



## Student Attendance Policy

### CONTENTS

#### SCHOOL VISION

- 1.0 Introduction
  - 2.0 Objectives
  - 3.0 Systems and strategies for managing and improving attendance
  - 4.0 Term-time holidays
  - 5.0 Extended leave of absence
  - 6.0 Issuing penalty Notices in Respect of Unauthorised Absence from School
  - 7.0 School's roles and responsibilities
  - 8.0 Parents' / Carers' responsibilities
  - 9.0 Students' responsibilities
  - 10.0 Governors' responsibilities
  - 11.0 Collection and analysis of data
  - 12.0 Monitoring and Review
- 
- Appendix 1 Register Codes
  - Appendix 2 Attendance – who does what – January 2018 update
  - Appendix 3 Good Attendance is Crucial to your Success – advice for students and parents
  - Appendix 4 Application form for absence during term time
  - Appendix 5 Procedures for tackling lateness from September 2017
  - Appendix 6 Checklist for Penalty Notice referral January 2018

### LINKED POLICIES

Data Protection Policy and Privacy notice  
Behaviour for Learning policy  
Child Protection and Safeguarding Policy  
Single Equalities Scheme  
Children in Care Policy

### LINKED DOCUMENTS

Parental Responsibility Measures for Attendance and Behaviour – DfE statutory Guidance, Jan. 2015  
School Attendance – DfE Departmental Advice, November 2016  
Penalty Notices. A Guide for Education Welfare Officers and Schools – Cornwall Council, Oct. 2017

Adopted by the Governing Body:	27/03/2018
Compliance Review:	Spring 2019
Review Period:	2 Years
Review Date:	Spring 2020



## **Student Attendance Policy**

### **SCHOOL VISION**

The Vision for Humphry Davy School includes being an inspirational and vibrant place for learning where we nurture a true sense of belonging and seek to maximise the life chances of all our young people. Our whole school aims include establishing a positive climate for learning and to identify and overcome barriers to learning or participation in school life. Our values and principles include: ‘unlocking the talent and enterprise of all our young people and it is recognised that this can only be achieved by supporting and promoting excellent school attendance by all students.

The Governing Body have therefore adopted this policy to provide a clear framework for ensuring good student attendance.

### **1.0 Introduction**

- 1.1 Humphry Davy School is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance by all. Only by attending school regularly, and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- 1.2 The whole school community – students, parents and carers, mentors, the Student Services team, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this.
- 1.3 The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all relevant parties know of the policy and have access to it.

### **2.0 Objectives**

- 2.1 The primary objectives of this policy are:
  - 2.1.1 To support the safeguarding of all children and families ensuring that students are in school.
  - 2.1.2 When they are not in school, this policy sets out the procedures used for knowing where they are and safeguarding them.
  - 2.1.3 To identify the strategies used to improve attendance and sets out the circumstances in which they may be deployed
  - 2.1.4 To ensure that young people want to be at school, as the main driver to improve attendance
  - 2.1.5 To establish what the barriers are to attending school – then try to remove them
  - 2.1.6 To ensure that the consequences of not being at school have enough impact to change behaviours

### **3.0 Systems and strategies for managing and improving attendance**

- 3.1** Attendance has a very high profile at Humphry Davy School and is regularly discussed at assemblies and in mentor groups. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment, and weekly attendance figures are displayed in school.
- 3.2** The main driver to improve attendance is to make young people want to be at school, and a range of strategies are employed by staff in order to make the student feel welcome at school:
- 3.2.1 Mentors to give a warm welcome to their mentees at the beginning of the day
  - 3.2.2 Celebration of high rates of attendance - both verbal and through the school rewards system
  - 3.2.3 Celebration of academic progress
  - 3.2.4 Constant reminder that school is needed in order to make the most of life chances
  - 3.2.5 The availability of one to one support through the mentoring programme or via the Student Services team
- 3.3 **First Day Calling**** - Humphry Davy School has in place a system of first-day calling( and texting). This means that parents will be telephoned (or texted) on the first day a student is absent without explanation to establish a reason for the absence. This helps to identify at an early stage students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the school will continue to try to make contact by phone or if necessary by post. It does however remain the expectation that parents /carers should call on the first day of any absence.
- 3.4 **Meetings with Parents**** - Where there is an emerging pattern to a student's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the Head of House will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.
- 3.5 **Referral to the Education Welfare Service**** - If there continue to be unauthorised absences by the end of the specific time (or sooner if the student is failing to attend school at all), the matter will be referred to the Education Welfare Service.
- 3.6 **Lateness and punctuality**** - Students are expected to arrive at school, and be in the correct room for assembly or mentoring, on time every day, and to then register in class for Period 1. It is very disruptive to their own education and that of others in their class, if they are late. Students who arrive after the register closes will be marked **absent for the whole session** (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student

to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Welfare Service.

