

# FRANCES BARDSLEY ACADEMY FOR GIRLS



## Attendance & Punctuality Policy

This policy was written and adopted on 8<sup>th</sup> October 2014  
The policy will be reviewed on October 2017

### Aims

Frances Bardsley Academy is committed to providing an effective and efficient education for all students. We believe that students can only achieve their potential if they attend school regularly and on time. We will try to ensure that all students achieve maximum possible attendance and that any problems that impede full attendance are identified and acted upon as soon as possible.

We expect our students to attend every day; striving to maintain 100%. Attendance is at the heart of realising potential, with school and national statistics recognising the impact good levels of attendance have on overall attainment and achievement. Students will have more choices about further and higher education or employment due to their success.

### Partnership

Parents are asked to sign a home school agreement when their daughter comes to our school. That agreement sets out how we wish to work with parents and students in partnership. As part of that partnership we wish to establish an open and effective dialogue with parents and carers. That means letting each other know when there are concerns about attendance or any issues that might affect attendance. Communicating effectively will enable us to work together to support students to attend school properly and achieve their potential.

### EXPECTATIONS

#### ***We expect that all students will:***

- attend school regularly
- arrive on time, appropriately dressed in school uniform and prepared for the school day
- through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly

#### ***We expect that all parents/carers will:***

- encourage their daughter to attend school every day and on time.
- ensure that they contact the school as soon as possible i.e. on the first day of absence and each day until their daughter returns to school.
- ensure that their daughter arrives in school appropriately dressed and fully prepared for the school day, with all necessary school equipment.
- provide the school with up to date home, work and emergency telephone numbers
- not arrange family holidays to take place during the school term .
- inform the school in confidence about any problem which might affect their daughter's attendance or behaviour.
- when an appointment has been made for medical reasons (which should be made outside of school time when possible), produce the appointment card prior to the appointment whenever possible.

***Parents/carers can expect that the school will:***

- provide a welcoming atmosphere for your daughter
- provide a safe learning environment;
- provide a good quality education
- record their daughter's attendance regularly (every lesson), accurately and efficiently; (this will be done via electronic registration).
- on the first day of absence make every reasonable effort to contact the parent when their daughter fails to attend school without good reason
- deal discretely and properly with any problem notified to the school by the parent
- provide access to online attendance data
- respond promptly to a student's or parent's concerns about the school or other students;
- make all efforts to encourage good attendance and behaviour
- instigate appropriate enquiries before removing the student from the school roll.

**PROMOTING GOOD ATTENDANCE**

Frances Bardsley will use electronic registration to register the morning and afternoon sessions and for individual lessons.

*We will encourage good attendance by:*

- accurately completing attendance registers at the beginning of each session and within 30 minutes of the start of the session
- following up absence on the first day; a first day absence telephone call will be made during the morning session if a student is absent without authorisation; if there is no contact via the telephone numbers provided a letter will be sent home requesting authorisation.
- undertaking attendance checks at appropriate times; SIMS attendance reports to be used on a daily basis to check students who have registered but who have not attended all five lessons;
- weekly follow up of the year group attendance issues via SIMS percentage reports/unauthorised student absence figures
- recording attendance on students' reports and sending parents/carers attendance figures via reports and contacting parents when attendance is of concern
- collecting data on attendance for the whole school and by year group and making this available to governors and parents on request
- working closely with the Education Welfare Officers (EWO's) to monitor students of concern. EWO's attend the school fortnightly.
- providing 1:1 support for specific students.
- implementation of attendance management strategies for students under 90% attendance

**RESPONDING TO NON-ATTENDANCE**

When a student fails to attend school without a satisfactory explanation, we will:

- contact the parent on the first day of absence by truancy call/telephone; if contact cannot be made a letter will be sent home that day to request authorisation.
- make a further phone call home and a further letter to the parent/carer or a home visit may be made if there has been no response and the unauthorised absence has exceeded three school days.

In addition:

- Absences during term time of 5 days or more will need to be substantiated with medical evidence. Failure to provide this evidence may result in the absence being marked as 'unauthorised' and as such this may be referred to the Education Welfare Officer
- Absence prior to a half term/term or after a school half term/term will need to be substantiated with medical evidence. Failure to provide this evidence may result in the absence being marked as 'unauthorised' and as such this may be referred to the Education Welfare Officer.
- If the non-attendance continues beyond nine days or if the student fails to attend for three complete weeks in any six week period, we will make a further attempt to telephone the parent/carer, and send another letter; the EWO will be involved and a home visit made
- If the student or parent/carer fails to respond, the matter will be discussed further with the school's Education Welfare Office, with a view to a formal referral
- Where a student has had a prolonged absence, re-integration will be explored carefully. In collaboration with the parent and the EWO, programmes will be tailored to individual needs and may involve phased, part-time re-entry with attendance at Turning Point and support in lessons, as appropriate. This may support from the mentors. Staff will be notified of the return of a long-term absentee through staff notices, subject staff memos detailing the nature of the circumstances and actions being taken etc. Meetings of subject staff who teach the student will be arranged if appropriate.

