

HANSON SCHOOL STUDENT ATTENDANCE POLICY

Introduction

Hanson School is fully committed to its pivotal role in supporting our students to achieve the five outcomes of Every Child Matters. Good attendance is fundamental because if children are in school they are:-

- Accountable for and therefore SAFE.
- Are in lessons and therefore have the chance to ACHIEVE and ENJOY and are likely to be prepared for ECONOMIC WELL-BEING.
- Encouraged, given the opportunity to and therefore more likely to make a POSITIVE CONTRIBUTION.

Hanson promotes a positive and proactive approach towards attendance by ensuring that all staff, students and parents/carers take responsibility and work in partnership in order to achieve good student attendance levels.

Statutory Framework

The 1996 Education Act states that parents/carers of every child of compulsory school age will receive efficient full time education, either by regular attendance at school or otherwise. The 1995 Registration Regulation Act requires the school to register students twice a day.

All schools are obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone conversation from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/conversation will the absence be authorised.

Roles and Responsibilities

Students

All students are expected to attend school and all of their lessons regularly and punctually. Students who experience difficulties will be offered prompt and sympathetic support initially from their form tutor and, if the need should arise, from their Year Leaders.

Students with 100% attendance and punctuality will gain 'credits' on a regular basis. At the end of each term students with 98% or above attendance will be rewarded with certificates. This includes students who we have agreed cannot attend full time due to a diagnosed medical condition.

When a student has been absent they should ensure that missed work is completed.

Parents/Carers

It is a parent/carer's responsibility to ensure that his/her child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.

In the case of future known absence authorisation should be sought in advance:

1. Holiday requests - Permission from the Headteacher should be sought **in advance**, either by letter or by completing in a 'Holiday Request' form obtained from the Student Support Leader. Authorisation may be declined in cases where attendance is unsatisfactory. Current policy states that a maximum of 10 days may be authorised providing that attendance is over 95% in one academic year. Where extended holiday leave is requested, the school will deny authorisation for absence beyond 10 days. Where the total period of absence extends over 4 weeks the school may remove a student from roll unless there has been satisfactory explanation from the parent/carer.

2. Personal circumstances - Parents are asked to inform the Student Support Leader, preferably in writing. Where an authorised medical condition exists which prevents access to the school site, the school will endeavour to provide a range of support in order for learning to continue.
3. For other absences parents/carers are requested to
 - a. telephone the school reception on the first day of absence.
 - b. (when the absence is more than 3 days) contact the Student Support Leader or Attendance Officer.
 - c. supply a written confirmation of the reason for absence and the dates when the student returns to school.

A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent/carer. Parents will be informed promptly of any concerns that may arise over a child's attendance. We have a legal responsibility to report any student who has more than two weeks unauthorised absence to the Education Social Worker.

Parents should avoid making medical/dental appointments for their child in school hours.

Where a student intends to transfer to another school, parents/carers must inform the Year Leader or Attendance Officer of the new school and/or education authority.

Alternative Learning Providers

Where the placement is a College or a Learning Provider

The provider will be asked to fax or email the school's Attendance Officer with an attendance list during the morning of the placement. If the placement is in the afternoon an email or fax to be sent the following morning.

Where a student leaves before the end of the session or day the information to be emailed or a telephone call to the Attendance Officer.

Where the Placement is an Employer (Extended Work Experience)

Should a student not attend, the employer will be asked to telephone or email the school's Attendance Officer. Attendance will be confirmed when staff make their regular placement visits and inform the Attendance Officer where there are concerns.

School

The school will endeavour to promote a positive and proactive approach to encourage good attendance including punctuality. The school continually monitors attendance and punctuality and will communicate with students, parents/carers. Where a student's attendance falls below 90% intervention strategies will be initiated. Poor attendance/punctuality may lead to a fixed penalty fine being issued by the Education Social Work Service.

Strategies	Cohort of students	Aim	Staff involved
Quality of Teaching and Learning	All	Promote good attendance through active and positive engagement of all learners	All staff
Information to Parents/Student	All	<ul style="list-style-type: none"> • To raise the profile of good attendance • To clarify our school attendance systems 	<ul style="list-style-type: none"> • Attendance Officer • Attendance Leader

