



St Laurence School Policy on Attendance 2017

Introduction

The Governing Body is convinced of a causal link between student attendance and student achievement. It expects staff to place high priority on punctuality and attendance by students in partnership with their parents in order to maximise student achievement and progress. This policy is closely aligned to policies on Child Protection, Behaviour Management and Meeting the Medical Needs of Students.

Strategies

The Governing Body agrees Annual Attendance Targets and is committed to the following approaches for maximising standards of attendance:

- a welcoming and caring ethos where students feel secure and valued.
- an emphasis on parental responsibility as shown by the Home-School Partnership document.
- a framework defining roles and responsibilities within and beyond the School.
- an accurate system for the monitoring of attendance and rapid follow-up of absence.
- a clear set of criteria for authorising planned absence
- a systematic evaluation of attendance data and targeting of appropriate intervention.
- a focus on personalised learning and learning pathways in KS4.
- a consistent means of communication between staff and parents.
- an effective partnership with the Education Welfare Service (EWO) *and a range of outside agencies.*
- a tailored approach to the reintegration of students after long periods of absence.
- a meaningful system of rewards acknowledging high levels of attendance.
- a firm stand against low levels of attendance including use of Fixed Penalty Fines and Fast Track Prosecution.

Responsibilities

- The Headteacher is responsible for ensuring that the policy is effectively implemented and communicated to parents. The Deputy Headteacher with responsibility for attendance is responsible for developing coherent whole school systems for improving attendance including supportive interventions involving other agencies and for safeguarding systems. This includes close liaison with the Attendance Officer (Admin Team) who is responsible for ensuring that data is circulated regularly to the Deputy Headteacher, House Teams and the implementation of Medical Personal Education Plans where appropriate.
- Heads of House (HoH) are responsible for monitoring the attendance of their House Group, in conjunction with their Assistant Head of House and tutors. They are also responsible for targeting appropriate intervention to secure improvement and for celebrating good attendance in collaboration with a wider pastoral team.
- The Attendance Officer liaises with Heads of House (HoH), the EWO, tutors and parents on any attendance issues causing concern and implements agreed procedures for students whose attendance falls below 92% in terms 1 and 2 and 95% in subsequent terms.
- Teachers and Tutors are responsible for ensuring that an accurate register is taken at the designated times. All teachers challenge lateness and set high standards of punctuality themselves. Staff ensure that a register is taken for each lesson and follow up on any suspicious absenteeism. Teachers also have a responsibility for promoting good attendance by ensuring high quality in their teaching.
- Parents have a legal responsibility to ensure that their children attend school. They are partners in the education process and their positive involvement is essential. Parents must contact the School on the first day of absence

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and on subsequent days. Parents may be asked to provide evidence of a doctor's involvement for prolonged or intermittent absence exceeding 10 sessions or in the case where a student's attendance has dropped below the concern level. Parents are expected to provide a letter from home to explain all absences. Students are also expected to catch up on their studies, including Home Learning missed through absence.

Authorisation of Absence

- All absence is challenged and the School determines whether to authorise an absence in line with LA and National Guidelines. No holiday absence will be authorised in term time except in compassionate or very exceptional circumstance with consideration also being given to the student's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher and where prior permission has been sought.

Monitoring

- Weekly monitoring is undertaken by Head of House, Assistant Head of House, Deputy Headteacher and Attendance Officer.
- The Deputy Headteacher identifies trends and provides regular reports to the Senior Team. Compliance with regulations relating to maintenance of the Admission Register and other procedures (e.g. Children Missing from Education, Meeting the Medical Needs of Students; Exclusion Procedures) is monitored through *regular meetings and review with the EWO*.
- The Governors Community and Ethos Committee monitors progress against annual attendance targets. The Governing Body ensures that annual absence figures are published and used as benchmark data for school improvement.