

Flint High School Attendance Policy and Strategy

Rationale

Flint High School seeks to maximise student achievement and well-being, students must attend school regularly and on time. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All staff will work with pupils and their families to ensure that each pupil attends school regularly and punctually. The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping. It will challenge the attendance of those pupils and parents who give low priority to attendance and punctuality and identify families who need support. To meet these objectives, Flint High School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Aims

1. To improve the overall percentage of student attendance and punctuality 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 maintain and promote consistency in carrying out designated tasks, under the direction of the Attendance Leader, Attendance Officer, IWO and wider team.
4. To provide support, advice and guidance to parents and students.
5. To develop a systematic approach to gathering, tracking and analysing attendance related data.
6. To implement a system of rewards and sanctions.
7. To promote effective partnerships with the Education Social Work Service and with other services and agencies.
8. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

Aim 1

To improve the overall percentage of pupil's attendance and punctuality at Flint High School:

- Apply Whole School Attendance Policy consistently.
- Establish and maintain a high profile for attendance and punctuality throughout the school.
- Relate attendance issues directly to the schools values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes, evaluate and implement strategies as a consequence.

Aim 2

To make attendance and punctuality a priority for all those associated with the school Including students, parents teachers and governors.

- Produce reports to parents/governors.
- Hold an Induction Year 7 evening for parents and pupils.

- Display expectations and consequences materials at focal points.
- Discuss attendance issues with IWO and pastoral staff and in relevant staff meetings.
- Produce attendance statistics regularly for Learning Managers, form tutors and staff.
- Introduce award systems, including certificates and end of year prizes.
- Include attendance statistics and reminders to parents of the importance of attendance and punctuality in newsletters and letters home.

Aim 3

To maintain and promote consistency in carrying out designated tasks, under the direction of the Attendance Officer and team.

Attendance Leader AJ, Inclusion Welfare Officer VH; Attendance Officer LBM.

- Maintain unambiguous procedures for statutory registration.
- Ensure clearly defined late registration procedures.
- Respond swiftly to lateness (in respect of both students and parents) via a clear system of sanctions.
- Attendance leader to meet with IWO, making best use of her time.

Aim 4

To provide support, advice and guidance to parents and students.

Highlight attendance in the following areas:

- Form time.
 - PSHE.
 - Assemblies.
 - Pastoral meetings.
 - Subject evenings.
 - Learning Coach and Careers discussions with students.
 - Tracker cards and annual progress reports, which include attendance data. Highlight the problems and the solutions.
 - Newsletters and written communication with parents, particularly with reference to holidays taken in term time.
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- Involve parents from earliest stage; promote expectations of absence letters/ notes in planner/ phone call/ emails from parents.
 - Support students and families through Breakfast club and Room Be.

Aim 5

To develop a systematic approach to gathering, tracking and analysing attendance related data.

- Identify developing patterns of irregular attendance and lateness and respond to irregularities and concerns.
- Ensure that all staff are systematic in their recording of:
 - Presence.
 - Unexplained absence/authorised/unauthorised absence.
 - Educational activity.

- Be consistent in the collection and provision of information for:
 - Governors.
 - Learning managers/ pastoral staff.
 - Other school staff.
 - Parents.
 - Inclusion welfare officer.

Aim 6

To Implement a System of Rewards and Sanctions

- Actively promote attendance and associated reward.
- Initiate first day absence contact
- Make full use of computer generated letters
- Promote expectation in absence letters/phone calls from parents.

Aim 7

To promote effective partnerships with the Education Social Work Service and with other services and agencies.

- Follow the 'Education Welfare Service – Procedures for Non-School Attendance'.
- Timetable meetings with IWO; gather and record relevant information to assist IWO.
- Facilitate effective and timely communication with all relevant parties.
- Carry out initial enquiries/intervention prior to referral.
- Encourage active involvement of other services and agencies in the life of the school, including YPCS, Action for Children and CAMHS.

Aim 8

To recognise the needs of the individual student when planning reintegration following significant periods of absence.

- Be sensitive to the individual needs and circumstances of returning pupils.
- Involve/inform all staff about reintegration process.
- Use relevant staff to support re-integration including Room Be, Learning Manager, ALNCO.
- Include IWO, parents and student in reintegration planning.
- Provide opportunities for involvement of other services and agencies, if appropriate.
- Agree timescale for review of reintegration plan.

Strategy

Taking the Register

Taking the register is a legal requirement and this needs to be done in all lessons.

At Flint High School the morning session attendance mark recorded during tutor time at 8.45 – 9.05 a.m. and the afternoon session is recorded during period 4 in the afternoon. Care must be taken in completing the register and ensuring that it is absolutely correct.

Registration

Parents should ensure students arrive promptly to school for 8:45am registration.

A student arriving after 8:50 am will be marked late.

A student arriving after 9.30 am will be marked (U) as late after the register closes.

Detentions will be imposed for persistent lateness, co-ordinated by the Attendance Leader.

Parents whose child(ren) are persistently late will be invited in to school to discuss the lateness and seek a resolution.

Where school action fails to bring about an improvement, the matter will be moved to the next level and discussed with the Inclusion Welfare Service.

Categorisation of Authorised and Unauthorised Absence

The parent must provide an explanation for any period of absence from school. It is the responsibility of the Headteacher to decide whether or not the absence will be authorised.

N.B.

Interviews, work experience, educational visits, religious observance are approved educational activities and are therefore authorised.

School will usually authorise absences where a student is:

- Unable to attend school due to illness.
- Requires emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays.
- Absent due to other exceptional circumstances.

Applications for **term time holidays** are discouraged; they are only authorised at the Headteacher's discretion; Parents must complete an Absence Request Form available on-line or from the School Office.

School will not authorise absence for the following reasons. Note: this is not a definitive list.

- Shopping
- Birthdays
- Days out
- Looking after siblings

Truancy

Any member of staff who identifies a student as truanting should trigger the following procedure:

- The staff member should inform reception
- Reception will alert a member of the pastoral support team/SLT who will endeavour to locate the student and return them to their lesson
- Register should be marked with 'O' code
- If the student is not located, the parent must be informed; if necessary the IWO and the police will be contacted if a child's health and safety is at risk because the child is off the premises.
- Students who truant will be sanctioned.