- 3.7** Students who arrive late for school but before the register closes are monitored for frequency of lateness. If the lateness is persistent, the parents will be requested to give a reason. If this is not sufficient to resolve the problem, the EWO is informed. Poor punctuality is recorded initially in SIMS on the official record of attendance but persistent lateness is also recorded as an R code in the school's behavioural system (cf. Behaviour for Learning policy). The sanction and the letter home informing parents/carers of the sanction are stored in SIMS. The strategy for dealing with persistent lateness is outlined in Appendix 5. This appendix also contains the thresholds for 'persistent lateness' and resultant actions.
- 3.8** For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to the Student Services reception to sign in. **It is important that all students arriving late follow this procedure.**
- 3.9** For the same reason it is important that students leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day report to the Student Services Reception area.
- 3.10 Post-registration truancy** - Post-registration truancy occurs when a student goes missing from school having previously registered for the session. This behaviour not only means the student will not be receiving a full-time education, it also potentially renders them vulnerable to harm. Humphry Davy School takes this very seriously and will endeavour to ensure it does not happen. If, however, a student appears to have left the premises without authorisation, the school will try to make contact with their parents immediately. The school's Behaviour for Learning policy will be used
- 3.11** A list of roles and responsibilities for the current strategies to drive up the levels of attendance can be seen in appendix 2

## 4.0 Term-time Holidays

- 4.1 Term-time holidays will not be authorised, except in exceptional circumstances
- 4.2 Humphry Davy School will consider every application individually; However, the school's policy is to NOT grant leave of absence for a holiday other than in the most exceptional circumstances. An application must be made using the appropriate school holiday form, **at least two weeks in advance** of the intended holiday.
- 4.3 Humphry Davy School will respond to all requests for a leave of absence in writing.

## 5.0 Extended leave of absence

5.1 In considering absence for extended trips overseas Humphry Davy School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday'
- such visits may be important in terms of children's identity and self-esteem as they grow up
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip)
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved
- Where extended leave of absence is granted there will be an expectation that the student undertakes some school-set work during this period.

## 6:0 Issuing of Penalty notices in respect of Unauthorised absence from school

6.1 Penalty Notices are issued by Cornwall Council under sections 444A and 444B of the Education Act 1996. They are issued following a referral from an authorised person – at Humphry Davy School, this will be the Headteacher, the Education Welfare Officer, the School Attendance officer, the Student and Family Welfare Co-ordinator, the Assistant Headteacher with responsibility for attendance, or any other member of staff as delegated by the Headteacher. However, no referrals will be made without all of these parties being aware.

6.2 Parents/carers will be committing an offence if they fail to ensure the regular and punctual attendance of their child at the school where their child is registered, unless the absence has been authorised by the school

6.3 Having consulted with the Education Welfare Officer and other local schools, the school has established a list of criteria which need to be met before parents/carers can be considered for a Penalty Charge referral:

- 6.3.1 The overall record of attendance for the individual student in the current academic year should be less than 94.5%
- 6.3.2 The individual student should have at least ten sessions of unauthorised absence within the space of 100 sessions (ten school weeks) – this is equivalent to 5 days of absence over ten x five day school weeks

6.3.3 The student is not a child in care

6.3.4 The student is not a young carer

6.3.5 Where an unauthorised holiday is taken: The parent applied for absence due to a term time holiday to be authorised and the school did not authorise this and informed the parent in writing using the appropriate letter which details the possibility of a penalty charge being issued; and the parent/carer removed the student from school for the holiday despite the absence not being authorised

6.3.6 In the case of persistent poor attendance: There is evidence of a clear series of warnings being given to the parent/carer prior to instances of unauthorised absence. These warnings have been written and contain full details of the consequences of further unauthorised absences; The school has offered support in terms of face to face meetings; and these meetings have either not been attended by the parent/carer or not had the desired effect of stopping the unauthorised absence.