Good Example	All	To provide positive role models	All staff
Meet and Greet	All	To encourage punctuality and a welcoming atmosphere	<ul style="list-style-type: none"> • Leadership Group • Year Leaders
Monitoring Data	All	<ul style="list-style-type: none"> • To celebrate good attendance • To identify concerns • To support vulnerable students 	<ul style="list-style-type: none"> • Attendance Officer • Year Leaders
		<ul style="list-style-type: none"> • To identify concerns in subject areas 	<ul style="list-style-type: none"> • HOF
Individual Student Attendance Percentages	All	<ul style="list-style-type: none"> • To raise profile of aiming for gaining 95% - 100% attendance 	<ul style="list-style-type: none"> • All Staff • Attendance
Sanctions	Targeted individuals	<ul style="list-style-type: none"> • To improve punctuality 	<ul style="list-style-type: none"> • Tutor • Student Support Leader • Achievement Leader
Attendance Assemblies	Targeted groups	<ul style="list-style-type: none"> • Increase student awareness of the links between attendance and Every Child Matters outcome 	<ul style="list-style-type: none"> • Student Support Leader • Achievement Leader • Attendance Leader
Attendance Initiative	Targeted poor attenders	<ul style="list-style-type: none"> • Improve attendance to over 92% 	<ul style="list-style-type: none"> • Attendance Officer • Year Leaders • ESW
Attendance Challenge	Students with 90% or below attendance	<ul style="list-style-type: none"> • To raise attendance over 90% 	<ul style="list-style-type: none"> • Year Staff
Tagging (p.m. only)	Students at risk of truancy	<ul style="list-style-type: none"> • To reduce truancy • To inform parents/carers of problems 	<ul style="list-style-type: none"> • Attendance Officer
1 st Day Calling	All	<ul style="list-style-type: none"> • To notify parents/carer if a student is absent from school 	<ul style="list-style-type: none"> • Attendance Officer
Tutor Monitoring - weekly printout	All	<ul style="list-style-type: none"> • To give the tutor an overview of attendance • Maintain effective communication with Student Support Leader 	<ul style="list-style-type: none"> • Attendance Officer • Student Support Leader • Tutor
Student Support Leaders daily printout	All absent student	<ul style="list-style-type: none"> • To identify internal truants • To identify absentees 	<ul style="list-style-type: none"> • Student Support Leader • Achievement Leader • Attendance Officer

Lesson Registration	All	<ul style="list-style-type: none"> To prevent internal truancy To provide data for HOF/HOY monitoring 	<ul style="list-style-type: none"> Subject staff Attendance Officer Student Support Leaders HOF
Posters	All	<ul style="list-style-type: none"> To raise the profile of good attendance 	<ul style="list-style-type: none"> Attendance Officer Student Support Leader Tutors
Issuing Credits	All	<ul style="list-style-type: none"> To celebrate good attendance and punctuality (100%) 'Credits' will be issued 	<ul style="list-style-type: none"> Tutors / LSA's Admin Support
Certificates issued	Students gaining 100% attendance 99% attendance 98% attendance	<ul style="list-style-type: none"> Celebrate good/excellent attendance 	<ul style="list-style-type: none"> Student Support Leader Attendance Officer
Personalised Rewards	Students with improved attendance now over 90%	<ul style="list-style-type: none"> Raise overall attendance percentages and to recognise those who have improved 	<ul style="list-style-type: none"> Student Support Leader Attendance Officer
End of Year Attendance Certificates	All	<ul style="list-style-type: none"> To report official yearly attendance data to parents 	<ul style="list-style-type: none"> Attendance Officer Student Support Leaders Achievement Leaders
Annual Report to Parents/Carers % figures and comments	All	<ul style="list-style-type: none"> To inform parents/carers and students of current attendance levels 	<ul style="list-style-type: none"> Attendance Officer Student Support Leader Achievement Leader Tutor
Analysis of Data	Targeted groups/individuals	<ul style="list-style-type: none"> Improve attendance through specific interventions 	<ul style="list-style-type: none"> Attendance Officer Achievement Leader Student Support Leader Attendance Leader Leadership Group
Use of internal support and personalised provision	Targeted students, groups and individuals	<ul style="list-style-type: none"> To provide support to improve attendance 	<ul style="list-style-type: none"> Student Support Leader Achievement Leader Mentors SEN Coordinators Student Development Centre Manager

A student should be in school at 8:10 a.m. and will be issued with a form tutor late mark if they are not present in their form room at 8:15 a.m. when the register is taken. If a student arrives late for school that is after the end of Period 1 or 5 minutes late in an afternoon s/he must sign in at the Attendance Desk.

Use of external support and personalised provision	Targeted groups and individuals	<ul style="list-style-type: none"> To provide support to improve attendance 	<ul style="list-style-type: none"> ESW Connexions PA's Education Bradford PA's Home Tuition Service Pupil Access Social Services Alternative Learning Providers
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Punctuality

Where a student arrives late for school, that is after AM registration, he/she **must** sign in at the Student Office. This is essential for Health and Safety reasons and to monitor the attendance of students on school premises.

