



Attendance Policy

Aims:

Current research has established a clear link between attendance and the attainment of students. The aim of this policy is to try to prevent students from being deprived of their educational opportunities, by either their own non-attendance, that of other students or any other circumstances.

Principles:

At The Warriner School we believe that good attendance and punctuality are a crucial factor in enabling students to benefit from the education we offer. We will do all we can to ensure maximum attendance for all students and to identify and address any problems as quickly as possible.

We recognise that parents have a vital role to play and that there is a need to establish good home-school links and communication systems for those occasions when there are concerns about attendance.

Criteria for Successful Practice:

The Warriner School expects that all our students:

- To aim for 100% attendance
- will attend school regularly, good attendance is categorised as 96-100%
- will arrive on time and appropriately prepared for the day
- will sign in at the general office if they arrive late for any reason
- will inform a member of staff of any problem or reason that may hinder them from attending school

The Warriner School expects that parents or carers:

- to aim to support their child to achieve 100%
- will ensure that their child attends school regularly. Good attendance is categorised as 96-100%
- will contact the school on the first day of absence whenever their child is unable to attend school and give a valid explanation.
- will contact the school every day that their child is unable to attend school.
- will ensure they respond to Groupcall text messages with regard to their child's absence
- will ensure that any absence is followed by a written explanation of why their child was absent and for what period of time if it is for more than one day
- will ensure that their child arrives in school well prepared for the school day
- will contact the school in confidence whenever any problem occurs that may keep their child away from school
- will refrain from taking their child out of school for holidays or occasional days unless there are significant exceptional circumstances, authorised at the discretion of the Headteacher

Parents and students should expect the following from The Warriner School:



- regular, efficient and accurate recording of attendance and absence
- early contact with parents when a child fails to attend without providing good reason
- prompt action on any problem notified to us
- the referral of specific issues to supporting agencies where appropriate
- the communication of clear expectations of what is good attendance
- clear guidelines as to how good attendance is promoted

Expectations of Governors

- to monitor the effectiveness of the policy through Head Teacher reports
- to support the school in encouraging good attendance through role modelling
- to communicate with parents and other agencies as appropriate
- to nominate the Safeguarding Governor to have specific oversight of attendance issues
- to attend celebrations of good attendance
- to work with the Attendance Officer to facilitate Governors Attendance Panel Meetings prior to referral to the County Attendance Team

School Procedures related to Attendance

Class Teachers will:

- follow the school's attendance procedures (Appendix 1)
- follow the school procedures to ensure that the electronic registration of students is completed accurately in each lesson (Appendix 1 & 2)
- monitor the attendance of individuals within a class and inform the relevant Heads of Year where patterns of non-attendance are detected
- ensure that, in cases where a student has truanted from their lesson the student makes up missed work during a formal detention – Subject Leader and Subject Teacher responsibility
- inform the Head of Year, the Attendance Officer and the General Office when a student has truanted their lesson
- ensure that appropriate work is set and marked for long-term absentees and those on long-term exclusions – this is a statutory obligation
- welcome back students who have returned from a long-term absence in a professional manner
- ensure that all students within lessons are able to access the curriculum through a range of teaching and learning strategies in line with the school's Curriculum Policy

Form Tutors will:

- follow the school procedures for registration periods (Appendix 1 & 2)
- make contact with parents or carers regarding any welfare concerns
- make contact with parents when Tutees attendance begins to drop below 95%
- inform Heads of Year of possible attendance concerns, including lateness (Appendix 1 & 2)
- promote a positive attitude to attendance and punctuality within their tutor group
- Attend Parent Contract meetings where possible



- Monitor students attendance between 90 & 95%

Heads of Year will:

- foster a positive attitude to attendance within the year group through assemblies and the presentation of certificates
- ensure that their tutor teams are fully aware of the school's attendance procedures and are confident in their implementation
- liaise with the Attendance Officer in cases of long or unexplained absences
- organise and plan for the return of long-term absentees
- attend Parent Contract/TAFs (Team Around the Family meetings where possible)
- be involved in the development and maintenance of the targeting process for full attendance
- implement sanctions where there have been instances of truancy or lateness whether from individual lessons or for whole days

