



Bishop Gore School

Attendance Policy

Date of Implementation:

Date of Review: September 2014

Lead Person: Debra Treharne

General

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (Education Act 1996).

Under the provisions of the Education Act 1996 (s434) and the Pupil Registration Regulations 1995 the school must keep an attendance register.

The school is aware that when records are kept on a computer there must be a print-out at least once per month, and that at the end of the year the print-outs must be bound into annual volumes.

The school is registered with the Information Commissioner under the Data Protection Act 1998.

Aim

The school is committed to a positive policy of encouraging pupils to attend school regularly. The school will work with parents and pupils to secure this aim.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

Taking the Register

Pupils' of compulsory school age must have their attendance registered twice per day. It is the practice of this school to register ALL pupils (including those over compulsory school age).

The register must be updated twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the pupils who should attend each lesson do so.

The register must record the following:

- whether the pupil is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

a) one taking place off the school premises; b) approved by a person authorised by the governing body or the Head; c) supervised by a person approved by the governing body or Head; d) of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and e) Link Courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision (e.g. sick children being taught at home), or attending approved sporting activity:

- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence; and

- the nature of the approved educational activity (for a pupil of compulsory school age).

All Tutor Group registers will be closed ten minutes after the start of the morning and afternoon sessions, any pupils coming in after this will be marked late.

Responsibilities

The Governing Body will:

- approve the policy and any proposed changes;
- receive reports from the Head;
- review the working of the policy in the light of the Head's report; and
- ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Head Teacher will:

- set attendance targets as part of the development plan and target-setting process;
- monitor progress; and
- ensure that strategies are in place to promote and implement the policy throughout the school.
- determine (in collaboration with the Assistant Head (AH) – Pupil Support and Pupil Support Managers) whether to authorise any proposed absences requested on the school's official form, or absences which have taken place for which no request was made;
- notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence;
- initiate, with appropriate staff, strategies to improve attendance;
- liaise with the LEA over persistent absentees ;
- liaise with the LEA and police when they wish to exercise their powers to enforce truants to return to school; and make an annual report with statistics to the governing body.

The Assistant Head Teacher (Pupil Support) will:

- oversee the attendance arrangements;
- work with Pupil Support Managers to ensure the efficient running of the system;
- make periodic checks of the registers to monitor pupil absence;
- make regular checks on absences and the reasons for absence;
- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Assistant Head will decide what action to take including informing the local authority).
- deal with issues of inadequate registering;
- arrange appropriate training for staff;
- keep the Head informed of the progress of the policy; and
- advise the Head on any strategies that could be initiated or improved.

Pupil Support Managers will:

- ensure that all suspected truancy is followed up and dealt with;

- contact parents over pupil absences where appropriate;
- make reports to the AH(Pupil Support) on the efficiency of the system;
- liaise with the AH over training needs.
- adhere to the Procedures for Non-Attendance Flow Chart. **See appendix 1.**

Attendance and Behaviour Officer will:

- contact parents of absent pupils using the Automated Calling System, if we have not received a telephone call from parents by 9:30 am, to explain the absence.
- ensure that all pupil absences are noted and reasons for absence are received from parents.
- adhere to the Procedures for Non-Attendance Flow Chart. **See appendix 1**

Form Tutors will:

- ensure that pupils are registered accurately;
- ensure that pupils give reasons for absences
- follow up cases of unaccounted for absence or unacceptable reasons for absence;
- keep the Pupil Support Manager informed of any signs of suspected truancy; and
- inform the Pupil Support Manager of any possible underlying problems which might account for absences.

Classroom Teachers will:

- ensure pupils are registered accurately at lesson 4/afternoon registration.
- check the attendance of pupils at their lessons; and
- inform the (Pupil Support Manager/Form Tutor/PSO) of the names of pupils who are absent without notification.

Pupils are required to:

- attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);

Parents/Carers are required to:

- inform the school of their child's absence on the first day on non-attendance and provide a valid reason
- discuss with the Attendance and Behaviour Officer any planned absences well in advance (eg a family holiday);
- make any request for leave of absence on the school's official leave of absence form.

Inspection

The AH will ensure that the School Admission and Attendance Registers are available for inspection by

HMIs, registered inspectors and, for LA maintained schools, by an LA officer.

Leave of Absence

Leave can be granted only by the Head on recommendation from the Pupil Support Manager. Parents will be expected to use the school's official leave of absence request form.

Holiday Leave

Parents may be given leave by the school to take a child on a holiday. Formal requests must be made to the Head Teacher via the Attendance and Behaviour Officer, on the school's official form.

The application must be made by the parent (or person with parental responsibility) with whom the child normally resides, but the form can be brought to the school by the pupil.

The Head Teacher will not give leave automatically but will take into account :

- current percentage attendance
- the age of the child
- the time of the year proposed
- the nature of the holiday;
- parental wishes;
- the views of the Pupil Support Manager.

If the pupil still goes on a holiday which has not been approved by the school it counts as unauthorised absence.