The following table shows:

Time of Arrival	Status
After am registration but before the end of Period 2	Late mark issued.
Periods 3 - Lunch	Recognised as in school, however, will receive an absent mark for attendance monitoring purposes.
5 mins late to Period 7	Late mark issued.
Period 8/9	Recognised as in school, however, will receive an absence mark for attendance monitoring purposes.

Should lateness continue parents/carers will be informed by letter and will be invited into school in order to rectify the situation. Where persistent lateness occurs it should be noted that fixed penalty fines can be issued, as this is an unauthorised absence.

Should a student need to leave the school premises before the end of the school day they should:

- Seek authorisation from their Year Leaders.
- Sign out at the attendance desk.

Students attending alternative learning placements within the school day **must** sign in/out at the Attendance Desk.

Policy Written June 2006

Passed by Governors June 2006

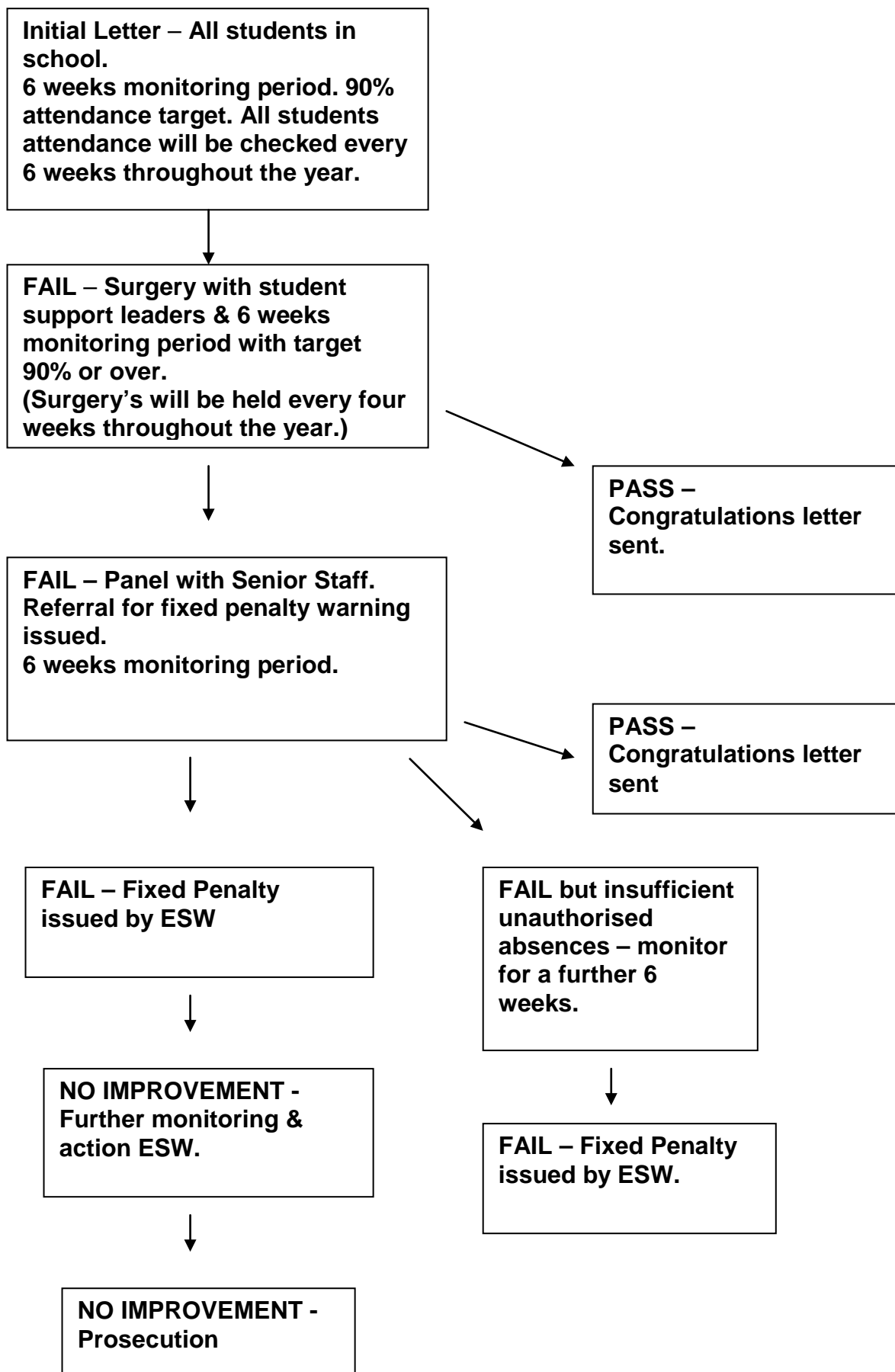
Staff informed September 2006

Parents informed September 2006 (internet)

Revised annually (July)

The following procedures are implemented where a students' attendance is unsatisfactory:

ATTENDANCE MONITORING PROCEDURES



Promoting a Positive and Proactive Approach to Attendance

Raising the profile of good attendance.

