



new wave  
education



High Aspirations

High Standards

High Attainment

Attendance  
Policy

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## New Wave School Attendance Policy

This policy outlines procedures operating in school to monitor the attendance of pupils. It provides a basis for evidence, should the need arise, for children to be referred to the Attendance Officer (AO). It aims to complement the LEA's Attendance Policy which outlines Attendance Officer Support.

### Rationale

Regular attendance and punctuality are essential components of a child's education. In order to make the most of the learning opportunities provided within school, children need to have the continuity of provision which consistent attendance allows.

School staff should set an example and ensure that they arrive to lessons on time and demonstrate the value given to time in school. They should also demonstrate an understanding of the individual's personal circumstances, while encouraging and expecting children to arrive punctually and ready for work. Good personal organisation and time-keeping is part of our school ethos.

### Aims

- ❖ To encourage prompt arrival at school.
- ❖ To encourage excellent attendance.
- ❖ To ensure that routines are in place for monitoring attendance and for early identification of any difficulties.

### Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### Class teacher

Class teachers are responsible for:

- ❖ Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for absence offered by children and their parents/ guardians.
- ❖ Informing the Head of School where there are concerns and acting upon them.
- ❖ Providing background information to support referrals. (Appendix 1)
- ❖ Monitoring follow-up once actions have been taken to correct attendance concerns.
- ❖ Emphasising with their class the importance of good attendance and promptness.
- ❖ Following up absences with immediate requests for explanation (but not necessarily taking this any further – responsibility of office staff).
- ❖ Discussing attendance issues at consultation evenings/days.
- ❖ Setting an example by arriving promptly to lessons.

#### Administration staff

Attendance Officer is responsible for:

Following up specific requests from the Head of School for information about individuals.

- ❖ Contacting families where concerns are raised about absence.
- ❖ Follow the schools' procedures for first day calling.
- ❖ Monitoring individual attendance on a daily basis where concerns have been raised.
- ❖ Providing reports and background information to inform discussion with the school's Leadership and Attendance team.
- ❖ Providing a point of contact between individual teachers, the Head of School and the school's AO.

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- ❖ Informing the Head of School on a formal and an informal basis of patterns of attendance noted.
- ❖ Processing and following up holiday request forms.

### **The Attendance Team (Head of School, Assistant Headteacher, Attendance Officer)**

The Attendance Team is responsible for:

- ❖ Including information about attendance trends and class percentages in the school bulletin.
- ❖ Collating weekly attendance percentages.
- ❖ Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- ❖ Use the persistent absenteeism framework for identification of pupils whose attendance falls below 90%.
- ❖ Ensuring that the attendance policy is followed and that the actions from AO and school attendance meetings are carried out. (Appendix 2 & 3)
- ❖ Liaising with and discussing with parents issues relating to attendance.
- ❖ Feedback and discussions with the class teacher over individual cases.

### **The Head of School**

The Head of School is responsible for:

- ❖ Overall monitoring of school attendance and setting of challenging attendance target for the school.
- ❖ Trends in authorised and unauthorised absence.
- ❖ Acting as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought.
- ❖ Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- ❖ Ensuring that the attendance policy is followed and that the actions from AO meetings are carried out.
- ❖ Liaising with and discussing with parents issues relating to attendance.
- ❖ Overall preparation and implementation of the attendance policy.
- ❖ Half termly meetings with the AO.
- ❖ Feedback and discussions with the class teacher over individual cases.
- ❖ Promotion of attendance issues during assemblies.
- ❖ Monitoring and distribution of class trophy awards and stars for children being monitored.
- ❖ Report statistics to the Governor's as part of the Executive Headteacher's Termly Report.

### ***Following up attendance issues – procedures***

#### **The Half Termly Attendance Meeting (Tier 3)**

Each half term the Attendance Team meet to discuss any concerns and follow up the progress of individuals. Prior to the meeting, the following information is collected:

- ❖ Attendance record for any child with less than 90% attendance.
- ❖ Attendance record for any child whose absence shows particular trends.
- ❖ Attendance record for any child who has been frequently arriving at school late.
- ❖ Class percentage totals.

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Information is shared about previous cases and decisions taken about the next stages of intervention where this is appropriate. Decisions taken are recorded on the attendance monitoring sheet. It is expected that reasonable steps have been taken by the school prior to AO intervention.

Following the meeting, class teachers are notified of the outcome and agreed actions are discussed with office staff and followed up as appropriate.

### School procedures in cases for intervention

Although a range of strategies and actions will be taken on an informal basis, a formal procedure is applied where an absence remains unexplained or is identified as pattern forming.

