

# Attendance policy

Approved by: Governors

Approved on: September 2020

STA Contact: Headteacher

Revision due: September 2022



## 1. Partnership

The school works with partners in Area B and outside agencies such as the Pupil Entitlement Team and Early Help to ensure improved levels of attendance.

## 2. Procedures – ATTENDANCE

The importance of good attendance is stressed in the school prospectus and a Red (<90%) / Amber/Green (>95%) attendance analysis is reported in both interim and full reports.

A student who has 90% attendance will still miss the equivalent of 1 day per fortnight. Across the school year this equates to roughly 95 hours to teaching time.

The 'Information for parents of new pupils' booklet contains the following paragraph on Attendance:

*One factor which is guaranteed to cause underachievement is irregular attendance. Your child will not achieve their best unless they attend regularly – this means at least 95% of the time. You are required by law to ensure that your child does attend regularly. Please contact the school before 9.00am on the first day of any unexpected absence. Pupils who arrive late or who need to leave the premises during school hours must report to Pupil Services.*

Parents are informed of their Childs attendance on each school report.

Form tutors keep an accurate register of which boys in their tutor group are present for both the morning and afternoon sessions. If a student is absent from Tutor Time they are marked N (unexplained absence) on the electronic register which is then saved and closed. If the electronic register is unavailable a paper copy will be provided from Student Services. The completed register needs to be returned to the school office at the end of each tutor time. The office will then investigate the reason for the absence and change the code accordingly or add a comment in order to keep the tutor informed. If a student in their tutor group continues to have an unexplained absence the form tutor will attempt to find out the reason for this and inform the office. Form tutors should leave it to the office to enter the appropriate code. Student Services ensures that the registers are processed at the end of each tutor time. If Student Services are unaware of any reason for the absence, they will attempt to contact parents by telephone on the first day of absence.

Periods one through five are monitored using SIMS. The registers should be taken within the first ten minutes of the lesson to track students through the day. Absences reported to the office will be marked on SIMS so that staff are aware of the reasons for a student's absence.

The Heads of Year will monitor attendance on a weekly basis using information provided to them by Studybugs. Heads of Year will record any background concerns if a student has had time off.

The Head of Year will regularly review attendance of their year group and take action as appropriate to improve attendance. Contact with parents and discussions with student will initially occur when concern levels are met. This contact may include a medical letter offering support, explaining the Fixed Penalty Notice process and requesting medical evidence for any further absences. If further absence occur a parent/pastoral meeting will be arranged explaining the likelihood of FPN or referral to education welfare if no improvements are made. Should a student reach 10 unauthorised absences in a 10-week period a referral to Pupil Entitlement Team will be made or application for an FPN, this decision will be made by the Deputy Headteacher.

## 3. Procedures – INTERNAL TRUANCY

During each lesson the teacher taking the class will mark a register. If a student is absent and the teacher is suspicious about the circumstances, they should where possible email the names of the absent students to the office, who will check if there is a known reason. If a student is found to be absent when registered present for that day and there is no known reason for this the office will attempt to contact parents by telephone and notify the appropriate Head of Year. The school office will organise regular spot checks and notify Heads of Year as appropriate.

## 4. Procedures – PUNCTUALITY

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A student is considered to be late by his tutor if he arrives at the morning or afternoon registrations after the register has been called. A late mark will be placed against his name in the register.

The Heads of Year will follow up any student who is persistently or excessively late. If it is thought appropriate students may be referred to the Pupil Entitlement team at West Sussex County Council.

## 5. Procedures – HOLIDAYS

In line with the guidelines set down by the DfE, holidays in term time will not be authorised by the school. Holidays taken which involve the student being absent for 10 or more sessions will result in an FPN referral being made at the discretion of the Deputy Headteacher.

The 'Information for parents of new pupils' booklet contains the following paragraph on Holiday Forms:  
"We draw parents' attention to the harm done by taking pupils on holiday in term time. If a parent has to take their annual holiday during term time, a holiday form is available from Pupil Services and should be returned before the holiday is booked. Taking holiday in term time will likely result in the referral to West Sussex County Council requesting an FPN be issued".

Extended absences for holidays will inevitably have an adverse effect on student progress, particularly in year 9, 10 and 11. Teachers will NOT set work for students who go on holiday during term time.

## 6. Monitoring

The Deputy Headteacher, in liaison with the Attendance Officer, is responsible for monitoring that procedures are put into practice.

The Deputy Headteacher will monitor attendance data and report to the Headteacher each term and to the Governors as required.

The Headteacher will record whole school attendance percentages in her termly report to the governors.