## **PUNCTUALITY (LATENESS)**

Lateness is monitored via **SIMS**. Subject teachers/form tutors are required to record lateness in Sims through Attendance and Lesson Monitor.

### **LATE AT GATE (LAG) Punctuality system**

The LAG system operates for Years 7 – 11. Attendance Officers together with SLT are on gate duty each morning. They will record the names of latecomers. Attendance Officers/Admin staff are also responsible for holding the LAG detentions at the end of the day in the dining room. They are also responsible for making sure that Sims records are up to date.

|                | <b>Late Arrival</b>   | <b>Action</b>  |
|----------------|---|--|
| 8.35-8.45am    | Name written down. Girl given a late stamp/ sticker to attend a detention that same day in the dining room after school for 15 minutes. | Failure to attend - a 30 minute detention given for the next day. Failure to attend this detention– a 1 hour detention with SLT on Friday. |
| 8.45am onwards | Student signs in at reception and is given a 30 minute detention for the next day.  | Failure to attend – a 1 hour detention with SLT on Friday.   |

- a. If a girl arrives after 8.45 and not recorded as 'Late at Gate' then they are expected to sign in at Student Reception and complete a late slip. The student will be issued with a half hour detention sticker and this information will be entered on Sims. Failure to attend this detention will result in an hour's detention on Friday with SLT.
- b. If a girl arrives late to Lesson 1 and does not have a LAG stamp/sticker in her planner then it is up to the class teacher to issue an appropriate sanction.
- c. In the same way if a girl arrives late to form time in the afternoon or P5 then it is the responsibility of the form tutor or P5 teacher to issue an appropriate sanction.

## Procedures for persistent lateness

- a. A first letter home will be sent after 3 'Late at Gate'. Attendance Officers to organise this and copies of the letter to be given to PM's for the student's file. Included with the letter will be the student's attendance record from Sims.
- b. A second letter will be sent home after 6 'Late at Gate'. The letter will be similar to the first one but will indicate that as there has been no improvement and the student will be put on a late report to PM or DPM or FT. Again letter will be organised by Attendance Officers and will include attendance record. PM will have copies and they will co-ordinate placing the student on late report.
- c. SLT member responsible for Attendance and Punctuality to be informed each week of any girl issued with a letter pertaining to 6 LAG.
- d. The report will last for 2 weeks. The report will be reviewed after this time and any lates would incur an additional 15 minute detention. PM would then put the individual into an appropriate detention.
- e. If the late report has not had an impact, PM will arrange a meeting with parents/carers.
- f. The system will work on a half term basis. 'Late at Gate' would start at zero after each half term.
- g. If the above is not successful then SLT member responsible for Attendance and Punctuality would organise an Early Intervention meeting with a Governor.

Attendance Officers to keep a summary of the number of 3 and 6 LAG letters sent out and give a half termly report of this overview to SLT member responsible for Attendance and Punctuality.

The school's Rewards System recognises High Attendance and Punctuality and girls are given certificates and awarded prizes.

## **6<sup>th</sup> Form**

The punctuality to school and to lesson 1 of 6th Formers is also monitored. A system of discussion with individuals about why lateness is taking place, contacting home and detentions are undertaken by the 6<sup>th</sup> Form team.

An outline of the process is:

- a. 1 or 2 lates per week – 15 or 30 minute school detention.
- b. 3 + lates per week – 1 hour detention with Progress Managers.
- c. If students fail to attend the 15 or 30 minute they will be given a PM detention.
- d. Failure to attend PM detention students will be entered into SLT detention.
- e. Failure to attend SLT detention will result in a day's inclusion.
- f. 3 or more lates in a half term a letter will go home.
- g. 6 or more lates in a half term will result in students going on 2 week Form tutor report. Letter home to parents/carers.
- h. If they receive any lates whilst on FT report they will go on 2 week PM report. Letter home to parents/carers.
- i. If students receive any lates whilst on PM report there will be an intervention meeting with parents/carers.

## **DEALING WITH ABSENCE**

### **Appointments**

We do appreciate that on occasions appointments cannot be made outside of school hours. For Health and Safety reasons we require a letter to be handed into the school office before a student is allowed to sign out and leave the school premises.

The school keeps a record of students leaving or returning to the site so that it has an accurate record of who is on site. This is particularly important in the event of an emergency requiring evacuation of the building. Students must use the Signing In and Out books at Reception.