The Attendance Officer will:

- take overall responsibility for developing the Attendance Policy within the school
- liaise with Local Authority to ensure compliance with the County Attendance Team
- promote and encourage good attendance through the annual celebration of attendance awards ceremony
- liaise with Heads of Year on attendance issues relating to individuals or groups
- liaise with the administrative department responsible for maintaining the school's database for attendance (Appendix 4)
- report to the Senior Leadership Team, including the DSL, on attendance matters
- liaise with Governors Admissions Subcommittee
- liaise with the Safeguarding Governor to facilitate Governors Attendance Panel meetings prior to referral to the County Attendance Team
- liaise with relevant staff over the implementation of school procedures for non-attendance (Appendix 5)
- oversee all 'Reintegration Time Tables', following O.C.C. guidelines
- support the Warriner MAT primary schools with any complex attendance issues including being part of a panel meeting prior to referral to the County Attendance Team

The Head Teacher will:

- liaise with relevant staff over the implementation of school procedures for holiday absence (Appendix 6)
- liaise with relevant staff concerning miscoding, not taking registers etc

Monitoring and Evaluation

There is a requirement on the school Governing Body to report annually to Department of Education and Local Authority (LA) the attendance statistics and levels of authorised and unauthorised absence for the preceding school year.



The Warriner School will monitor targets set by the LA based upon previous attendance and unauthorised absence data. The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether

- attendance has improved
- punctuality has improved
- parental response to absence has improved
- re-integration plans have been successful
- students are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the school
- guidelines have changed

Legal Proceedings

The Education Act 1996 Section 444¹ and the Anti-Social Behaviour Act 2003, Section 23,² give powers to the Local Authority to initiate a range of legal procedures if parents/carers fail to ensure an appropriate education for their child/children. These procedures include a Penalty fine, an Education Supervision Order, Parenting Order or prosecution, which could result in a fine, unpaid work in the community and, in extreme cases, a term of imprisonment.

Related Policies³

Child Protection Policy

Access to Education for Children & Young People with Medical Needs

School's Behaviour Policy

Curriculum Policy

Special Educational Needs Policy

Health & Safety Policy Part III

Off-site Activities

Drafted: October 2017

By: Bobbie Brown (DSL)

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By: Mike Lowdell

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¹ . D for E (1996) The Education Act, section 444. London: HMSO as accessed from <http://www.legislation.gov.uk/ukpga/1996/56/section/444> , date of accession May 2012

² United Kingdom Parliament and Government Act (UKPGA) (2003) The Anti-Social Behaviour Act, section 23. London: HMSO as accessed via <http://www.legislation.gov.uk/ukpga/2003/38/section/23>, date of accession May 2012

³ All related policies in this section are referenced as The Warriner School (2012)



Appendix 1

ATTENDANCE PROCEDURES

Recording Attendance:

- A.M. Registration period – attendance is recorded by Tutors, using SIMS e-Registration Lesson Monitor software.
- P.M. attendance is recorded by subject teachers during period 4, using SIMS e-Registration Lesson Monitor software.
- Attendance is monitored every period by Go4Schools.
- Where Lesson Monitor is not accessible or equipment has failed, attendance will be recorded through a Student Absence Sheet, which will be sent to the Administration department for processing and recording attendance i.e. by 8:45 am or 2:15 pm.
- Subject teachers will record student's attendance for each lesson in lesson monitor
- New staff members are trained in the use of Lesson Monitor and attendance procedures.
- Code 'O' (unauthorised absence) will be managed by the DSL, Attendance Officer or the School Business Manager.
- Tutors to check the weekly attendance report which includes all attendance codes – follow up concerns with Head of House

Tutorial Periods:

- Tutors will check the weekly absence report for their tutor group, particularly late students.
- Tutors will send notes of explained absence via their register to House Administrators.
- Tutors will remind students when an explanation of absence has not been given and request written confirmation from parents. House Administrators will forward to the Head Teacher.
- Tutors will receive and forward to House Administrators any holiday/leave of absence applications for students for processing.
- Tutors will check the weekly unexplained absence report in their register and if explanations are known should write the reason on the report, otherwise the Tutor will remind the student that a letter of explanation is required.
- Tutors will ring home to do a welfare check when a student's attendance begins to fall below 95%.
- Tutors will raise any attendance concerns to the Attendance Officer.