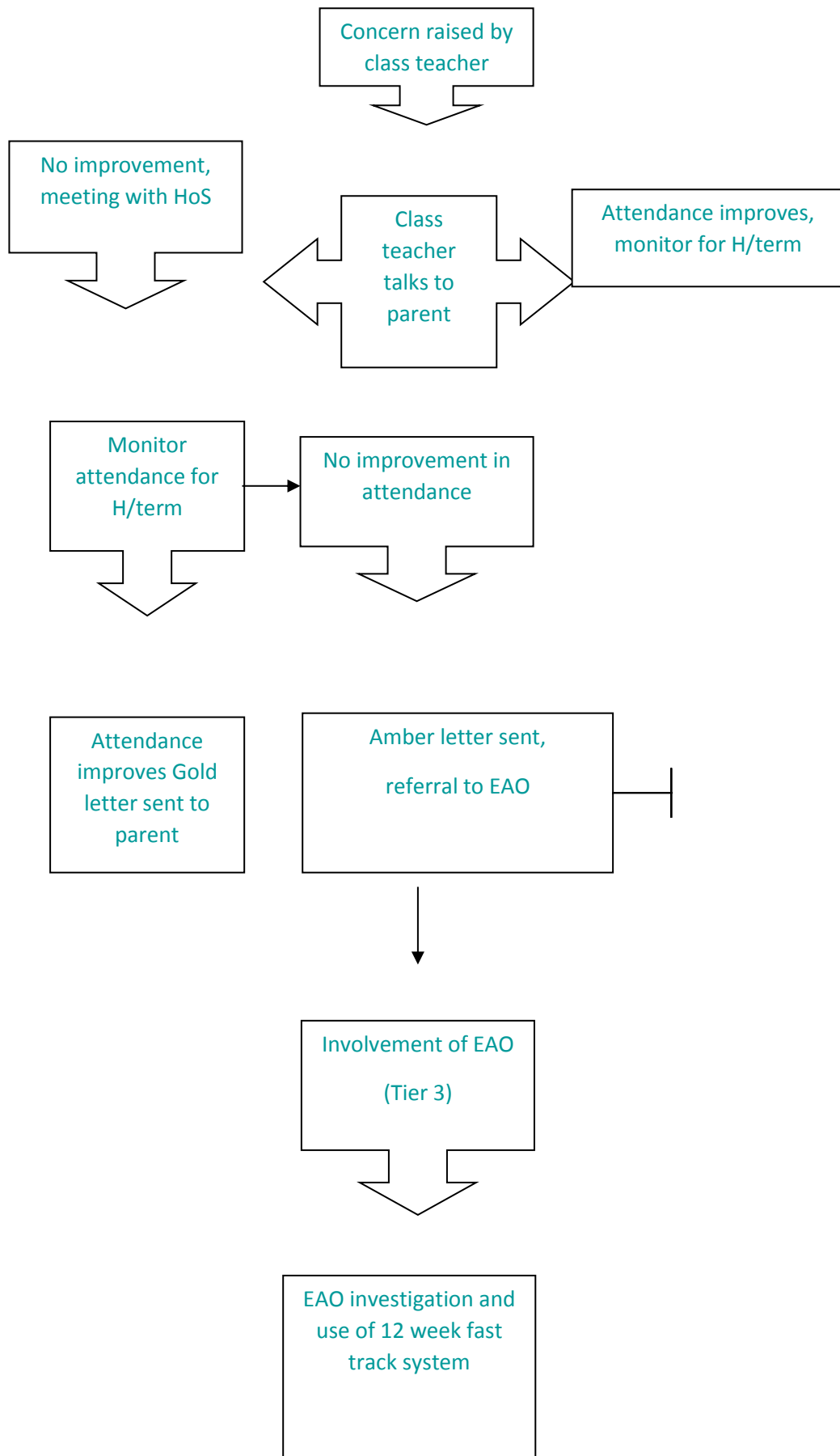
- ❖ Discussion on an informal level with the child/parent and reminder about the importance of regular attendance and punctuality.
- ❖ If no improvement in attendance, parents will be invited in to meet with the Head of School.
- ❖ **If attendance continues to be a cause for concern a Green letter will be sent enclosing a pupil attendance grid highlighting a pattern of absence/punctuality and that they will be monitored for the rest of the term.**
- ❖ Failure to improve attendance will result in an Amber letter being sent to the parent informing them of a referral to the EAO.
- ❖ A Gold letter will be sent to parents who have significantly improved their child's attendance.
- ❖ All term time applications for holidays will be recorded as unauthorised.
- ❖ Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