6.4 Prior to the issuing of a Penalty Notice, the following criteria must be considered and satisfied:

6.4.1 Will this be an effective measure in helping the pupil return to School and/or ensure future regular attendance?

6.4.2 Is it reasonable to expect that the parent is capable of ensuring the pupil's regular attendance?

6.4.3 Is there evidence of a lack of parental cooperation in responding to the advice/support offered?

6.4.4 When considering whether or not a Penalty Notice is appropriate, it should also be borne in mind that if the parent were to fail to pay the Penalty, they could not be prosecuted for the non-payment of the penalty itself but would have to be prosecuted for the original offence to which the Penalty Notice relates; and prosecution proceedings for the particular offence for which the Penalty Notice was issued could not be initiated until after the final deadline for payment has passed i.e. 28 days after receipt of the Notice.

6.5 Exact details of the procedure to be followed for referrals concerning penalty notices are to be found in the linked document 'Penalty Notices: A Guide for Education Welfare Officers and Schools' Cornwall Council, October 2017 update

## 7.0 School's roles and responsibilities

7.1 **Staff.** All staff (teaching and support) at Humphry Davy School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff have a responsibility to set a good example in matters relating to their own attendance and punctuality.

- 7.2 In line with the ethos and vision of Humphry Davy School, school staff are supportive in their approach to improving rates of attendance and some of the supportive strategies used are outlined in section 5 of this policy. However, where these strategies do not have the desired effect and attendance continues to be a concern, this policy outlines a range of more punitive measures which can be used alongside the supportive strategies.
- 7.3 **Senior Leadership Team.** A member of the Senior Leadership Team (SLT) leads the Student Services team, which includes the Heads of School, House Leaders, the Student Support Workers, the Attendance Officer and the Student and Families welfare Co-ordinator in promoting regular and improved attendance, and will ensure the Attendance Policy is consistently applied throughout the school.
- 7.4 This member of the SLT will ensure that:
- 7.4.1 up-to-date attendance data and issues are shared with the SLT
  - 7.4.2 are made available to mentors, other staff, students and parents;
  - 7.4.3 Parents are reminded about the importance of good school attendance
  - 7.4.4 a termly report is prepared for the governing body's Teaching and learning committee .
  - 7.4.5 Attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- 7.5 **Registration.** The school is required to mark the attendance register twice each day; once at the start of Period 1 and once during the afternoon session. Classroom teachers are responsible for completing the attendance registers using the SIMS lesson monitor application.
- 7.5.1 The register will be called promptly at **8:40 am**, and also within ten minutes of each lesson starting at 9:00, 10:20, 11:55 and 13:50. A mark will be made during the registration period in respect of each child.
  - 7.5.2 The morning register usually closes at 9:15, and any student who arrives **after** the closing of the register will count as **absent**. Students who arrive late but before the register closes will be counted as **present** but there will be a sanction set by the subject teacher, mentor or House Leader.
- 7.6 **Categorising absence** - A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked as an unauthorised absence **unless** leave has been granted by the school and the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable.
- 7.6.1 Humphry Davy School recognises the clear links between attendance and attainment, and between attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be just as damaging to a child's education, as authorised absence will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except

where a child is clearly unwell, staff at Humphry Davy School will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.

7.6.2 If no explanation about an absence is received by the school **within 2 weeks**, the absence will automatically be marked as an unauthorised absence. This changes the code from a 'N' to an 'O'. A full list of absence codes and their descriptions can be seen in **appendix 1**

7.6.3 Absence will be authorised in the following circumstances:

- a) where leave has been granted by the school in advance, for example –
- A student is to participate in an approved performance for which a licence has been granted by the Local Authority.
  - A student is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance will be considered. Exceptional circumstances for absence can only be authorised by the Headteacher
- b) Where the school is satisfied that the child is too ill to attend.
- c) Where the student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send the child to school beforehand.
- d) Where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.
- e) The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student or student's parents belong.
- f) The student lives more than three miles and no suitable transport arrangements have been made by the Local Authority.
- g) The student is of no fixed abode, the student's parent is engaged in a trade which required the student to travel, the student has attended school as often as the nature of the trade permits and the student has attended 200 sessions in the preceding 12 months.
- h) In other exceptional circumstances (e.g. a family bereavement) and for a very limited period.

7.6.4 Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent
- the school is not satisfied with the explanation
- the student is staying at home to mind the house
- the student is shopping during school hours
- the student is absent for **unexceptional** reasons, e.g. a birthday
- the student is absent from school on a family holiday
- The student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

7.6.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check the student's attendance on a daily basis before entering the appropriate code in the register.

