



THE  
**BARCLAY**  
SCHOOL

# ATTENDANCE POLICY

Updated:		February 2018
Policy review:		February 2019



# THE BARCLAY SCHOOL

## **Barclay School Attendance Policy**

At The Barclay School, we want the whole school community - governors, staff, parents/carers and students to be committed to high standards of attendance and punctuality. Good attendance is essential for high achievement and outstanding learning. It is also an important area of safeguarding: students are safe when they are in school.

We value and will reward high levels of attendance and punctuality, and will support our students and their families in working towards 100% attendance and punctuality. This makes them far more likely to succeed and achieve their goals.

### **Expectations**

**Each student will attend school every day and achieve 100% attendance**

The responsibility for good attendance is shared between school, parents/carers and students.

### **The expectations for school are that:**

- We will provide a safe and welcoming learning environment
- We will ensure that the importance and celebration of good attendance are given a high profile
- We will work in partnership with parents and carers to set high expectations and overcome any problems which may affect a child's attendance
- We will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers
- We will ensure that records of attendance are maintained on a daily basis in accordance with Government legislation and guidance
- We will recognise the external factors which influence pupil attendance and will work in partnership with parents/carers, the Attendance Improvement Officer, and other relevant services to resolve any issues
- We will provide an effective and efficient system for monitoring attendance in accordance with legal requirements



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## The expectations for parents/carers are that:

- They will ensure their child attends school regularly, punctually, properly dressed, equipped and ready to learn
- They will not request their child to be absent from school unless in an exceptional circumstance
- They will inform school on every day of absence, of the reasons for their child's absence from school
- They will inform the school of any prolonged absence
- They will maintain regular communication with school staff where necessary and through the appointed channels
- They will ensure that school are informed of any changes of contact details

## The expectations for students are that:

- They will attend school and all of their lessons regularly and punctually
- They will remember to hand any note giving reasons for absence to the Form Tutor (or reception in the Form Tutor's absence)
- They will come to school properly dressed, ready to learn

## Doors open:

- School doors open at 7.45am. Students may enter the building at this time and go to the dining room, or other specified areas
- Students should not arrive at school before 7.45am
- The school dining room opens for breakfast club at 8am
- **Registration**
  - Registers are called at **8.30am** and **2.50pm**
  - Students are late if they register after the **8.30am** and **2.50pm** bells
  - Registers will be marked consistently by staff using the SIMs system
  - Any student arriving after **8.30am** will be marked present with code L
  - Any student arriving after closure of register (registers close at 9.30am) ***without a valid reason such as a medical appointment*** will be marked absent for the whole session, ***using code U***
  - Registers are marked in accordance with DCSF guidelines



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## **Punctuality:**

It is important that students learn good habits of timekeeping both for school and for employment later in life. Students need to be in school at the right time so they do not miss any aspect of planned learning. This includes registration time where important information is delivered.

- Any student arriving in their classroom after the 8.30am bell, is late
- Students who are late because of medical appointments or other authorised circumstances, should report to the staff in reception, sign the late slips giving a note and reason for their lateness
- School reception staff will ensure this information is transferred to the Attendance Team and recorded in the register
- Sanctions are applied for all students arriving late for school. These sanctions are in line with school procedures and are displayed in all Tutor rooms

***Lates Process: See Attendance Policy Appendix 1***

## **Absences:**

- Notification must be provided for all absences from school and must be given by the parent/carer or other responsible adult
- All notes regarding absence should be given directly to the Form Tutor
- Any 'phone messages taken by reception staff will be passed to the Form Tutor and the Attendance Team
- Absences are authorised by the Headteacher (and delegated staff)

## **Staff Roles**

### **The Teacher:**

Teachers at Barclay School are responsible for taking the register

- They reward and encourage good punctuality
- They provide a good example by always being punctual to lessons



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- They carry out registration in the prescribed manner
- They send an urgent note to the Attendance Team if the safety of a child may be in question –e.g. they have attended Lessons 1 to 4, but do not appear after lunch

## **The Form Tutor:**

Form Tutors at Barclay are responsible for the overall care and guidance of the students in their tutor group.

- They check the attendance of their students to all lessons in the day
- They engender a spirit of pride and competition in their tutor group as relates to attendance, and motivate their group to win attendance and punctuality prizes
- They lead in rewarding students who attend well and are punctual
- They address and support students in attending well and being on time
- They will refer to the Head of Year to set meetings with families and students if a pattern is detected and support may be needed
- They will report any safeguarding concerns to the Child Protection Officer

## **The Year Learning Co-Ordinator:**

Year Learning Co-ordinators are responsible for monitoring the attendance of their year group.