Unexplained Absences:

- Parents will be contacted should unexplained absences occur.



- Replies from parents are processed, coded appropriately and 'red flagged' in Lesson Monitor for attendance referencing by the Pastoral Administrators and Attendance Officer.
- After a period of time if an explanation has not been given the unexplained absence code will be changed to code 'O' - unauthorised absence, as directed by the Attendance Officer or the DSL.
- OCC guidelines stress that Parents of Pupils who have 20 or more unauthorised absences in no more than 10 weeks may be issued with a Penalty Warning Notice, which could ultimately result in a fine.

Attendance Report to Department of Education (DfE):

- School Performance Information and Absence Returns are collected automatically via B2B by the Local Authority or via the School Census to the DfE, as scheduled throughout the year.

Official Registers:

- Produced on a termly basis by Administration department for Ofsted Inspection.



PROCEDURES FOR STUDENTS ARRIVING LATE TO SCHOOL

Late Arrivals - Tutor:

- The Tutor will record a student who arrives late but before the register is sent via Lesson Monitor as code 'L' (before 8:40 am)
- If the register has been closed (after 8:40 am) students must report to the general office to record their late arrival and give a valid explanation
- Late marks are recorded in SIMS.net Lesson Monitor and checked – reports are produced and analysed by pastoral managers, parents will be informed
- Tutors to check the weekly attendance report which includes all attendance codes and follow up concerns with Head of Year
- Appropriate sanctions to be followed

Late arrivals - Administration:

- If a student arrives late before 8:40 am Code 'L' - **a valid explanation must be given**
- If a student arrives after 8:40 am – they may be coded 'U'
- Late students after 8:40 am - time of arrival and explanations will be recorded (red flagged) in SIMS
- Period 4 is a statutory registration period – if students arrive late Code 'L'
- Weekly absence reports, including late, will be produced by the Pastoral Administrator, placed in registers for Tutors to check
- Weekly late reports will be produced by the Attendance Officer and discussed with Head of Year (HofY) at Focus on Attendance, Behaviour and Special Needs (FABS) meeting
- Late letters only generated by the Attendance Officer
- 10 x U codes > Attendance Officer and Head of Year (HofY) at Focus on Attendance, Behaviour and Special Needs (FABS) meeting to decide appropriate action including possible referral to County Attendance Team



ELECTRONIC REGISTRATION PROCEDURES 2017-18

- 8.25a.m. Warning bell – synchronise Lesson Monitor
- 8.30a.m. A.M. Registration use Lesson Monitor “send” by 8:40 a.m.**
- 8.30 am Tutorial/ Assembly
- 8.50 a.m. Period 1 – Lesson Monitor
- 9.50 a.m. Period 2 - Lesson Monitor
- 10.50 a.m. Break
- 11.00a.m. Warning bell
- 11.15a.m. Period 3 - Lesson Monitor
- 12.15p.m. Period 4 - P.M. Registration - Lesson Monitor**
- 1.15p.m. Lunch
- 1.55 p.m. Warning Bell - synchronise Lesson Monitor
- 2.00p.m. Period 5 – lesson monitor

Tutors – Tutorial Period

Weekly “Tutor Group Absence Reports” should be checked and if an explanation for an absence is known, Tutors should write this information on the report provided. Once you have checked this report, please sign it and return (via the register) to the general office. An unexplained absence letter will be produced and posted to parents for them to provide a reason for absence.