#### 7.6.6 Staff Training

The Member of SLT & Attendance Officer will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

#### 7.6.7 Alternative Provision

There are a number of students for whom alternative provision is set up. This might be with an alternative provider such as the Penwith Alternative Provision Academy (PAPA) or the Cornwall Hospital Education Service (CHES). The school has a range of partners with whom they work collaboratively to provide a range of packages for students. Some of these provisions are part time and some are a combination of school based education and off site provision. Referral to these programmes comes from a member of the Student Services team working in partnership with the external provider. Safeguarding is paramount and it is essential that the school knows the whereabouts of students who are involved in alternative programmes.

### **8:0 Parents' / carers' responsibilities**

8.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Humphry Davy School.

8.2 Humphry Davy School expects that parents / carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

8.3 Parents will also be expected to:

- Notify Humphry Davy School on the first day of absence, by telephoning the school's attendance hotline (01736 352122) before 9.00am.
- ensure their child arrives at school on time, properly dressed and with the right equipment for the day
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their child's work and activities
- Contact the school without delay if they are concerned about any aspects of their child's school life. Humphry Davy School will endeavour to support parents to address their concerns.

### **9 Students' responsibilities**

9.1 All students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their subject teacher, mentor or Head of House.

9.2 Students should attend all their lessons on time, ready to learn. If they have been absent from school they should give a note from their parents to explain the absence to a member of the Student Services team. Students also have a responsibility for following school procedures if they arrive late.

## **10 Governors' responsibilities**

- 10.1 The governing body of a maintained school will make arrangements to ensure that their functions relating to the conduct of the school are exercised in a way that safeguards and promotes the welfare of children who are students at the school.

## **11 Collection and analysis of data**

- 11.1 Humphry Davy School will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body. The data will inform the school's practice to improve attendance and prevent disaffection.
- 11.2 Attendance is monitored by house, subject, and faculty and by reasons for absence. It is also analysed by gender, ethnicity, students with special educational needs, those in receipt of the Pupil Premium, and those who are vulnerable to poor attendance.
- 11.3 Accurate attendance returns are made to the DFE within the stipulated time frame.
- 11.4 In the case of a student transferring school, the attendance record from their previous school comes with them ie. A students who is approaching prosecution and has EWO involvement at a previous school cannot erase this record of poor attendance by moving to the roll of another school

## **12 Monitoring and Review**

- 12.1 The Headteacher will ensure that:
- a recording and reporting system is in place and is maintained;
  - attendance statistics, strategies and impacts are reported to the LT
- 12.2 The Governing Body receives termly monitoring reports on attendance and the implementation and effectiveness of this policy and an annual review of attendance data in September
- 12.3 The Governors of Humphry Davy School will review the policy every two years.
- 12.4 The effectiveness of the policy will be measured by the overall rates of student attendance and the numbers of students falling into the Persistent Absence category

## REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. student attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to students	Not counted in possible attendances

# Attendance Actions from January 2018 – Appendix 2

## Overview

- Students need to want to be at school
- Establish what the barriers are to attending school – then try to remove them
- Establish a series of consequences whereby students and families decide that these consequences are worse than attending school

Anything highlighted in yellow below is a conversation or a face to face meeting in order to try to establish the above and to try to change the patterns of non-attendance.

## Attendance Officer (AO)

- Morning gate 8:30 – 9:05 – greeting and questioning and noting down latecomers
- Late details entered into SIMS with a daily and weekly summary sent to Student Support Workers (SSW's)
- Co-ordination of SIMS registers.
- To enter the absence messages from parents onto the SIMS system
- Identifying truants and informing parents, subject teachers and mentors/HoH
- Ongoing feedback to the Student and Family Welfare Co-ordinator (SWFC)
- Chasing up of absence and medical notes. Use these calls to talk about the importance of good attendance
- Removing all N codes within three weeks
- Providing accurate data to SSW's and Heads of School (HoS) about overall rates of attendance and PA students
- Update the attendance spreadsheet weekly – identifying and tracking rates of attendance as well as letters sent, meetings held and actions taken
- List of those invited to attendance clinics also noted along with who attended, who did not attend and any resultant actions
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, n code, medical evidence and broken weeks letters sent and any responses or non responses noted. All of these communications and any follow up to be recorded on this sheet
- Creation and maintenance of a spreadsheet showing all holiday requests – details of dates, decisions made re authorised/non authorised. Who made this decision and notification of this decision
- Data re. the best attending house onto board in Student Services reception. Also sent to Nicky Andrews for display on Plasma screens
- Weekly meeting with the SFWC and the Education Welfare Officer (EWO). Notes from this meeting circulated to HoS and AHT

