

Newquay Tretherras Attendance Policy

Attendance Policy

- School's expectations and priorities
- Strategies for improvement
- Advice for parents
- Identify efficient systems of registration
- Provide for efficient and timely monitoring and referral procedures
- Ensure regular training for staff
- Encourage special projects to encourage attendance

The Whole School Attendance Policy

- All staff have a copy
- The policy is introduced to staff as part of the induction process
- The policy is frequently referred to
- The policy is relevant
- The policy is monitored and evaluated
- The policy is reviewed
- The systems are simple and clear
- Those who do not comply are reminded of their responsibilities

Attendance Registers

- Must use national codes
- Register twice a day - at the start of the morning session and during the afternoon session
- Registers show whether the pupil is present or absent
- If a pupil is absent, the register must show whether the absence was authorised or unauthorised

Authorised/Unauthorised Absences

There are three grounds for authorised absence:

- The pupil is unable to attend (through sickness or other 'unavoidable cause', religious holiday)
- The pupil is attending another school/unit where he/she is also registered
- The pupil has been granted 'leave of absence' by the Headteacher

Approved Educational Activity

- All children present at another school or at off-site provision
 - Including traveller's children
- Work Experience
 - Year 10 only
- Sporting Activities
 - Must be taking part
 - Not following the local team

Keeping Registers

- Pupils cannot attend a school if they are not registered
- It is understood that once a pupil has attended a full session (ie half a day), they are a registered pupil
- The only exceptions could be for a pupil who is visiting from abroad for a short period
or
- A pupil undergoing a 'managed move' to a new school
- A pupil cannot be registered at two schools, except in a shared arrangement
- They must be authorised absent from school A if at school B
- If kept manually, the register must be written in ink
- Electronic registers should be backed up regularly
- Registers should be kept secure to avoid improper access
- Each school year a 'historical' copy of the registers should be created, either electronically or manually
- Registers must be kept for at least three years
- Any officer of the LA authorised for the purpose can inspect school registers
- The LA officer can make copies from the registers
- The Headteacher is required to sign that such copies are accurate and to account for any discrepancies

The Governors

- The Governing Body is responsible for making sure that two registers are kept – the Admission Register and the Attendance Register
- Best practice recommends that a Governor should be nominated to maintain this responsibility through contact with staff in school. This responsibility should include setting and regular review of targets for the whole school, year/class groups and individual pupils

The Headteacher

- The Headteacher is responsible for making sure that two registers are kept – the Admission Register and the Attendance Register
- The Headteacher is responsible for the operational management of the attendance policy

The Senior Leadership Team

- Best Practice recommends that a member of the Senior Management Team should be responsible for:
 - Building effective working relationships with schools, parents and other services to resolve attendance problems
 - Setting and regular review of targets for the whole school, year/class groups and individual pupils

The Attendance Officer

- Responsible for the operational management of the attendance policy
- Building effective working relationships with schools, parents and other services to resolve attendance problems
- Setting and regular review of targets for the whole school, year/class groups and individual pupils

DFE and LA Targets

- The Government cites and promotes regular school attendance as a key component in its strategy to raise educational standards
- The DFE continues to focus on truancy as a high priority for improvement
- LA agree targets for absence in negotiation with the Governing body
- The Governing Body has a responsibility to set an overall absence target for the following academic year which must be submitted to the LA by the 31st December each year

Persistent Absenteeism (PA)

- DFE priority to reduce the level of persistent absenteeism
- Priority LAs and schools are identified by DFE
- Implementation of ‘fast-track’ attendance processes at both LA and school level
- Rigorous and robust data is provided to identify issues, PA pupils and those vulnerable to becoming PA pupils
- Multi-agency approach

Roles and Responsibilities

Local Authority

- LA have a duty to ensure that a child is receiving a suitable education either by regular attendance at school or otherwise
- The Education Welfare Service (EWS) is often responsible for carrying out the LA’s duties
- Education Welfare Officers (EWO) should build effective working relationships with schools, parents and other services to resolve attendance problems

