



Sutton School and Specialist College Policy

For

Attendance Policy

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POLICY ON ATTENDANCE

1. The aims of this whole school policy on attendance are:
2. To help the school and support services to establish preventative work
3. To pick up on non attendance at an early stage
4. To improve the quality of communication between home and school
5. To analyse patterns of attendance in different groups of pupils
6. To meet the legal requirements of the DfES Circular No 11/19

Registration

The school aims to ensure that we have an accurate record of the number of pupils in school, with the facility to follow up any absences with the minimum of delay. The school uses Integris, a computerised system for the attendance registration of pupils. The form tutor is able to log onto the system from their tutor group to complete the register for their pastoral group each morning and at the start of the afternoon session.

Form tutors should mark each pupil either present or unauthorised. On completion, after closing the system down, this information is analysed in the school office. It is the Office who acts on any information received, either by telephone, message or letter, and enters the correct code for those absent pupils.

Upon full completion of all class registers a print off is obtained and this is kept in the school office for reference throughout the session. The same process is followed at afternoon registration.

In the event of a member of staff being unable to log onto the system, then a paper register should be taken. It is the responsibility of the class teacher to take a register based on the fact that the pupil is present at registration. The data is then entered by the appropriate member of staff in the office. The paper copy, taken by the class teacher, is then kept with the final printout as evidence.

Any notes from parents on the absence of pupils should be passed to the school office.

Attendance

Regular attendance and punctuality is essential. Only illness, extreme domestic need, or parental holidays are considered reasons for absence from school.

A pupil who has been absent from school must, on return, bring a note explaining the absence. This ensures that no pupil can be absent without the knowledge of parents.

The Sutton school operates a first day absence procedure and parents are asked to contact the school by 9.15 am on the first day of absence and give us an idea of how long the absence will last.

Should we not hear from the parent by 9.15 am, a member of the admin staff will make contact by telephone, post or in person to establish the reason for absence and the likely return date. Parents are asked to ensure school is informed of any changes to parental contact details.

The school undertakes to follow up any unexplained absence as quickly as possible and relies upon the co-operation of parents to achieve this.

Parents are asked not to send children to school who are feeling unwell in the morning. If a child falls ill or has an accident while at school we make arrangements for the parents to be informed and the child is taken home where possible.

In case of emergency pupils will be taken to hospital.

Pupils are expected to take part in the Physical Education programme and either a note or medical certificate should be sent prior to any withdrawal from these activities.

Lateness or Absence

We try to stress to parents and pupils how important punctuality and regular attendance are for success at School. We welcome parental support in ensuring children attend school regularly.

If lateness or absence is unavoidable, parents are asked to follow this procedure:

Lateness	Pupils who are late, or parents who are bringing a child into school, must report to the school office to inform the Secretary. We would welcome a note from parents.
Absence	If a child is ill, or away for any other reason, parents are asked to let us know by either telephoning the school or by sending a note upon his or her return. If a child is away for more than three days, parents should always contact the school by telephone to let us know the situation.
Leaving during the School day	We do not allow pupils to leave the school premises without prior permission. Pupils should therefore bring a note from home if it is necessary to leave the school premises during the day or parents should contact the school office to advise us of the arrangements. Parents collecting pupils must report to the school office where their child will be collected by a member of school staff.

Regular school attendance has always been important. Without it the efforts of the best teachers and the best schools will come to nothing. Pupils need to attend regularly if they are to take advantage of the educational opportunities available to them in law. Irregular attendance undermines the educational process and leads to educational disadvantage. It places children at risk and in some cases it can result in pupils being drawn into patterns of anti-social behaviour.

We should see the maximising of attendance rates as one of our key tasks. Some of our pupils may be failing to attend regularly for a variety of reasons, and these may be outside the immediate control of the school. However, individual absences need to be carefully investigated and pupils and parents left in no doubt that unjustified absence will not be tolerated.

Consistent with this view the following guidelines will apply:

- The school will work in partnership with parents so that they are fully aware of their obligations
- The school will determine arrangements for the reporting of absences
- The school will comply with regulation 3 of the Pupils Regulations 1956, and keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent.
- The school will comply with the Education (Pupils' Attendance Records) Regulations 1991 and follow the DFEE document "Schools Attendance – Policy and Practice on Categorisation of Absence".
- The school will distinguish different categories of absence and identify whether they are authorised or unauthorised.
- The school will use a computerised system (Integris) to comply with the 1991 Regulations.
- A printout will be made each day of absences and every six weeks and then bound into annual volumes at the end of the school year and retained for a period of three years.
- The governing body and the Principal will register with the Data Protection Register as a data user under the 1984 Data Protection Act.
- Pupil's lateness will be actively discouraged.
- A member of the office staff will telephone parents/carers by 10.30am on the first day of absence to confirm the pupil's absence and to request the reason, if no contact has been made to the school.

- If no reason for an absence is received on the second day, a member of the admin staff will continue to telephone until a reason is established.
- The school will actively seek reasons for absence and will be aware of acceptable reasons of absence.
- The school will develop an effective working relationship with the LEA Education Welfare Service and its identified Education Social Welfare Worker. The Education Social Worker has fortnightly meetings with the Vice Principal.
- The Vice Principal will inform the Education Social Worker of concerns regarding individual attendance and make requests for home visits.
- Any concerns to be raised in briefing meetings.
- Education Social Worker reports to the Vice Principal after each visit.
- Further action discussed
- School log completed by senior member of staff after each visit.
- If there is concerns at any other time the Education Social Worker will be contacted by telephone.
- If a pupil is likely to be absent, parents are requested to notify school. The Secretary will log pupil absence in the absence book.
- If a pupil returns without notification for the reasons of absence, a member of the admin staff will telephone or send a letter home to establish the reason for absence.
- Requests for leave of absence (e.g. holiday with parents) – which should be for no more than ten working days as part of the annual family holiday (meaning granted ONCE PER YEAR) should be sent to school office.
The proposed absence can then be considered by the Principal or Vice Principal in his absence and if necessary the Governing Body. Forms are available from the school office.
- Pupil Registration will take place at the beginning of morning and afternoon sessions, by teachers. Pupils will be marked either present or absent.
- After Registration all registers will be saved electronically at the end of each session.
- All pupils arriving after registration will report to the office.

- If a pupil arrives after the close of the register an absent mark is left on the registration system. The pupil must notify a member of the admin staff who will establish the reason for lateness and will amend the register accordingly.
- All pupils arriving after registration will report to the office.
- If pupils leaving the premises during the school day the staff in the office will record the absence on the printed morning and afternoon register.
- **The Principal has given the person within the administration team, who has responsibility for attendance, permission to make alterations to the register within three weeks from the date of a pupil returning to school where there is clear evidence to do so. Any alterations after the three week period are to be approved and signed by the Vice Principal.**

Strategies to Encourage Good Attendance

Pupils are actively encouraged to attend school. For pupils in Key Stage 4 good attendance is an integral requirement in obtaining a Compact Certificate. A certificate is presented at the end of each term to all pupils who attain 100% attendance. *Individual class teachers also offer rewards to their pupils for good attendance. These can include time on computers during breaks and other rewards as appropriate. A further encouragement for pupils to have continued good attendance is a monthly letter home, signed by the Chair of Governors, informing their families of their child's achievement.*

