

Woodfield School



Monitoring Attendance & Punctuality Policy

2021-2022



Policy Review History

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Contents

Monitoring Attendance and Punctuality	4
Introduction	4
Aims	4
Objectives	4
The Legal Position	4
Monitoring Authorised and Unauthorised Absence (guidelines)	5
Monitoring punctuality to school in the morning (guidelines)	6
Monitoring attendance at lessons	6
Monitoring punctuality to lessons	6
Children missing from education (CME)	7
Holidays during Term Time	7
Rewarding Attendance and Punctuality	8
Appendix 1	8
Registration	8
Summary	9

Monitoring Attendance and Punctuality

Introduction

Woodfield School aims to provide an environment where all students feel safe and want to learn. It is the duty of both parents and teachers to ensure that students attend school regularly and see the benefit of attending regularly. Where students have irregular attendance we will involve the school's Parent Liaison Officer, EWS and parents to help improve attendance.

Aims

- To raise attendance above 95%;
- To reduce unauthorised absences to below 1.0%;
- To reduce authorised absences to below 5%.
- To remind parents of their responsibility in ensuring that their children attend school and supporting them in monitoring their children's absence from school.
- To help parents / carers understand the role of the school regarding attendance and the impact of absences on educational achievement.
- To assist students in forming self-discipline and good habits in attendance and punctuality.

Objectives

- Absence is monitored on a daily basis
- Absences are explained so that, where appropriate, they may be authorised;
- To detect and therefore prevent truancy promptly.

The Legal Position

Education Act 1996:

“The parent or guardian of every child of compulsory school age have legal duty to ensure that their children receive efficient, full time education by attendance at school or otherwise.”

Monitoring Authorised and Unauthorised Absence (guidelines)

(1) Attendance registers are completed according to school policy (see appendix 1).

(2) Each day the School Office will make a list of absent pupils and:

- Indicate if the absence has already been explained; parents/carers have contacted the school.
- Telephone home requesting information and continue to pursue the explanation.
- Indicate if the absence has been subsequently explained and file the “note” with the daily monitoring sheet.

(3) Each day the Family Liaison Officer (FLO) will monitor the absence list and send out a letter to pursue the ongoing concerns. Letters will be copied and placed in pupil’s file.

(4) Where absences are frequent and especially if no adequate explanation is forthcoming then the Family Liaison Officer will investigate further and;

- Telephone parents to discuss further and schedule meetings.
- Send a letter when attendance is below 90% and invite you to a school meeting.
- When absences become more frequent or sporadic, the FLO may make a visit to your home to investigate further.
- To refer to your local authority’s Education Welfare Service (EWS) when there is no improvement or/and absences meets the legal threshold

of 90% and below with 10%+ unauthorised absences (12 week casework procedure commences).

- Feedback to SLT.

(5) For children who are on the child protection register or those who are deemed to be vulnerable, the EWS / social worker will be notified immediately.

(6) Produce termly attendance records for SLT.

Monitoring punctuality to school in the morning (guidelines)

(1) Pupils that are late who are independent travellers or brought by parents must report to the school office upon arrival to school. They will be registered and taken to class.

(2) Parents of persistent latecomers, who are using public transport, will be contacted to discuss the arrangements made for leaving home and the bus routes used to school. Letters and/or notes of conversations will be kept in the pupil's file.

(3) If the issue is not resolved then the pupil may be referred to your local authority's EWS.

(4) If pupils who are brought to school by minibus or taxi are regularly late then school transport will be informed in order to resolve the issue. Each escort or driver of the taxi/minibus is required to sign the register in the school office, indicating, not only whether the pupil has been brought to school but also the time of arrival. The School Office should check daily that this happening.

Monitoring attendance at lessons

(1) Each teacher must keep a record of pupils attending each lesson and that they account for each pupil.

