Attendance & Punctuality Policy

Aim	*Objectives*

To achieve >95% attendance across the School with excellent punctuality at registration and lessons.	1. *To create an environment in which students look forward to attending school and lessons.*
	 2. *To provide sufficient staffing to work with students and families to improve levels of attendance and punctuality.*
	 3. *To generate regular and accurate data for attendance and punctuality so that:*
	    a. *colleagues are able to readily access information;*
	    b. *students can be praised / rewarded for their progress and achievements;*
	    c. *parents and guardians can be quickly informed of issues;*
	    d. *monitoring of individual students and groups is made easy;*
	    e. *causes of absence and lateness and issues of equal opportunity can be identified;*
	    f. *and targets can be set and reviewed for individual and groups of students.*

Procedures

Governors
- Monitor that this policy is delivered effectively by:
  - → interrogating data;
  - → being aware of progress against School targets;
  - → and being alert to Equal Opportunities.

Headteacher/ Deputy Headteacher
- Take overall responsibility for the implementation & monitoring of this Policy by
  - → creating an environment in which students feel valued and are encouraged to learn;
  - → promote good attendance through termly certificates and rewards;
  - → agreeing targets with Governors and reporting progress regularly;
  - → giving attendance & punctuality a high profile with families and staff;
  - → holding attendance panel meetings as appropriate to address issues around attendance with parents, tutors and governors
  - → identifying clear roles & responsibilities for staff;
  - → allocating sufficient funds for rewards.
  - → and only authorising holidays for students with attendance above 95%.

Tutors/Class Teachers

- Model best practice. Be on time for registration sessions, active, alert and ready for the off!
- The Register is an important legal document; take it in silence at the beginning of the morning and afternoon sessions, using it to signal to students that it is time to calm down, focus and to get ready for learning.
- Find out from the Office, or directly from parents, why students have been absent and amend your Register accordingly. Where absence or lateness is a consequence of issues in school, take action to resolve situations, involving Sally Timmons/ Kate Bainbridge as required.
- Be aware that absence hinders progress and ensure that students who have been or are away are being given the work they need to keep up with the others if appropriate.
- Expect students to be on time; ensure that lateness is sanctioned. (SKS)
- Be competitive! Want your Class/Tutor Group to win rewards and prizes!! Get the youngsters with you in this.

Teachers	Pupil Premium Assistant
• Keep a record of attendance at your lessons. • Sanction students who are late. • Make sure absent students know what they have to do to keep up with the others. • Meet your students at the door and be ready to get the learning going straight away, even in the corridor. Make it obvious to students that you want to make use of every second of learning time. • Do not let situations fester. Enlist your teaching mentor's support as required. (SKS)	• Make attendance & punctuality one of your key priorities by: → monitoring the attendance / punctuality of all of the Pupil Premium students; → ensuring that parents & students know what needs to be done to catch up missed work; → working with students, colleagues and families to remove barriers and resolve underlying issues; → and being pleased to see students back in school, and praising them for catching up on what they missed while absent. → Use rewards as an incentive for good attendance and punctuality where appropriate

Other Colleagues

Deputy Headteacher to:
→ give attendance and punctuality a high profile in assemblies, ensuring that those students setting the best standards are rewarded;
→ establish common Class/Tutor Group routines for the taking of registers, sanctioning of lateness, and chasing up on absence;
→ review Class/Tutor Group registers on a weekly basis with the School Office, identifying potential concerns and agreeing follow up actions ;
→ meeting with the parents of all students dropping below 90% attendance, setting targets, identifying support strategies and working with the LA to resolve the most intransigent of cases;
→ and monitor the attendance of students on the SEN register, involving other staff and families in the resolution of any issues.

Deputy Headteacher to help colleagues deal with issues of attendance and punctuality to lessons by:
→ encouraging students to get to lessons on time, supporting the implementation of sanctions as required;
→ helping colleagues to identify which students are falling behind their targets through poor attendance and action-planning class teachers/tutors to ensure that rates of progress pick up;
→ and ensuring that every teacher understands what is required of them through this policy and is actively engaged in implementing it.

School Office	Students	Parents
• Check that the Registers have been taken properly each day,	• Arrive on site by 8.50am (APS/NPS) 8.55am (SKS).	• Encourage students to leave home in

notifying the Student Development Leader of on-going issues / concerns.	• Move calmly and purposefully between lessons and breaks so that you are ready to start your next lesson in the right frame of mind.	plenty of time in the mornings.
• Oversee the signing of the 'late after the register' book, alerting class teachers/tutors (SKS) to on-going issues / concerns.		• Provide explanations for absences and inform The School if students are going to be late.
• Take messages from parents and liaise with them, emailing information to tutors as necessary.	• Chivvy your parents to provide a note explaining absence or to telephone the school office.	• Try to make medical appointments outside the working day.
• Prepare data and other information for planning meetings and case-conferences.	• Be prepared to make up for time lost through absence and lateness by completing work set.	• Try whenever possible to take holidays out of term time.
	• Be competitive! Help your Class/Tutor Group to win awards for attendance and punctuality.	