### Parents procedures:

- ❖ Parents need to contact the school on the first day of absence and provide a reason, they need to maintain contact with school if the absence is for more than one day.
- ❖ All hospital, GP and dental appointments will require an appointment card/letter and need to be booked in at the school office, children will not be released without the supporting documentation.
- ❖ All absences due to sickness for 5 or more days will need to be verified by a note from the GP. A copy of the appointment card and medication is acceptable as evidence.
- ❖ Failure to provide a reason for any absences will result in the absence being recorded as unauthorised.
- ❖ All children should be in the school playground and lined up at 8.55 a.m .
- ❖ The Local Authority, Hackney Learning trust will implement a 12 week fast track system for any child currently not attending school regularly , to include the following: Penalty notice warnings and fines, Parenting Orders, Education supervision order, school attendance orders and prosecution for non-payment of fine or non-attendance.  
*(Please refer to :**The Children Act 1989 (section 36), The Education Act 1996 (sections 7.19,436a,437-439,443-447), The Education Act 2005 (section 115), The Education (parenting contracts and parenting orders regulations 2007, The Education penalty notices (Amendment) Regulations 2013)***
- ❖ All children are to be categorized into this tier system each half term based on the previous half terms attendance by the Attendance Team
- ❖ **Tier 1: at or above 95% (school involvement)**
- ❖ **Tier 2: at or above 90% (school involvement)**
- ❖ **Tier 3: below 90% (AO involvement)**

## Flow chart to demonstrate procedures

(More information can be found on Appendix 5)



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### Encouraging good attendance and punctuality

It is important to remember that the vast majority of children within the Federation arrive on time and every day. An important part of our attendance policy is that this good practice is commended and applauded publicly. In order to do this we:

- ❖ Publicise class attendance figures on a weekly basis in the school using class charts that are located on each classroom door. (Appendix 6)
- ❖ Award a trophy for the class with the best attendance on a half termly basis.
- ❖ Award certificates half termly/termly and annually for children with 100% attendance.
- ❖ This year we are expanding the MOTIV 100% challenge. The MOTIV 100% Challenge is a rewards based initiative which encourages excellent attendance attitudes at school over a full term. There are two categories within The MOTIV 100% Attendance Challenge:
  1. Certificate and green token for 100% Attendance half termly, winning year rewarded with special lunch
  2. Overall winners of the most punctual and best attendance over two terms win a class trip.

### 100% Attendance Category

❖ A green token and certificate will be awarded for 100% attendance  
100% attendance is defined by the school register showing all present or statistically present marks. The two exceptions for 'authorised absence' are pupils whose absence marks relate to a recognised impairment (as the Equalities Act requires us to treat those with a disability 'more favourably') or those pupils granted leave for religious observance.

### Monitoring

The Head of School will report to the governing body, in the 'Executive Headteacher's Report', the attendance percentage for the school and on any specific trends and/or difficulties with individuals.

<b><i>Policy reviewed</i></b>	<b><i>September 2016</i></b>
<b><i>Adopted by Governing Body</i></b>	<b><i>October 2016</i></b>
<b><i>Review date</i></b>	<b><i>September 2018</i></b>

*Appendix 1 – Amber Letter*

## New Wave Federation

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

I am writing to you as «chosen\_forename»'s attendance is still a cause for concern. In my previous letter I outlined targets and strategies that parents and carers can use to help improve their child's attendance/punctuality.

I am concerned that there has been no significant improvement since my last correspondence.

Therefore I must politely inform you that I will now be referring this case to the Education Attendance Officer who will contact you to arrange an interview to discuss your child's attendance concerns.

If you require any further information please make an appointment to see me at the school office.

Yours sincerely

Elaine King/Pamelah Sealy

**Learning Mentor/Attendance Officer**

*Appendix 2 – Gold Letter*

# New Wave Federation

«date\_of\_printing»

«address\_block»

Dear «salutation»

I am writing to you to congratulate «chosen\_forename» for the significant improvement in attendance / punctuality since our last correspondence.

In my previous letter I outlined targets and strategies that parents and carers are expected to follow, and I am delighted to see that these targets have been met and that «chosen\_forename» punctuality / attendance has improved this term.

I will now be contacting The Education Attendance Officer to close the file on your child's case as attendance is no longer a cause for concern.

Thank you once again for all your efforts in improving your child's attendance.

Yours sincerely

Elaine King / Pamelah Sealy

Learning Mentor/Attendance Officer



*Appendix 3 – Green Letter*

# New Wave Federation

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

I am writing to you as «chosen\_forename» 's attendance is a cause for concern.

I have enclosed a copy of your child's attendance grid that highlights a pattern of absence/late marks.

The Education Attendance Officer from the Learning Trust will be monitoring your child's attendance and expects to see an improvement for regular attendance and punctuality at school.

Shacklewell /Grazebrook School aims to support families to raise attendance and punctuality by outlining targets and strategies to be used by parents and carers.

Children are expected to be in the school playground at 8.55am ready to start the school day. If your child is unwell you will need to contact the school office on the first day of absence and to provide a reason for the absence. You will need to maintain contact with the school.

Encourage your child/ children to take some responsibility for getting up and ready for school and leaving the house with enough time to make your journey to school and arrive on time, use stickers and praise to encourage punctuality and regular attendance.

Shacklewell /Grazebrook School keeps accurate data and records of your child's attendance and you risk criminal prosecution if your child fails to attend regularly and punctually.

Yours sincerely

Elaine King / Pamelah Sealy

Learning Mentor/Attendance Officer