- Attendance and Punctuality posters circulated and displayed in order to maintain the high profile of attendance discussions
- To provide data for the AHT in order to populate the termly reports for govts.
- To meet with the SSWs weekly to discuss attendance for that Key Stage. PA students and those students moving between attendance categories.
- Meet regularly with SFWC and AHT to provide feedback on policy and practice concerning attendance and punctuality
- Liaison with the Inclusion Room administrator to ensure that 20HD\$ are awarded to all Platinum attenders at the end of a term, and 10HD\$ to each Gold attender

### **Student and Family Welfare Co-ordinator (SFWC)**

- Regular conversations with students to talk about attendance
- Regular phone calls with families to talk about attendance
- Contribute to attendance clinics or attendance conversations at other meetings with students/parents/carers and emphasise the importance of good attendance
- Line manage the AO, overseeing their work – both expectations and performance
- Weekly meetings with EWO and AO
- Home visits
- Meet regularly with the AHT to provide feedback on policy and practice concerning attendance

### **Student Support Workers (SSW)**

- Be aware of the daily and weekly absence stats sent from the AO
- Contribute to Attendance clinics – attend, take notes, but help to emphasise to students/parents/carers the importance of good attendance
- Weekly meeting with the AO. Feedback summary to HoS
- Run the lates system – using data from AO, maintain a record of mins lost to lateness, informing parents via letter and setting and running the lates DT on Thursdays and Fridays. Regular conversations with those who struggle with punctuality

### **Heads of School (HoS)**

- Regular meetings with SSW
- Help with chasing responses to attendance letters or invites to Attendance clinics
- Run Attendance clinic meetings – help to emphasise to students/parents/carers the importance of good attendance
- Liaison with SFWC and AO to identify cases in need of a home visit
- Particular attention to those on 91 or 92% and in danger of dropping into PA

## **House Leaders (HL)**

- To work with mentors concerning those students who are persistently late, liaising with the SSWs in line with the protocols for addressing lateness
- To celebrate good attendance in assemblies and to raise the profile of attendance generally, in particular through the creation of a healthy rivalry between houses
- To challenge students who are regularly late

## **Education Welfare Officer (EWO)**

- Weekly meetings with AO and SFWC
- To work with the student Services team in improving the rates of attendance at Humphry Davy School, including taking cases to prosecution where necessary
- Providing support in applying Penalty Notices
- Assisting the SFWC with home visits
- To proceed with identified cases going to prosecution
- Providing professional advice to the school concerning attendance matters

## **Leadership Team**

- To provide termly reports re attendance to the gobs
- Share these reports to the Student Services team
- To ensure that the Attendance Policy remains compliant, relevant and effective, communicating any changes in policy to the relevant people
- To provide a short article for the half termly newsletter
- To present the prizes in the spot weekly raffle draw

## **Mentors**

- Daily contact to reinforce the message about the importance of attendance
- Clarify the impact of being in that category of attendance.
- Ensure clarity over category and celebrate verbally where necessary
- Follow up HD\$ balance and expenditure
- Liaise with House Leaders, and HoS over red category and those on 91 or 92%
- Personal welcome back after absence
- Following up any punctuality concerns using the system for tackling lateness. Liaison with SSSW where necessary.

## Good Attendance is Crucial to your Success – Appendix 3

	Did you know?	What will we do?
<b>100 – 98%</b> <b>Platinum</b> <b>Attendees</b>	<ul style="list-style-type: none"> <li>• Platinum attendees regularly achieve excellent exam results and show good progress as they go through the school</li> <li>• In schools where the majority of students are platinum attendees, over 90% of students achieve 5 GCSE's at grades A* - C</li> </ul>	<ul style="list-style-type: none"> <li>• Give you a Platinum Attender G code at the end of each term which is worth 20 HD\$</li> <li>• Weekly surprise raffle for full week attendees</li> </ul>
<b>97.9 – 95%</b>  <b>Gold</b> <b>Attendees</b>	<ul style="list-style-type: none"> <li>• Well done! You are above the 95% threshold set by the government as satisfactory attendance</li> <li>• Studies show that 73% of Platinum and Gold attendees achieve at least 5 GCSEs at A* - C grades</li> <li>• Some studies suggest that an increase of 1% in your attendance can equate to a 5-6% increase in your GCSE performance</li> </ul>	<ul style="list-style-type: none"> <li>• Give you a Gold Attender G code which is worth 10 HD\$</li> <li>• Weekly surprise raffle for full week attendees</li> </ul>