The School may only agree to absences of more than 10 school days in any school year in exceptional circumstances.

Short -Term Leave

The School can legally grant short-term leave for family reasons. It is for the Head Teacher to determine the reasonableness.

Where a pupil becomes pregnant, leave will be given of no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the pupil remaining in school as long as possible. (See Circular 10/99 and Annex A Reasons for Absence)

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded.

The School may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Head Teacher will set a time limit for such absences in consultation with the AH and Pupil Support Manager. The Head may also seek advice from the LEA or appropriate agency before coming to a decision.

Religious Observance

There is no legislation or regulation or DCSF guidance on this matter. The Head Teacher will review each application reasonably, and in consultation with the AH, Pupil Support Manager and the parents.

The school expects advance notice, since religious festivals are likely to be fixed well ahead.

Distance from School

A pupil will not have failed to attend regularly if the parent can prove that the school is not within walking distance (defined as two miles for children under 8 and three miles for children over 8), in each case measured by the nearest available route, and where the LA has not made suitable arrangements for:

- transport;
- boarding
- changing to another school nearer to the home.

Where there are such occurrences the Head will consult with the LA, and the Chair of governors as appropriate.

Taking a Pupil off the Register

The Head Teacher will authorise the taking of a pupil's name off the register in accordance with the current Regulations.

Monitoring and Review

The Head Teacher will review the working of the policy with the Leadership Team and make at least annual reports to the governing body.

Procedures

First day absence

The school operates an automated calling system which sends phone/text messages to parents/carers if their child is recorded as absent or if we have not received a telephone call to explain the absence. Parents/Carers are required to telephone the School Absence Line (610412) before 9.30 to inform the Attendance and Behaviour Officer of any absence.

Continuing and / or frequent absence

Pupils of concern are highlighted in the fortnightly Pupil Support meetings attended by the Attendance and Behaviour Officer, Education Welfare Officer, Pupil Support Manager, SENCO and Assistant Head (Pupil Support). Pupils are categorised into the following groups and an action plan is agreed.

Green with no concerns - over 90% attendance
Amber with some concerns – between 89% and 71% attendance
Red with major concerns – below 70% attendance

Promoting good attendance or improved attendance.

Attendance is linked very closely to the reward systems in KS3 and KS4. **See appendix 2.**

Letters home termly for 100% attendance and most improved attendance

Form of the Month prize in KS3

Achievement assemblies

School Procedures for Lateness Years 7 to 11

Registers are open until 9.05. Pupils who arrive at registration after 8.55 should be marked as late by Form Tutor

Pupils who arrive after 9.05 must go to the attendance office to collect a late slip.

During assembly times pupils should report to the back of the hall and give name to Pupil Support Officer

The list of pupils late to assembly should be given to the Attendance and Behaviour Officer at the end of assembly

Lessons 1 (and 2) - Any late pupil who has been marked absent in registration (or lesson 1) should be sent to the Attendance Office to collect a late slip if they appear in Lesson 1 or Lesson 2 without a late slip.

The following codes are used to record information:

Code	Meaning	Statistical meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off-site (not dual-registered)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual Registered (attending other estab.)	Approved Educational Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before reg closed)	Present	Late for session
M	Medical / Dental	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised circumstances	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious Observance	Authorised absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers close)	Unauthorised absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	Non compulsory school age abs	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Pupil not on roll yet	Attendance not required	Out for whole session
#	School closed to all pupils	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

