



# Calder Learning Trust

## Attendance Policy

**Approved by:** Governors October 2021

**Next review due by:** October 2023

## **Rationale**

*The school seeks to ensure that all our pupils receive a full-time education which maximizes opportunities for each pupil to realise their true potential. 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 pupils and their families to ensure 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 whilst challenging the behaviour of those pupils and parents who give low priority to attendance and punctuality.*

To meet these objectives the school will use an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

## **Attendance and Punctuality Aims**

1. To continually improve the overall percentage of pupils attending school.
2. To minimise the number of pupils who are “persistently absent” as defined by the DfE - <https://www.gov.uk/government/publications/absence-statistics-guide>
3. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers, associate staff and governors.
4. To have clearly defined staff roles and responsibilities and promote consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents and pupils.
6. To gather and analyse attendance data regularly.
7. To further develop positive and consistent communication between home and school.
8. To implement an effective system of rewards and sanctions that supports the attendance policy.
9. To promote effective partnerships with the Educational Welfare Service and other services/agencies.
10. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

## **Aim 1. To improve the overall percentage of pupils attending Calder Learning Trust**

- Establish, maintain and promote high expectations of pupil attendance and punctuality.
- Consistently and vigorously scrutinise attendance and punctuality data, producing information which can be used effectively by all staff.
- To implement an effective system of rewards and sanctions
- Consistent communication between home and school.

## **Aim 2: To minimise the number of pupils who are “persistently absent”**

When a pupil’s attendance is less than 90% they are classed as being persistently absent by the

Department for Education - <https://www.gov.uk/government/publications/absence-statistics-guide>

- Calder Learning Trust will not continue to authorise absences for pupils with attendance below 90% without medical evidence.
- Medical appointments will not be authorised during the school day without proof of appointment in advance.
- Clear, effective, written communication with home to provide information, advice and support on a half termly basis.
- Parents will be invited into school to discuss attendance issues. This meeting gives both parties the opportunity to discuss the problem and formulate a plan for improvement.
- The attendance officer will conduct unannounced home visits.
- If these interventions fail (or parents fail to attend any meeting) the case will be referred to the Educational Welfare Officer for further action which, in some cases, could lead to penalty notices and court action.

## **Aim 3: To make attendance and punctuality priorities for all those associated with the school including pupils, parents, teachers, associate staff and governors**

- Produce termly and annual reports to pupils, parents and governors.
- Promote good attendance at Parents Evenings.
- Hold induction evenings for Reception and Year 7 pupils and parents, during which we will highlight the importance of excellent attendance.
- Discuss attendance issues in Education Welfare meetings, pastoral briefings and whole staff meetings.
- Ensure the rewards recognise and promote excellent attendance.

## **Aim 4: To have clearly defined staff roles and responsibilities and promote consistency in carrying out designated tasks**

- Maintain the standard and correct procedures for statutory registration.
- Make contact with families, using designated staff, on first day absence.
- Ensure clearly defined late registration procedures are in place and understood by pupils and staff.
- Pupils who are placed on Alternative Provision will be registered in-line with the providers Attendance Policy.
- Carry out home visits when there is concern about absence.
- Respond quickly and effectively to lateness.

- Ensure there are clear procedures in place and recorded as complete prior to a referral to the ESW.
- Attendance is reviewed half termly.

**Aim 5: To provide support, advice and guidance to parents and pupils.**

- Attendance reports given to parents at each termly report card/secondary parent meetings
- To ensure parents are aware of the Attendance Policy in particular the School's guidelines on term time leave.
- To ensure staff are available to speak to parents about attendance concerns during any school day.
- To ensure advice and guidance on the importance of good attendance is given to pupils through:
  - ✓ Registration time
  - ✓ Assemblies
  - ✓ Rewards activities
  - ✓ School website
- Provide a key point of contact to the parent if an attendance concern has been raised

**Aim 6: To gather and analyse attendance data regularly.**

- Be consistent in the collection and provision of information.
- Ensure systems are in place to identify and tackle poor attendance including pupils who are PA or in danger of becoming PA .
- Ensure the relevant staff are regularly informed of whole school, year and individual attendance figures

**Aim 7: To further develop positive and consistent communication between home and school.**

- First day absence contact is standard procedure.
- Effective Data collection of Parental E Mail addresses.
- Actively encourage parents into school to discuss both positive and negative issues related to their child's attendance.
- Report attendance concerns early to parents through a phone call or E Mail
- Detailed correspondence sent home each half term regarding attendance with clear aims and expectations outlined.

**Aim 8: To implement an effective system of rewards and sanctions that supports the attendance policy**

- Rewarding excellent attendance in Celebration Assemblies and on Class Charts
- Ensure fair and consistent implementation.
- Involve pupil council in the evaluation of the reward system.
- Actively promote excellent attendance
- Use appropriate sanctions for poor attendance and punctuality identified in the BFL policy.

**Aim 9: To promote effective partnerships with the Educational Welfare Service and other**

### **services/agencies.**

- Designated key staff for liaison with ESW and other key agencies.
- Carry out initial enquiries / intervention prior to referral.
- Gather and record relevant information to assist the ESW service.
- Arrange multi agency meetings as appropriate.

### **Aim 10: To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.**

- Involve / inform staff in the reintegration process.
- Provide opportunities for the pupil to receive support or feedback.
- Implementation of a phased return or part time timetable
- Involve parent in the process.
- Use a designated member of staff as support in the early stages of the reintegration

### **Pupil/Student absence**

1. Parents are asked to contact the school no later than 8.30am when their child is absent giving an indication of the problem and when they expect him/her to return.
2. Primary and secondary admin staff enter the absence on the pupil's register and the Attendance Officer receives a daily report of absences.
3. Any pupil unaccounted for by the end of morning registration triggers an absence call from Primary Receptionist and Secondary Attendance Officer.
5. Primary absences of three or more days are referred directly to the AO who will contact home if necessary to get further details.
6. Those pupils identified as a cause for concern will be asked to provide medical evidence for any absences.
7. There are occasions when home visits are necessary such as when there has been no contact made by a parent or guardian about a pupil's absence or there are continued concerns with attendance. Staff may contact parents to let them know that a HV is taking place, or perform an unannounced HV.

### **Term Time Holidays**

There is an established proven link between good attendance and effective academic progress. The Calder Learning Trust wants to encourage and develop all our pupils' learning throughout their academic career, and we feel extended absence in term time will jeopardise individual pupil progress.

Parents are allowed to request up to 10 days absence in any academic year. Authorisation would be granted only under exceptional circumstances. Exceptional circumstances do not include visiting relatives, family holidays or missing school for religious observance.

The Learning Trust may seek to fine parents/guardians if leave of 5 or more school days are taken within an 8 week period.

Where a leave request is refused by the SLT; if parents take their son / daughter out of school, then the absence is deemed unauthorised. In circumstances of 20 days or more of continuous unauthorised absence the pupil will be taken off roll.

### **Registers**

1. All registers are taken on SIMS Lesson Monitor in Primary and Class Charts in Secondary.
2. Primary Class Teachers will take registers at the start of each morning and afternoon session, Secondary Teachers at the start of each lesson.

### **Punctuality**

1. The school recognises the disruption caused to teaching and learning by persistent lateness to school and lessons.
2. Any primary pupil arriving late to school must report to reception if they have missed their class door. Secondary students must report to student services.
3. SLT will receive a weekly report of pupils that have been late to school on multiple occasions and will then intervene where appropriate