

William Parker Sports College



STUDENT ATTENDANCE POLICY (YEARS 7-11)

- William Parker Sports College is a community which fully recognizes the positive impact of excellent attendance and punctuality on students' levels of achievement.
- All our work regarding students' attendance is in accordance with the Local Authority, Education Welfare Service, and national guidelines and regulations.

Coordinator: Paul Foxley (Deputy Head Inclusion)

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1. RATIONALE

- 1.1 William Parker Sports College is a community which fully recognizes that regular and punctual attendance is an essential precondition of social inclusion and a prerequisite to effective learning. Research has identified a strong correlation between attendance and attainment.
- 1.2 We are a community in which mutual care and respect are nurtured to enable all students to have an equal right of access to a curriculum that meets their individual needs and personal development.
- 1.3 We set challenging punctuality and attendance targets in liaison with the local authority, and incorporate these into our annual Improvement Plan. The Deputy Head Teacher with responsibility for attendance monitors these targets systematically and develops and implements a range of improvement strategies.
- 1.4 We recognize that success in achieving our punctuality and attendance targets will be best achieved by developing a meaningful partnership with students, parents, teachers and external agencies and services.
- 1.5 All our work regarding student attendance is in accordance with local authority and national guidelines and regulations.

2. AIMS

- 2.1 To improve levels of attendance and punctuality by reducing all forms of unjustified absence, particularly persistent absence.
- 2.2 To liaise effectively with the Education Welfare Service to provide consistent and equitable support to parents in meeting their legal responsibility in relation to their son's attendance.
- 2.3 To develop links with other external agencies in order to facilitate early intervention and the delivery of a seamless service.
- 2.4 Every member of staff has a duty of care to identify and report concerns with regard to student attendance to the appropriate Learning Leader for follow up action.
- 2.5 To provide an engaging, flexible and accessible Curriculum that encourages students to take a keen interest in their own attendance and punctuality.
- 2.6 To clearly inform all stakeholders about what constitutes excellent attendance, and to reward students who attend regularly and punctually.

3. PROCEDURES

- 3.1 It is the role of all colleagues, parents and students to promote and ensure excellent punctuality and attendance.
- 3.2 The College's Attendance Policy is available to all stakeholders on the college website.

RESPONSIBILITIES OF THE COLLEGE ATTENDANCE OFFICERS

- a) To maintain the admissions register, which records the personal details of every student at the College, and the attendance register, which records every student's attendance at every session the College is open to students. The attendance register will also include a separate persistent absence register in accordance with the relevant regulations. (Persistent absence is currently defined as absence of more than 20%, whether authorised or unauthorised).
- b) To accurately record and monitor student absence using fixed national absence codes.
- c) To clearly distinguish between absence which is authorised and unauthorised, according to criteria laid down by DCSF. It is the final decision of the Head Teacher as to whether or not an absence will be authorised.
- d) To ensure that clear attendance information is regularly communicated and published to parents through newsletters, student review evenings and the College prospectus.
- e) To collect and make effective use of attendance data to monitor progress and trends, and to set targets for improvement for individuals, classes, year groups and the whole College.
- f) To provide clear guidance to staff on the practice of registration and on such connected issues as the appropriate categorisation of absence.
- g) To develop clear procedures to identify and follow up all absence and lateness allocating specific staff roles and responsibilities.
- h) To make provision for first day of absence contact, particularly in relation to students who are known to have a poor rate of attendance, or who might otherwise be considered at risk.
- i) Monitor post-registration truancy through the taking of class registers and spot checks, and ensure appropriate follow up sanctions, involving parents where necessary.
- j) Develop reward schemes which recognize students' attendance achievements.
- k) Set up effective networks for liaising with external agencies such as the Education Welfare Service, Children's Services, Connexions and the Police.

- l) Provide for regular structured meetings between college staff and the Education Welfare Officer.
- m) Establish procedures for reintegrating long-term absentees and students who may, for specific reasons, have been on a reduced timetable.
- n) Emphasise to parents the importance of continuity of learning, particularly in relation to family holidays during term time which are actively discouraged.

