

## **JOHN COLET SCHOOL POLICY ON ATTENDANCE**

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### **MISSION STATEMENT**

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John Colet School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment.

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, and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives John Colet School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

It is the legal duty of every parent to ensure that children attend school regularly and on time.

(Throughout this Policy the term parents is also to include carers.)

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### **WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS**

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1. To improve the overall percentage attendance of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework that defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

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## **AIM NO 1**

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### **To Improve the Overall Percentage Attendance of Pupils at School**

1. A Whole School Attendance Policy is applied consistently.
2. Attendance and punctuality are given a high priority.
3. Attendance issues are directly related to the school's values, ethos and curriculum.
4. Attendance is monitored closely. There are regular meetings between school staff and the Education welfare officer (EWO) appointed to the school by the LEA. County procedures on attendance are followed. All unexplained and unjustified absences will be investigated.

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## **AIM No 2**

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### **To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors**

1. Reports to governors are produced as required.
2. Pupils must not leave the school without permission and must arrive punctually to school and to lessons. Sanctions are applied when pupils do not comply.
3. Parents are made aware about the possible penalties for poor attendance when issues are discussed.
4. A Year 7 induction evening is held for parents and pupils. This provides the opportunity to outline the procedures regarding absence
5. A school newsletter is produced every month. This is a good way to highlight attendance issues to parents.
6. Attendance issues are discussed in regular meetings with the school's appointed EWO. These meetings take place every fortnight.
7. Attendance issues are discussed in pastoral staff meetings and/or in relevant staff meetings

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## **AIM NO 3**

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### **To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks**

1. Procedures for statutory registration are unambiguous and maintained. There is an electronic registration system in use and lesson monitor has also been introduced; students can now be tracked throughout the school day. Morning registration is at 8:30 am and afternoon registration is at 1:50pm. Form tutors are constantly reminded of the need for accuracy as the register is a legal document.
2. Parents are encouraged to telephone the school on the first day of a student's absence. If this does not happen, the school makes every effort to contact parents using designated school staff on the first day of absence. .
3. Any pupil who is late for whatever reason must report to the pupil support officer. A reason must be given and a sanction could be applied. Regular reports about

lateness are given to Heads of Year and form tutors so they too can discuss concerns with students.

4. Lateness is responded to quickly (in respect of both pupils and parents). Students are considered to be late for registration if they arrive in the classroom after the register has been taken and closed.
5. Staff are given time to meet with Education Welfare Officer in order to discuss attendance issues.
6. Attendance of students is reviewed every two week period and at the end of each term. Any student with less than 85% attendance over the previous five week period is investigated.

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#### **AIMS NO 4**

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##### **To Provide Support, Advice and Guidance to Parents and Pupils**

1. Support and advice for students comes from the pastoral team at the school. Other sources are the School Counsellor, the School Nurse drop in facility, Connexions, Blueprint Outreach support and other outside agencies. Outside Agency support is co-ordinated through the Inclusion Unit. Students experiencing difficulties with attendance are re-integrated in the Inclusion Unit
2. The EWO makes home visits whenever necessary.
3. PSPs and CAFs are organised for students to provide extra support
4. Communication with parents is seen as vitally important
5. Contact information of parents is accurate and up-to-date, it is corrected as necessary.
6. It is good practice to telephone parents on the first day of absence whenever possible. Parents are contacted if absence continues.

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#### **AIM NO 5**

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##### **To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data**

1. The computerised registration system and lesson monitor is used to provide up to date data. This data is analysed every two weeks and appropriate action is taken where necessary. If there is a concern highlighted by lesson monitor, immediate action is taken.
2. There is a standardised recording of:
  - authorised/unauthorised absence
  - educational activity
  - presence

Checks are made to ensure that staff completing registers are using the correct codes

3. A consistent approach is used in the collection and provision of information.
4. Information is provided for:
  - governors
  - pastoral staff
  - other school staff
  - parents
  - pupils (individual or groups)
  - education welfare service
5. Patterns of irregular attendance and lateness are identified from the data and are followed up. This is done in the first instance by the school and then with the help of the EWO.
6. Data from the SIMS data base is used to identify patterns which can then be analysed and followed up. This includes the monitoring of sub groups within the school.

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## **AIM NO 6**

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### **To Further Develop Positive and Consistent Communication between Home and School**

1. Parents are encouraged to telephone the school if their son/daughter is absent. If this does not happen the school will initiate a first day of absence contact whenever possible.
2. Parents must cover every absence with a signed letter; this will be placed in the pupil's file. It is at the school's discretion if the absence is deemed authorised or unauthorised
3. Full use of computer generated letters is made to enquire about unexplained absences
4. Parents are strongly discouraged from taking holiday in term time. Any requests must be put in writing to the Headteacher. If attendance is below 90% at the time of application or if any part of the request is wholly or partly during internal or external examinations, controlled assessments or work experience then the holiday will not be authorised.
5. All parents are made to feel welcome and comfortable in school. Support is offered whenever it is necessary

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## **AIM NO 7**

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### **To Implement a System of Rewards and Sanctions**

1. Attendance is actively promoted. This is done in assemblies. Certificates and prizes are awarded each term to students with the best attendance in each year group.
  2. There are immediate sanctions for lateness. These include loss of free time (breaks and lunchtimes), after school detentions, letters/phone calls home to parents.
  3. Action is taken in accordance with objectives agreed between school and others, e.g. Education Welfare Officer, parent.
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**AIM NO 8**

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**To Promote Effective Partnerships With the Education Welfare Service and With Other Services and Agencies**

1. Designated key staff liaise with the EWO Service and other agencies.
2. There are timetabled meetings with Education Social Work Service. These take place on a fortnightly basis or as and when required. There are also attendance panel meetings hosted at the school and chaired by the EWO to discuss attendance issues with parents.
3. Initial enquiries are carried out prior to referral.
4. Relevant information is gathered and recorded to assist the Education Welfare Service.
5. Multi-agency liaison meetings are arranged and attended as appropriate.
6. A list of named contacts within the local community egg community police contact officer is maintained and up dated.
7. The active involvement of other services and agencies in the life of the school e.g. Connexions, the School Nurse etc. is encouraged.

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**AIM NO 9**

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**To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence**

1. The individual needs and circumstances of returning pupils are catered for e.g. the re-integration students after long-term absence on a modified timetable. This is organised through the school's Inclusion Unit
  2. Staff are informed and involved in the reintegration process.
  3. Opportunities for counselling and feedback are provided for students experiencing difficulties.
  4. Peer support and mentoring is available to support students
  5. Parents are involved as far as possible.
  6. Timescale are agreed for the review of reintegration plans.
- The Education Welfare Officer, parents and pupils are involved in the reintegration plan.