence contact
- 2 Promote expectation of absence phone calls from parents
- 3 Encourage all parents into school.

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- 1 Actively promote attendance and associated reward and effective sanctions
- 2 Ensure fair and consistent implementation
- 3 Involve students in system evaluation
- 4 Take actions which with objectives agreed between school and others, eg AIO, parent

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- 1 Designated key staff for liaison with AIO and other agencies
- 2 Give priority to timetabled meetings with AIO
- 3 Carry out initial enquiries prior to referral
- 4 Gather and record relevant information to assist AIO
- 5 Hold termly attendance review with Key school staff and AIO
- 6 Arrange multi-agency liaison meetings as appropriate

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- 1 Involve/inform staff in/on reintegration process
- 2 Provide opportunities for counselling and feedback
- 3 Consider peer support and mentoring
- 4 Involve parents as far as possible.