RESPONSIBILITIES OF PARENTS

Parents are responsible in law for ensuring that their son attends the College regularly, on time, properly dressed and in a fit condition to learn. Parents are also responsible for ensuring that their son stays at College once he has registered.

Parents who influence the regular and punctual attendance of their son:

- a) take an active interest in their son's College life and work.
- b) attend student review evenings and other College events.
- c) ensure that their son completes his homework and goes to bed at an appropriate time.
- d) are aware of communication from College, by telephone, letter or email.
- e) ensure that their son arrives at College on time each day.
- f) ensure that their son only misses College for reasons which are unavoidable or justified, such as illness.
- g) always notify the College as soon as possible, preferably on the first morning, of any absence, and confirm this in writing when the child returns to College.
- h) avoid booking medical appointments during the College day.
- i) desist from booking family holidays during term-time.
- j) talk to the College if they are concerned that their son may be reluctant to attend, so that the reason can be established, and support strategies put in place.

EDUCATION WELFARE SERVICE

A student with attendance difficulties will be referred to the Education Welfare Officer. The purpose of the EWO is to work with students and parents to bring about a student's return to regular attendance. This will involve the setting of clear targets for improvement that will be time-limited and subject to regular review. Referrals to the EWS will be made when:

- a) a pattern of irregular attendance has developed
- b) a period of entrenched non-attendance has begun
- c) communication by the College to parents has met with little or no response
- d) there is evidence of a lack of parental co-operation in ensuring their son's regular attendance
- e) a pattern of post-registration truancy is persistent despite the College's efforts to prevent it
- f) a pattern of persistent lateness has developed
- g) there are specific and identifiable welfare issues that are preventing a student from accessing education

4. MONITORING OF STUDENT ATTENDANCE

The Deputy Head Teacher responsible for student attendance and the lead PALL (PA to Learning Leader) meet once every two weeks to analyse attendance and develop strategies for improvement. Our five PALLs monitor the attendance of students in their year group on a daily basis using lesson monitor and SIMS.

On a daily basis, the PALLs:

- a) record absence of students in registers when notified by parents
- b) call parents on the first day of absence
- c) produce attendance sheets for monitoring and follow up action
- d) record the names of students who are late to College and notify tutors and the Learning Leader for follow up sanctions
- e) Identify and investigate students who are coded as 'N' during lessons

On a weekly basis:

- f) identify winners of the Attendance Challenge for certificates and rewards in assemblies

- g) produce graphs for display on the Year notice board, showing the total weekly percentage of attendance of tutor groups and the Year group as a whole
- h) liaise with parents and the Learning Leader regarding any unauthorised absence, liaising with the Education Welfare Service and other external agencies as appropriate.

On a two-weekly basis:

- i) supply data sheet showing students with less than 90% attendance with explanations
- j) identify students with poor attendance and set up a meeting with parents to implement an Improving Attendance Action Plan
- k) Meet with the Learning Leader and EWO to discuss students with poor attendance and attend Attendance Panel Meetings if required

On a termly basis:

- l) calculate termly 'Attendance Challenge' winners
- m) produce certificates for students in 1st / 2nd / and 3rd place
- n) print student attendance reports and mail home to parents*
- o) produce and send traffic light letters to parents**
- p) produce data sheets for tutors/ Learning Leader/ Deputy Head (Inclusion) showing termly attendance for each student, highlighting those that have received letters. This data is used by tutors for mentoring individual students.

HOLIDAYS DURING TERM TIME

Taking a child out of College during term-time to go on holiday disrupts their education. Holidays during term-time will not be authorised except in exceptional circumstances. The Head Teacher has the final decision on whether to authorise absence from College.

CHILD EMPLOYMENT

Children over 13 years old can work before and after College, and at weekends. More information on the types of jobs they can do and the number of hours they can work is available on the East Sussex County Council website under "Child employment and the law".

*From September 2009, parents will have direct online access to their son's register

**This information will be sent by Parent Mail (email) as the first option

Ratified Governors	by	10.3.09
Review Date		March 2010