



Ingleby Manor School

POLICY ON ATTENDANCE

Dated: September 2016
Reviewed: September 2017

Policy approved:
Policy review date: Annual
Signed by Chair of EAB:

The overall aim of the School is to have an 11-19 educational community which promotes and provides excellence in teaching, learning, relationships and opportunities, through high expectations and adherence to traditional values.

Regular and punctual attendance underpins all of the work of the School in helping students to achieve their potential in both personal development and academic performance. The School strives to ensure that all students have equal access and opportunity to the curriculum and all School enrichment activities.

Monitoring of attendance and punctuality and maintaining high levels of attendance is a shared responsibility and actively promoted in a partnership with parents, the local community and the Educational Attendance Service.

Aims

In particular this policy helps the School to:

- Improve and maintain a high rate of attendance
- Improve and maintain a high standard of punctuality
- Reduce unauthorised absences

Targets

- Maintain an attendance rate for Key Stage 3 and 4 of 96%
- Keep the unauthorised absence rate below 1.0%
- To maintain a low level of holidays taken during term time

Strategies used to implement this policy

The curriculum and pastoral aspects of the School work together in order to maintain a high rate of attendance. (The flow chart at the end of this policy shows the full range of interventions and stages that we may work through as a school). Specific strategies open to us include:

- The curriculum is delivered in a variety of styles to encourage students to want to attend.
- All staff use SIMS, an electronic registration system to record attendance and punctuality at a.m. and p.m. lessons
- Electronically generated registers are monitored weekly by the pastoral team.
- Partnerships with parents are encouraged; parents keep the School informed of absences.
- Parents telephone the School on first day of absence or a member of the office staff rings home.
- Absence notes are diligently collected so that all absences are accounted for.
- The Pastoral Lead meets regularly with The Assistant Head teacher to monitor attendance.
- Reward and Pastoral Leaders strategies are used to promote good attendance.
- The pastoral team work with Extended Services and their outside agencies and support students who may have attendance problems.
- The School works positively with a number of outside agencies to promote attendance, these are the Educational Attendance Service, the Police, Social Care, Health Services, Pupil Referral Service, Youth Service, Youth Offending Team, Teenage Pregnancy, and LA Area Management Board.
- Personalised timetables are constructed to help individual students in certain unusual circumstances.
- The School operates a strict signing in and out system to monitor attendance.

- The School does not authorise any holidays due to the reduced number of weeks in the school year.
- Attendance parent contracts set individual targets concerning attendance when appropriate.
- All staff are trained in the use of SIMS. Pastoral staff receive additional support and training in implementing strategies to monitor and improve attendance.

Monitoring and Evaluation

Attendance and punctuality is monitored using:

- Weekly computer generated mark sheets for each form
- Daily computer generated records for individuals who are causing concern
- Termly computer generated attendance figures

These are used by all pastoral staff.

- Bi-weekly meetings between the Assistant Head Teacher and the Pastoral Lead, where appropriate referrals are made for home visits, multi-agency involvement or escalation of action.
- Attendance figures are reported termly to Governors at the EAB meetings.

End of Statement

1A letter must have previously been sent
Evidence of meeting with Parent/Carer & Pastoral Leader
CAF should have been offered where appropriate & documented

PL to maintain up to date case file for each case
1BB template used for home visits that are unsuccessful
1B letter sent following a home visit

Parenting Contract may be used as a legal document
Personal details on Parenting Contract to be completed by Parent/Carer
All parties involved with PC to receive a signed copy
PL to ensure all relevant details are completed on PC in conjunction with the prosecution checklist