- They will promote good attendance and punctuality through assemblies, commendations, rewards, etc.
- They will monitor attendance on a regular basis, setting targets for improvement as appropriate
- They will monitor the performance of individual Tutor groups, following up with individual Tutors and the Attendance Team, instances where patterns of absenteeism are not being effectively addressed
- They will review registers, attendance and punctuality figures on an agreed scheduled with the School Attendance Lead and AIO
- They will regularly put attendance onto the agenda of Year Team Meetings
- They will ensure that contact is made with parents/carers of poor attenders, supporting the Tutor where appropriate, in dealing with parents/carers directly
- They will identify those students whose attendance or lateness is cause for concern and meet with the School Attendance Lead on a regular basis in order to discuss students who have not responded to the school's strategies

## **Fixed Penalty Notices:**

It is unfortunate that in some rare occasions a student's attendance does not



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improve despite the school working closely with families to address it. In these instances, there is no option but to impose a fixed penalty notice.

*If a student has at least 15 sessions (half day = 1 session) unauthorised absence over two terms (including unauthorised holidays) the Headteacher may ask the LEA to issue a penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after the 21 days but within 28 days. If the penalty is not paid the LEA may prosecute the parents/carers for their child's irregular attendance.*

## **Truancy:**

- The school works with parents/carers and students to reduce truancy
- All students are registered every lesson, using SIMs
- All students out of class must have an 'orange card' (signifies that a member of staff has given permission for that student to be out of class)
- Students in yrs 7 –11 inclusive are to remain on the school site for the duration of the day
- Individual students may be placed on attendance report to the Pastoral Support Team or Form Tutors
- The Pastoral Support Team, Year Learning Co-ordinators and members of the Leadership group do spot checks to follow up students who are at risk of truancy
- The school works with other appropriate professionals to ensure that truancy does not occur

## **First Day Response:**

- The school uses first day response for all students
- The Admin Attendance Officer carries out first day response. This is by way of a text message to a parents/carers' mobile or home phone number
- The information needed to carry out First Day Response, is received electronically from the SIMs register, after the registers have closed
- The First Day Response starts as soon as is practical, when the data has been collated
- Parents/carers are requested to text back or telephone the school with a reason for their child's absence. There is a dedicated number for reporting absence. This information is then updated onto the registers



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- It is the responsibility of the student to register in their Tutor room at **8.30am** or at reception if it is after registration.

## Following up Absence

- The school follows up all absences from school.
- If a student does not return to school after the first day of absence, and no reason has been provided, this is followed up by the Attendance Team
- In some cases the Attendance Improvement Officer (AIO) may become involved
- Any student returning after a prolonged absence, is supported as appropriate by the Pastoral Support Team
- The school follows the Hertfordshire County Council guidance on exclusions

## **Rewards:**

- The school rewards good and improved attendance
- Students with 100% attendance, per half-term are awarded with certificates and prizes during celebration assemblies and their names are listed on their year group notice board

## **Working with the School Attendance Improvement Officer:**

- The school works in partnership with the allocated AIO, to improve attendance for individual students and the whole school
- The Student Engagement Leader meets with the AIO on an agreed schedule
- The school works with individual students and their parents/carers to improve poor attendance
- If attendance does not improve sufficiently, and after discussion with the AIO the school may make a referral to the Attendance and Pupil Support Team at HCC. Legal proceedings may be initiated

## **Publication of Information:**

- Parents/carers, students, staff and Governors are informed of whole school attendance issues and statistics on a regular basis
- The school newsletter is used as appropriate
- SIMS attendance data printout is used for Academic mentoring meetings with parents/carers.
- Attendance is a regular item on the Headteacher's report to Governors



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- Parents/carers whose first language is not English, are supported with any materials about attendance through MECCS
- The school administration manager is responsible for ensuring that termly attendance data is submitted to the DCSF as required
- The school shares information on individuals as necessary with parents/carers, staff and students

## **Policy Review**

This policy will be reviewed in full by the Governing Body on an annual basis. The policy was last reviewed and agreed by the Governing Body in February 2018. It is due for review in February 2019.

Signature .....Headteacher      Date .....

Signature .....Chair of Governors Date .....