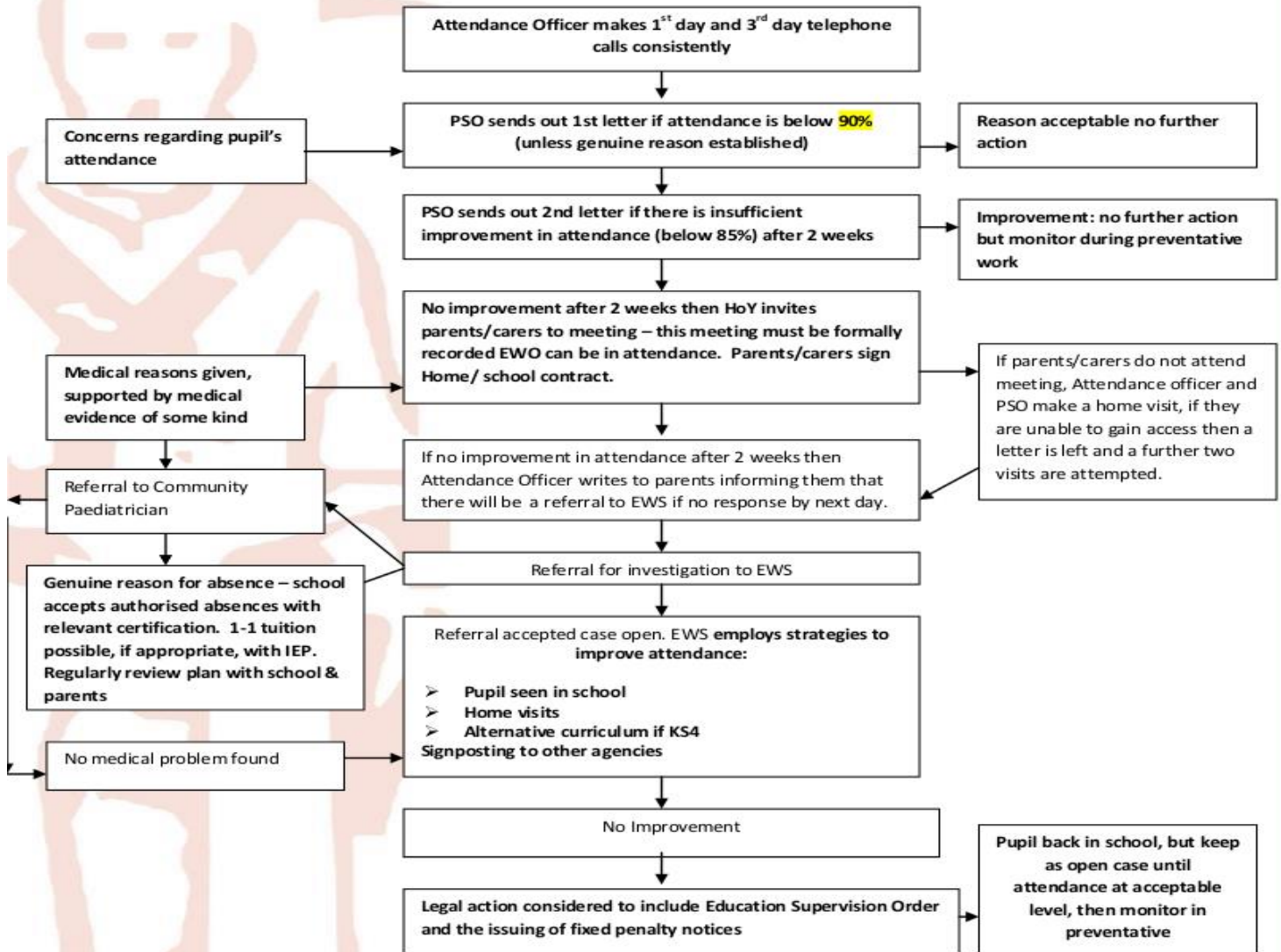
BISHOP GORE SCHOOL

YSGOL YR ESGOB GORE



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Procedures for Poor Attendance



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Appendix 2

REWARDS

Bishop Gore is committed to the rationale of Every Child Matters agenda and uses personalised learning as the guiding principles for everything the school does. As a school we recognise that a key part of developing the potential of our pupils is rewarding them for their efforts and achievement and recognising the part they play in our learning community. Rewarding pupils is a key component of good teaching and good staff/pupil relationships. Staff at Bishop Gore actively look for opportunities to praise pupils both within and beyond lessons. We encourage our pupils to strive for excellence which we take to mean being the best that they can be, regardless of ability. The school is continually developing our system of rewards which allows us to celebrate the continuing achievement, excellence and contribution in all aspects of school life that pupils make to Bishop Gore.

AWARDS GIVEN ON A REGULAR BASIS

Key Stage 3 Reward System

Points are awarded to pupils in Key Stage Three as a way of recognising the contribution they have made to their own learning or the school community as a whole. Points are awarded in the following way:

- > 95% attendance = 10 points per term
- > 90% attendance = 5 points per term

- 10 (or more) subjects meeting global grade = 10 points per progress review
- > 7 subjects meeting global grade = 5 points per progress review

No consequences = 10 points per term

Year 7 maximum total = 80 points

Year 8 maximum total = 90 points

Year 9 maximum total = 100 points

At the end of the summer term a celebration of achievements will be held, pupils will graduate and receive recognition for their achievements in the following way:

Year 7:

Honours: 70+
Distinction: 60+
Certificate: 40+

Year 8:

Honours: 80+

Distinction: 65+
Certificate: 45+

Year 9

Graduate to KS4 with Honours: 85+
Graduate to KS4 with a Distinction: 70+
Graduate to KS4 with a Diploma: 50+

Key Stage 4 Reward System

Throughout Key Stage 4 pupils will have the opportunity to earn 'prom points'. These will be awarded in the following way:

> 95% attendance = 10 points per term
> 90% attendance = 5 points per term

10 (or more) subjects meeting global grade = 10 points per progress review
> 7 subjects meeting global grade = 5 points per progress review

No consequences = 10 points per term

KS4 maximum total = 160 points

Those pupils who achieve the maximum 160 points will be rewarded with a free prom ticket or the monetary equivalent if they do not wish to attend the prom.

Those pupils who achieve 140+ points will be rewarded with a half price prom ticket or the monetary equivalent if they do not wish to attend the prom.

Those pupils who achieve 120+ points will be rewarded with an award linked to the prom or the monetary equivalent if they do not wish to attend the prom.