	<b>Did you know?</b>	<b>What will we do?</b>
<b>94.9 – 90%</b>  <b>Blue Attendees</b>	<ul style="list-style-type: none"> <li>Some studies show that those who have missed 17 days in a school year (93% attenders) could well go down by one GCSE grade due to this</li> <li>If your attendance is 90% for one year, this means that you will have missed nearly four weeks' worth of lessons</li> <li>If your attendance is 90% for the five years that you attend Humphry Davy School, you will have missed over a half term's worth of schooling during your time here. That's about 7 weeks. Surely that will have a massive impact upon your exams?</li> </ul>	<ul style="list-style-type: none"> <li>We will expect to see medical notes for any absences due to illness and in some cases we could do home visits in order to offer support in getting you to the doctor or other relevant agencies</li> <li>It could be necessary for your parents/carers to come to an attendance clinic meeting with your Head of House</li> <li>Weekly surprise raffle for full week attenders</li> </ul>
<b>Below 90%</b>  <b>Red Attendees</b>	<ul style="list-style-type: none"> <li>90% is equivalent to having a day off every two weeks</li> <li>80% is a four day week</li> <li>Do you know that students who are in the red category for attendance sometimes can lead to loneliness and finding it harder to get along with people</li> <li>Parents can be fined by the school for poor attendance</li> <li>Persistent poor attendance can lead to involvement of the Education Welfare Officer (EWO) and possible prosecution.</li> <li>In 2014 there were 12,479 parents found guilty of truancy offences – up 22% from 2013</li> <li>In 2014 there were 9214 fines issued (averaging £172) for truancy offences – up 30% from 2013</li> </ul>	<ul style="list-style-type: none"> <li>If your attendance falls below 90%, you are in a category called 'Persistent Absence' and this is a real concern</li> <li>We will work with you and your family to support you in getting to school more often – home visits, liaison with other professionals – medical, social and educational</li> <li>The school can fine families who fail to get young people to school regularly</li> <li>Likewise, parents/carers can be prosecuted if they are not able to get young people into school</li> <li>Weekly surprise raffle for full week attenders</li> </ul>

## Procedures for Tackling Lateness – from September 2017 – Appendix 5

- Lates – three separate occasions in one week totalling 15 mins or more.
- Mentors are expected to liaise with House leaders at all stages. Even if the student is simply not turning up to mentoring, the mentor needs to take action
- Lateness is tracked by the attendance officer, SSW's and House Leaders. The Attendance Officer will do the tracking in terms of the number of minutes late, but the SSWs will liaise with mentors and House Leaders to follow the procedure outlined below.
  - Three lates totalling 15 mins or more in one week.
  - Conversation with mentor and mentor feeds back outcome of this to House Leader/SSW
  - Second occasion – SSL does letter home outlining concerns over lateness. R code issued (R1) but no sanction
  - Further occasion – SSL enters a further R code and another letter goes home and a one hour after school DT is set
  - Fourth occasion – further letter and r code and after school sanction and parental contact is made to establish next steps

Lateness that does not meet this threshold will be dealt with individually by the mentor.

### Checklist for Penalty Notice Referral

<b>Student Name</b>			
Current rate of attendance (must be less than 94.5%)	%		
Child in Care	Y/N		
Young Carer	Y/N		
First Parent/Carer contact name			
Dates of most recent ten unauthorised sessions of absence (Must be within 100 sessions/10 weeks)			
School action taken:	<i>Date actioned?</i>	<i>By Whom?</i>	<i>Comments?</i>
First Day Call			
1 <sup>st</sup> letter			
2 <sup>nd</sup> letter			
3 <sup>rd</sup> letter			
Broken Weeks letter			
N codes letter			
Medical evidence required letter			
Attendance clinic requested			
Referral to EWO			
Holiday request received			
Holiday request refused			
Belief that a penalty charge will improve attendance in this case?  Summary of thinking behind this case			
Cross referenced with HD Attendance policy	<b><i>Please see extract overleaf</i></b>		
Documents attached			
Case discussed with?	<i>Staff codes and date of discussion</i>		

Signed \_\_\_\_\_ Date \_\_\_\_\_ Attendance Officer

Signed \_\_\_\_\_ Date \_\_\_\_\_ Student/Family  
Welfare Officer

Signed \_\_\_\_\_ Date \_\_\_\_\_ AHT

Signed \_\_\_\_\_ Date \_\_\_\_\_ Headteacher