(2) If a pupil is "missing" then a member of the SLT must be informed **immediately**

Monitoring punctuality to lessons

- (1) The bell system (when in use) gives pupils and staff a warning before the lesson begins; any pupil arriving after the second bell is late and should be referred to Key Stage Leader via School Pod, including time of arrival.
- (2) Pupils should leave periods 1, 3 and 5 promptly on the end of lesson bell otherwise they will be late to periods 2, 4 and 6 respectively **i.e. teachers will need to manage the end of the lesson to achieve this.**
- (3) LLA's, SLT and teaching staff will assist pupils in the corridors in the morning, at the end of break time and lunch, to ensure that they are organised and on time for the following lesson.

Children Missing from Education (CME)

Parents/Carers are expected to contact the school office on the 1st day of a pupil's absence. Pupils that are not in school, without a valid reason will be classed as a child missing in education. Children who go missing from education may be at risk of neglect or abuse.

On the first day of absence the school office will;

- a. Phone call home to ascertain the pupil's whereabouts.

On the second day, if still no contact has been made;

- a. The Family Liaison Officer will undertake a home visit.
- b. A letter to the home address stating that a home visit has been carried out.
- c. Phone calls to emergency contact numbers.
- d. Check with other agencies known to be involved with the family.

On the third day of absence;

- a. The Family Liaison Officer will undertake a second home visit. A letter will be left at the home address if still no contact is made.
- b. The Family Liaison Officer could make a CME referral to Brent's Children Missing Education (CME) if they have serious concerns.

A referral will be made to Brent CME team when a pupil has missed 10 school days or more without permission. A pupil can be deleted from the register after 20 consecutive days if the child is not located.

In cases where Woodfield have serious concerns about the pupil's welfare, a referral will be made Brent's Family Front Door. If the child is in immediate risk of harm, we will contact the police.

Woodfield School has a safeguarding duty to investigate any unexplained absences.

Holidays during Term Time

Woodfield actively discourage holidays taken during term time. We do not allow term time holiday unless it is an exceptional circumstance and you have evidence to support this. Any requests for term time leave must be made in writing in advance. This has to be approved by the head teacher. All unauthorised holidays **will** be referred to your local authority's EWS.

Rewarding Attendance and Punctuality

We can play an important role in encouraging attendance by providing rewards for good and improved attendance and punctuality, both for individuals and form groups. Care should be taken to acknowledge individuals who are making an effort to attend, but who nonetheless, and for acceptable reasons, may have poor attendance overall.

Rewards may take the form of:

- Individual attendance certificates for 100% attendance given termly in assembly.
- Recording attendance on reports sent home with positive comments for effort. (Form tutors responsibility as part of ILP's)
- Setting attainment targets for individuals during tutor interviews.
- Informing parents weekly via blue newsletter.

Appendix 1

Registration

We are required by law to mark the register twice daily. It is vitally important that the register provides a true and accurate record of a pupil's attendance and punctuality in the morning.

The registration folder contains:

1. Registration form

If late then on the school registration folder record the time of arrival. Registration on School POD will be manually entered as the letter "L" as late.

All pupils who arrive late after 8.35am will need to report to the school office. This absence will be classified as unauthorised unless we receive an adequate explanation from the parent; oversleeping will not be accepted as an adequate explanation.

The registers will be taken at 8:40am and 12.24pm (KS4&5) and 13.16pm (KS3) in periods 1 & 5 by the class teacher.

2. The dinner register

Mark with **S/D** for those having a school lunch and **P/L** for packed lunch. Leave the space blank for absentees; they may arrive after period 1 has ended.

3. Absence report (Daily Attendance Sheet)

This shows absences that have not been explained. A member of the school office will contact parents and ask the reason for the absence. If it is due to a medical appointment, evidence must be provided to put in the pupil file. **It is a confidential document and should not be shown to any pupil or left in an insecure location.**

The daily absence list is emailed to all staff before period 1.

All information about absences should be noted together with the source of this information and placed in the register folder for the use in the monitoring of pupil absence.

Summary

Woodfield School is committed to ensure our pupils make as much progress as they can during their time at school. In order to maximize your child's potential and to achieve maximum results, we need your child to be in school every day.

School staff are dedicated to working with parents and pupils to ensure a high level of attendance is achieved.