The school will not let students of compulsory school age off site during the school day without authorisation from parents. Students need to have a written note from their parents confirming the reason why they need to leave school, e.g. for a dental appointment, which must be shown to, and then signed by, the Form Tutor. The student should keep this signed note with them to hand in to Attendance Officers in student services where they must sign out. If they have no authorised note, then they will not be allowed off the premises until contact has been made with a parent/carer and the reason confirmed. On returning to school, the student must sign back in.

### **Leave of Absence**

Parents should request a leave of absence as early as possible by way of a letter. Once confirmed the request will be returned to your daughter via her form tutor or by personal letter. If there are any concerns they will receive a telephone call home.

### **Termly checks on percentage of attendance**

As a school we are required to inform the Educational Welfare Officer (EWO) if a student's attendance falls below 90%. Our school's EWO visits our school once a term to check on all students. We will be sending letters home at the end of each term if we feel a student's attendance is slipping. If a student has a long term condition we require a letter to confirm the problem, which we can keep on file to use if requested by the EWO.

Absence will be authorised in the following circumstances:

- 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,
- Where for exceptional reasons, time off school can only be taken during the school term, this will be for a very limited period,
- Where the school is satisfied that the student is too ill to attend;
- 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 daughter to school immediately afterwards – or send her to school beforehand);
- Where there is an unavoidable cause for the absence which is beyond the families control, e.g. extreme weather conditions;
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's / student's parents belong;

- The student is of no fixed abode, her parent is engaged in a trade which required her to travel, the student / student has attended school as often as the nature of the trade permits *and*, have reached the age of she has attended 200 sessions in the preceding 12 months;
- In other *exceptional circumstances* (e.g. a family bereavement) and for a *very limited period*.

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 without prior permission;
- 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.

**Categorising Absence**

The table in Appendix 3 lists the codes that are used in the register to categorise an individual's absence. It should be remembered that it is the school's discretion, not the parents, as to what code to use

### **Appendix 1 - Attendance - Daily Procedures**

- Enter marks for any Manual Entry registers.
- Enter register for Internal Exclusion and Isolation when information received from staff
- Enter late marks from sheets. Students arriving after 9.30 to be marked U.
- Send text messages to parents/carers using Truancy Call.
- Collate information letters provided by students to authorise/unauthorise absence as appropriate.
- Respond to phone calls and messages as required linked to attendance.

## **Appendix 2 - List of Duties Covered by Attendance Officer/School Attendance Team**

### **Daily**

- Management of Electronic Attendance Registers (Lesson Monitor).
- Input paper registers as appropriate from supply staff or staff unable to access SIMS.
- Send messages to identified staff on SIMS alert system to remind them to complete registers for all lessons.
- Entry of late marks onto Electronic Registers.
- Management of absence phone messages and entry of absence codes onto Electronic Registers.
- Respond to information/enquiries from Parents/Carers regarding attendance or absence.
- Management of coding of students on Alternative Curriculum, contact with
- Production of list of absentees for *TRUANCY CALL* and entry of codes from replies telephoning parents of students whose absence gives for concern.
- Liaising with HSSW to carry out Home Visits for absentees who cannot be contacted by telephone or non-improvement.
- Seeing students in school to monitor poor attendees, also to praise and reward improvers.

### **Weekly**

- Production of reports for Absences, Analysis, Group Summary & Lates for SLT Lead on Attendance
- Sending of 3 Day letters as necessary if contact cannot be made with via phone
- Sending unauthorised holiday letter for G code as appropriate
- Issuing weekly data on 100% attendance and punctuality for appropriate students
- Clearing 'N' Coded absence to ensure correct code is allocated after contacting home for named students to accurately authorise/unauthorise absence..
- Missing marks report collated and sent to Progress Leaders.

### **Monthly**

- Update on students targeted for monitoring at 90% - 92%, less than 90%.
- Identification of 'at risk' students linked to absence.
- Code analysis and comparison with previous year data to be available for scrutiny.

### **Half-Termly**

- Sending texts to inform parents/carers of becoming PA at 90% and below.
- Preparing and reporting Half-Termly accurate Attendance Return required by LA for DfE.
- Preparing and reporting accurate Persistent Absence figures required LA for DfE.
- Half termly meetings with AST officers.  
General
- Preparing data to identify students requiring intervention/support from school's HSSW
- Attending Pastoral Support Plan Meetings with Parents as and when required.
- Holiday request follow up with parents/carers.
- Attending school attendance officer network meetings to share good practice and report back to SLT Lead
- Producing attendance letters for targeted students
- Completion of a student Missing Education process for identified students. Including referral to AST for action as appropriate.

### **Appendix 3 - Registration and Attendance codes**

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