1. Informing all parents of: The benefits of good attendance in relation to Every Child Matters outcomes
Our attendance monitoring system.

2. To inform all students of: The benefits of good attendance in relation to Every Child Matters outcomes
That their attendance will be monitored, good attendance rewarded and unsatisfactory attendance addressed.

3. To inform staff of their responsibilities
(see later)

4. To listen to 'Parent Voice' through
Conversations by Year Leaders and Parents/Carers
Consultation Evening (Tutors, Subject Staff, Leadership Group)
Attendance Surgeries and Panels
Questionnaires

5. To listen to the 'Student Voice' through
PI's (link to the PASS survey)
Meeting with Year Leader and Leadership Group and Students
Student Council
Questionnaires
Attendance Strategies and Panels

Procedures - who does what and when

Form Tutor

- Promote positive and proactive approach to attendance issues.
- Register the students am and pm
- Collect absence notes and amend register. Notes must be passed to the Year Office. Where problems occur Student Support Leaders will support tutors.
- Where punctuality is a concern impose sanctions on the student.
- Liaise with Student Support Leaders where there are concerns over attendance and punctuality.

Support for the Tutor

- On occasions where there is an LSA attached to the form, he/she may be asked to assist in the collection of absence notes, or to complete a register if needed.
- Student Support Leaders (see below)
- Achievement Leaders (see below)
- Attendance Leaders (see below)
- Data will be provided for the tutor fortnightly for their tutor group by the Student Attendance Officer/Student Support Leader

Student Support Leaders

- Promote a positive and proactive approach to attendance issues.
- Amend registers upon provision of parental notes/telephone conversations.
- Monitor attendance and provide feedback for Tutors and Achievement Leaders
- Link with parents.
- Use data to identify good attendance and early identification of concerns.
- Liaise with Attendance Officer regarding
 - Rewarding good attendance.
 - Monitoring concerns.
- Liaise with Learning Mentor.
- Report to Achievement Leader responsible for attendance.
- Provide support strategies to improve attendance in association with Achievement Leaders for year development plan.
- Liaise with internal and external support agencies.
- Use weekly attendance data printouts to provide support for tutors in attendance monitoring.
- Use daily printouts to monitor attendance in lessons (if internal truancy is identified liaise with Student Achievement Leader and HOF and Parents).

Support for Student Support Leaders

- Achievement Leaders (see below)
- Attendance Leader (see below)
- Student Attendance Office (see below)

Achievement Leaders

- Promote positive and proactive approach to attendance issues.
- Maintain an overview of the year groups attendance.
- Develop strategies in conjunction with the Student Support Leader to improve attendance in the Year Group and implement these strategies with the Student Support Leader.
- Include attendance targets as part of the Year Development Plan.
- Support and monitor the work of the tutor, Student Support Leader and Student Attendance Officer.

Support for Achievement Leaders

- Attendance Leader and Leadership Group

Leadership Group - Attendance Leaders

- Promote positive and proactive approach to attendance issues.
- Support the Student Support Leader and Attendance Officer.
- Support the role of the Achievement Leader.
- Develop whole school strategies to improve attendance and punctuality.
- Report regularly to the Leadership Group on attendance issues.
- Strategic liaison with internal and external support agencies.
- Monitor, review and measure the impact of attendance strategies.
- To identify attendance issues where appropriate in the school improvement plan.
- To seek and share best practice through collaboration with other schools.

Student Attendance Officer

- To promote positive and proactive approach to attendance issues.
- To work with Attendance Leaders in relation to:
 - Effective data collection
 - Efficient monitoring of attendance
 - To identify attendance patterns and concerns
 - Maintain accurate records
 - Liaise with the ESW
 - Provide data for Year and Faculty Management Teams.
 - Organise panels and surgeries
 - Feedback to Attendance Leaders and Year Leaders outcomes of meetings with ESW/Parents etc.
 - Liaise with Attendance Leader regarding data analysis and effective targeting.
 - Liaise with parents over attendance matters.
 - Arrange administration of positive attendance strategies.

Head of Faculty

To promote a positive and proactive approach to attendance issues by:-

- Ensuring a high standard of Teaching and Learning which engages students and supports good attendance.
- Analysing faculty attendance data printouts in order to identify concerns, investigate causes and develop action plans to improve attendance in faculty.
- Liaise with Achievement leaders and Student Support Leaders regarding particular cohorts or individuals.