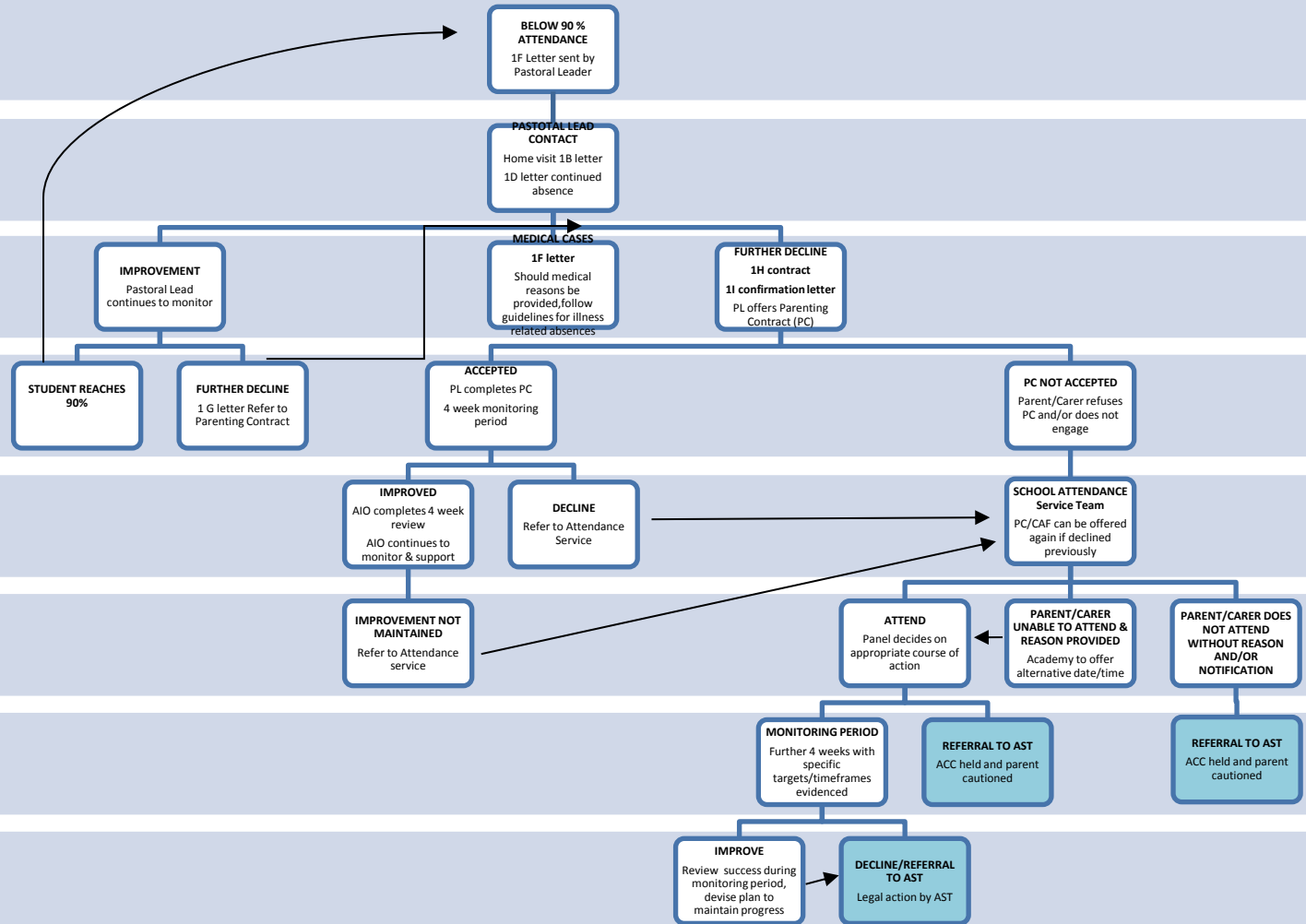
Pastoral Leaders able to request that a case be re-opened should a students attendance fall below 90% again, following a period of improvement, within the same academic year
In such instances, each case will be re-opened at the stage it was closed at
1G letter to be sent to invite to a Parenting Contract meeting

Assistant Head Teacher Chair of Parenting Contract meeting
1H Parenting Contract to be correctly used and fully completed
If PC declined a referral will be made to School Attendance Team for one off visit
AIO to send follow up letter to Parent/Carer summarising decisions & recommendations of Parenting Contract

Re-arrange Parenting Contract meeting when requested on one occasion
Refer to Attendance Team which could result in ACC

4 week monitoring period to be formally documented i.e. PC if not previously completed or alternative plan review, PL to monitor & review
AST form to be completed by PL in order to submit case to AST for consideration of legal proceedings
ACC held and plan put in place, minutes to be filed in case file

ACC plan a success and monitor by PL
ACC failed and legal action taken



PL contact to be maintained throughout i.e. home visits/telephone calls/emails