Attendance report Spring Term 2012-2013

	% Attendance Spring 2012	% Attendance Spring 2013
Year 7	94.73	95.38
Year 8	94.25	94.87
Year 9	94.18	95.05
Year 10	93.41	95.41
Year 11	91.75	94.31
Overall Year 7 - 11	93.66	95.01

The percentage of absence due to the most common reasons is as follows:

	Illness %	Medical %	Authorised %	Unauthorised %
Year 7	3.95	0.48	4.53	0.08
Year 8	4.25	0.50	4.98	0.15
Year 9	3.69	0.53	4.41	0.54
Year 10	3.48	0.52	4.21	0.38
Year 11	3.93	0.63	4.80	0.86
Overall Year 7 - 11	3.86	0.53	4.59	0.40

Comparison between 2010-2011, 2011-2012, 2012-2013

	Autumn 2010-2011	Spring 2010-2011	Autumn 2011-2012	Spring 2011-2012	Autumn 2012-2013
Overall	92.30	93.54	93.77	93.55	95.11
Year 7	93.58	94.70	95.18	94.23	95.81
Year 8	92.50	93.83	94.36	94.13	95.15
Year 9	92.07	93.94	93.88	94.52	95.09
Year 10	91.85	92.72	93.24	93.60	95.73
Year 11	91.48	92.49	92.17	91.26	93.79

ATTENDANCE

Food for Thought

90% attendance = ½ day missed every week

90% attendance over 1 year = 4 missed weeks

90% attendance over 5 years = ½ a school year missed

Each year there are only 190 statutory school days, 380 registration sessions. This means there are 175 days for shopping, birthday treats, non-urgent medical and dental appointments, holidays etc. If a child misses 16 days of school in a year they are out of school more than they are in school. If a child misses a day a week for its entire school career, it is equivalent to missing 2 years of school.

% Attendance	= % Absence	=Days missed	= Weeks missed	= Years missed (over 5 years of secondary education)
100	0	0	0	0
90	10	19	4	½
80	20	38	8	1
70	30	57	12	1½
60	40	76	15	2
50	50	95	19	2½
40	60	114	23	3
30	70	133	27	3½
20	80	152	30	4
10	90	171	34	4½

Lateness

- Schools should allow a reasonable period for arrival depending on local circumstances
- This registration period should not normally exceed thirty minutes
- Late within this time is an attendance
- Avoidable lateness outside this time constitutes unauthorised absence

Persistent lateness can also add up to a significant number of school days missed:

5 minutes late is	3 days lost each year
10 minutes late is	6½ days lost each year
15 minutes late is	10 days lost each year
20 minutes late is	13 days lost each year
30 minutes late is	19 days lost each year

According to research young people who are not in school are amongst the most vulnerable. It also shows that poor attendance affects their attainment. Broken weeks are a major concern

Effects of Absence

- Academic underachievement
- Impaired ability to socialise – difficulty in making friends
- Loss of friends
- Loss of confidence – cannot understand the lessons as they have missed so much
- Other pupils may feel deserted by their friends who are not attending
- Disruption to class – group work disrupted
- Disruption to class when non-attender returns
 - Catching up on work (both teachers and good attenders can resent this loss of time)
 - Forward planning for lessons difficult
- Resentment by good attenders
- Non-attenders may display poor behaviour and be very demanding
- Damaging to school discipline

- Poor attenders become role models or assert peer pressure on others to not attend
- Difficulty in keeping accurate records
- Demotivating to staff
- Difficult to build staff : pupil relationship
- Damaging to school reputation
- Engagement in premature sex or crime
- Unacceptable behaviour in the local community
- Reduces ability to meet attendance and attainment targets – schools are judged partly on these results
- Effective management of attendance is time consuming
- Resources in schools are scarce

A Robust Fast-track Process

Trigger point for absence
intervention is reached

Is there any unauthorised absence?

Yes

Letter to parents informing them of absence, offering

Does attendance improve to an agreed target level?

No

Lead worker allocated and assessment carried out

School Attendance Panel (SAP)

Does attendance improve to
an agreed target level?

No