

School Attendance Guidance

St John's School believes good attendance and punctuality gives students a better opportunity for success academically and personally thus helping towards developing their skills for life. All students deserve to be able to make the most of the opportunities available to them at St John's. Good attendance and punctuality are essential now and in the future.

Principles:

Responsibilities

Parents

- have a legal responsibility to ensure that their child attends school regularly and punctually.
- have a responsibility to ensure that their child is dressed in correct uniform, has the correct equipment for their lessons, have been adequately fed and received an appropriate amount of sleep.
- need to work with the school in order to ensure that their children gain an appreciation of the importance of attending school regularly.
- should avoid removing their child for absences that will not be authorised (e.g. family holidays) are responsible for keeping the school fully informed about any actual or potential absences.
- have a responsibility to work with the school by taking an active interest in their child's education.
- have a responsibility to work with the school to resolve problems relating to non-attendance and punctuality which might have a negative impact on their child's attendance.

Students

- have a responsibility to attend school regularly and punctually in order to achieve their full potential

The Tutor

- is responsible for making sure the register is taken accurately; for ensuring (in conjunction with the attendance officer) that notes for each absence are received and recorded; for coding absences correctly on the absence report as required; for ensuring attendance data is recorded by students in planners; for contacting parents as appropriate and setting targets for individual students and liaising with the HOY and Attendance Officer over any concerns.
- Tutors should also intervene to improve students who are not punctual (see procedures below)

The Class Teacher

- is responsible for taking a register at the beginning of each lesson, adjusting for latecomers as required and taking regard of notes flagged next to individual student names
- is responsible for alerting by missing student slip urgently if there are any suspicious absences from their classrooms

Head of Year

- is responsible for reinforcing the importance of regular attendance and punctuality for the Year Group through assemblies and meetings with Tutors. regularly reviewing and helping to update the spreadsheet at risk of persistent non-attendance (below 90%).
- monitoring registration procedures in the Year Group; setting targets across the Year Group; liaison with school's Attendance Officer and organising School Attendance Meetings with parents.

Assistant Vice Principal (Attendance)

- will report to SLT on all aspects of attendance and punctuality
- will establish annual attendance targets for the whole school and individual Year Groups
- will regularly review Attendance and Punctuality data through the spreadsheet in consultation with Attendance Officer and Heads of Year.
- will chair the bi-weekly meetings of the School Attendance Panel
- will monitor the effectiveness of all interventions to improve attendance and punctuality of individual students and Year Groups

Attendance Officer

- will support Heads of Year in their liaison with Parents making them aware of their responsibilities as listed below.
- will oversee the effectiveness of the three letter system.
- has overall responsibility for improving and maintaining good attendance and punctuality.

The Legal Framework:

- Under Section 7 of the Education Act 1996 **parents** must ensure that their children are educated. For most parents this means registering their child at a school and ensuring regular attendance. Failure to do so can result in prosecution.
- By law **schools** are required: to take an attendance register twice a day, at the start of the morning session and once during the afternoon.
- to report to the LA students who fail to attend regularly or who are absent for more than two weeks (i.e. 10 consecutive school days).
- By law the register must show whether a student absence is authorised or unauthorised. Authorised is where the school has given approval in advance or has accepted an explanation offered afterwards as a satisfactory justification for the absence. All other absences are **unauthorised**.
- The Education Welfare Service has the responsibility of discharging the statutory duties of the Local Authority in respect to non-attendance at school.

Procedures:

- Registration in morning tutor-times will be taken by tutors using Lesson Monitor. On assembly days, a paper register should be taken and returned to the Attendance Officer for manual entry.
- Registers should be kept open by the tutor until 8.40 am, Students arriving to tutor after registers have closed should be marked as L – Late.
- Students arriving at school after 8.40 am should sign the late book in the Attendance Office/Reception.
- Subject staff should take a register in each lesson promptly, and updating for any late arrivals.
- All tutors and subject staff should keep a ‘back-up’ paper register of each class to be used in case of technical problems with SIMs
- PE Teachers are to use paper registers and send them promptly to Attendance Officer/Reception. Classroom based PE lessons, registers should be completed on SIMs. Complete any missing registers at the end of each day.
- Supply staff who are unfamiliar with ‘Lesson Monitor’ will be provided with a paper register to be sent promptly to the Attendance Office/Reception.
- Students who arrive at or leave school outside normal registration times due to medical or other appointments must sign in/out at the Attendance Office/Reception.

- **EMERGENCY EVACUATION:** An up-to-date paper register for each tutor group will be held in each register folder for use when there is an emergency evacuation of the school. The Attendance Officer will bring the registers to the Assembly point for distribution to tutors who will take a register and alert the Attendance Officer of any unexpected absentees.
- Students who are regularly late to registration or become a concern for late arrival to lessons will be targeted for improvement by attending break time detention for initial concerns. If there are continued concerns students will be placed on punctuality report/Level 1 Report. That will need to be signed by tutor and subject teachers. Students failing to make any improvements will then be referred to the Attendance Officer to conduct a parent meeting to address concerns.
- Students who truant individual lessons will be sanctioned with free time detention/isolation.
- Unauthorised absence reports will be generated by the Attendance Officer weekly to be distributed to Yr. Heads/Ass Yr. Heads and Tutors to follow up and re-code where possible.
- 95% Attendance is our aim as a school therefore Students whose levels fall below 97% will be the first trigger for concern and to clarify early on that there are no areas for concern. Below 95% first letter home inviting parents to an Attendance Meeting. Below 90% penalty notice referral.
- Bi weekly strategy meetings should take place discussing attendance and areas for concern.

Home/School Procedures

Parents will be reminded annually of the following:

- To call the student absence line and notify St John's, Marlborough on the morning of every absent day.
- Any absence needs a note of explanation on the return of students either in the student's organiser or by a separate note.
- Medical appointments (Doctor, Dentist, and Optician) should be made out of school hours wherever possible.
- Requests for term-time absences should be made using the absence request form and can only be authorised by the Principal. Holidays taken during term-time will not be Authorised.
- Attendance Officer receives completed absence application forms and liaises with the Principal. The Principal makes the decision regarding absence application forms.
- Parents should inform the school of any circumstances which may affect their child's attendance at school
- Parents are to be reminded regularly that only the school can authorise absence.

Strategies for Improving and Maintaining Good Attendance

- Annual whole school and Year Group targets set and monitored on a termly basis.
- On-going attendance tracker information published and monitored
- Students to record their previous year's attendance figure in planners with termly updates also recorded
- Students achieving 98% - 100 % attendance will receive suitable recognition through the school rewards system.
- The importance of good attendance will be emphasised at each phase transfer (KS2 to 3; KS3 to 4; KS4 to 5) by the Heads of Year.
- Attendance and punctuality audits to be carried out on a regular basis by the Attendance Officer and Vice Principal who will liaise with HOYs to target appropriate students.

Monitoring and Evaluation

- All procedures to be monitored by the Attendance Team on an annual basis.
- SLT to set specific targets for attendance on an annual basis.
- The Attendance Policy to be reviewed on an annual basis.

Communicating the Contents of the Attendance Policy

- An appropriate summary of the policy to be communicated to parents.
- Aspects of the school Attendance Policy should be raised regularly through school assemblies.
- The Policy is to be re-issued to parents of regular non-attenders as it is deemed necessary.