

Monitoring Attendance – Roles and Responsibilities

The Attendance Clerk will:

- Check that the registers are completed and send a message to staff as a reminder if they aren't completed.
- Follow-up absence calls on the voicemail system and enter onto computer.
- Collect and input any relevant data.
- Monitor the automated system that will make the first day absence call home.
- Organise record sheets for absence and reasons received.
- Organise print-outs of fortnightly totals of under 90% and pass to Heads of Year for analysis and action.
- Provide fortnightly Year/Tutor percentages and pass to Heads of Year.
- Produce the attendance figures returns as required by the school and the DCFS.
- Liaise with the requirements of the EWO.
- Liaise with Tutors, Heads of Year, Assistant Head and parents as necessary.
- Ensure that information is disseminated between staff and appropriate action taken.
- Send letters to parents after 3 days of absence and after four broken weeks.
- Indicate where Fixed Penalty Notices are appropriate for unauthorised holidays.

Tutors will:

- Observe and monitor attendance levels and patterns.
- Make sure the Attendance Clerk has contacted parents if no reason has been received after 3 days.
- Monitor students who are late and give pastoral detention for 2 late marks over a five day period.
- Place students on an attendance report and monitor if concerned about a student's absence rate or absence from lesson rate.
- Liaise with parents/ carers as necessary.
- Check percentage information and pass on to students. Set targets with students and monitor their progress.
- Seek support from their Head of Year as necessary.

Heads of Year will:

- Maintain an overview of the attendance levels of the students in year groups and monitor closely every 2 weeks.
- Liaise with parents/carers as necessary.
- Liaise with the EWO every fortnight.
- Liaise with the Tutors and Assistant Head (i/c Aspirations).
- Monitor, analyse and evaluate attendance figures and patterns.
- Refer students for Fast Track to Prosecution.
- Organise and attend School Panel Meetings.
- Follow through the procedure for Fast Track to Prosecution.

Assistant Head will:

- Work with the Pastoral Secretary to set up and follow through procedures for monitoring and reporting on attendance.
- Liaise regularly with the Heads of Year to monitor, analyse and evaluate attendance levels, trends and patterns.
- Follow through the Fast Track to Prosecution procedures and Chair the School Meetings.
- Work in partnership with outside agencies.
- Hold fortnightly meetings in school with the EWO.
- Monitor students following an alternative curriculum.

Links will be established and maintained with the following organisations to support the inclusions of students:

- Connexions
- Central Teaching Services (Behaviour Support Team)
- Off-site education support
- Butterfly
- PRU including TLC
- Ed Psych
- Barnardos
- The SEN department
- Student referral through the SSG meetings
- The School Nurse

Attendance Procedures

Rewards System

- Attendance certificates to be awarded to students
- 100% = gold certificate
- 95% = silver certificate
- End of term awards
- End of year awards

Sanctions and Fast Track to Prosecution

- Students may be placed on attendance report
- Students may be required to remain in school to complete missed work
- Letter to be sent home
- Meeting with the parent/carer
- Warning letter for Fast Track to Prosecution
- Fast Track to prosecution procedures
- Penalty Notices (see code of conduct)

Dealing with students who are late

- Parents are responsible for their child arriving on time.
- All students should arrive promptly to registration.
- Students arriving after the registration period should report to Reception and be marked late on SIMS.
- Arrival 30 minutes after registration will be counted as unauthorised absence and will need an absence note from home.
- If lateness is a persistent issue with a student, and after notifying parents in writing, all lateness for that student may be classified as unauthorised.
- After 2 late marks a student will be required to attend a pastoral detention for 45 minutes after school on a Friday with the Assistant head teacher.
- Persistent problems will be dealt with by the Assistant head teacher and the EWO.

Reinstating students who have been absent

- Students who are returning to school after a more prolonged absence will be reintroduced by the Head of Year/Tutor as necessary.

Setting work for a long absence

Where students are absent from school for a long period of time then work will be collated by the Head of Year and set and marked by subject staff. An RSS form should be completed by the HOY requesting PRU/TLC intervention for absence lasting more than 15 days. On their return a medical action plan should be written if appropriate

Registration of students

- Students will be registered in every lesson.

- Authorised absence is where the school has either given approval or has accepted an explanation justifying the absence.
- Students arriving after the registration period should report to Reception and get marked on SIMS as late. Parents will be contacted and informed about lateness on the same day.
- Arrival after 30minutes is counted as unauthorised absence unless a letter from home giving a suitable reason is received.
- Persistent and continued lateness (10 sessions) after a warning letter, may result in a Penalty Notice being requested by the school.
- The parent/carer should contact the school on the first day of absence to give the reason for absence by leaving a message on the voicemail service.
- The school's automated system will telephone parents if no notification has been received and monitor automated response messages.
- If we do not have contact after 3 days the Attendance Clerk will follow-up by contacting home by letter
- Continued unexplained absence will be passed to the EWO.

February 2011