Period 4 – P.M. Registration

Period 4 is our statutory afternoon registration period. It is essential to register students via Lesson Monitor and send to the network by 12.35pm. If you are unable to access SIMS Lesson Monitor a student absence form must be sent to the General Office by 12.35pm. The Attendance Officer will monitor P.M Registration and report to the Headteacher any late/missing registrations if necessary. In the event of an emergency evacuation we would not be able to produce accurate attendance data if teachers do not send their register to the system until later in the period. If a student is late, please send them to the general office to sign in the late book.



NB: It is essential absences are recorded accurately; the Local Authority and DfE require schools to provide attendance data each week during term during an academic year. It also prevents parents receiving letters for unexplained absences, which are inaccurate, as this is embarrassing and avoidable.



Appendix 4

Responsibilities of Administration Department

- Check Attendance and Lesson Monitor for daily recording of A.M. and P.M. registration
- Produce daily official registers for emergency evacuation procedures
- Produce weekly tutor group attendance register with all codes for Tutors to check and feedback explanations for absence
- Maintain database for SIMS.net Lesson Monitor on daily basis and code absences accordingly
- Manage unexplained absences procedure and contact parents initially by Groupcall
- Maintain attendance database for LA and DfE absence returns and official register for Ofsted inspection
- Manage and review Attendance procedures, produce database reports on request
- Liaise with the Attendance Officer who is responsible for Attendance
- Produce attendance reports for the Attendance Officer every 2 weeks
- Assist in the administration of 100% Attendance Awards Ceremony
- Collate work and arrange for it to be sent home for students who are absent for extended period of time e.g. 5 days or more
- Produce Attendance Certificates for term achievements of 100% attendance



Appendix 5

School Procedures for Non-Attendance

Pastoral Administrators

- If a student is absent and contact is not received from the parents, the parents will be contacted on the first day of absence by Groupcall Text message.
- Day 1 – if no response, Pastoral Administrators will telephone priority contact 1 and/or priority contact 2
- Day 2 – if no response, Pastoral Administrators will again attempt to contact priority contact 1 and/or 2 by Groupcall Text message and telephone.
- Day 3 – if no response by 3:00 pm, Pastoral Administrators will notify the Attendance Officer
 - The Attendance Officer will endeavour to contact other professionals involved with the student.
- Day 4 – The Attendance Officer may visit the student's home address to discuss the absence with parent/guardian. Should contact not be made a 'missing in education' referral will be completed and emailed to the Children and Families Early Intervention Service at;
BanburyFST@oxfordshire.gov.uk

The Attendance Officer

- The school's Attendance Officer is responsible for monitoring students whose attendance falls below 90%.
- Attendance procedures will be followed up:
 - Below 90% attendance - supportive letter may be sent home possibly preceded or followed by a telephone call.
 - If attendance does not improve, a letter may be sent asking for medical evidence for absence.
 - If attendance falls below 85% a Parent Contract meeting with parents may be called, during which parents may be asked to provide evidence for all subsequent absences. This may also happen when a student has an attendance percentage higher than 85% and the parent requests a parent contract or the attendance displays a pattern that is a cause for concern.
 - An EHA (Early Help Assessment) will be offered should the Attendance Officer feel it is relevant.
 - Review meeting will take place after 10 and 20 school days.
 - The Attendance Officer will incorporate a home visit into the support plan if relevant.



- Prior to referral to the Attendance and Engagement Service, a Governors Attendance Panel Meeting will be called, chaired by the Attendance Officer and Safeguarding Governor.
- If there is no improvement in attendance, a referral may be made to the Attendance and Engagement Service.

- In extreme cases where the matter of persistent absence cannot be resolved between school and parents, the school will refer the matter formally to the County Attendance Team and, where necessary, legal proceedings will be instigated.



Appendix 6

School Procedures for Holiday Absence

- Requests for absence for holidays during term time will be considered by the Head teacher.
- A green 'Request for leave' form must be completed (available from the general office).
- Requests for absence for holidays during term time will only be considered if there are exceptional circumstances. These include a parent in the forces where leave is fixed and an employer who will only allow holiday to be taken at certain times. In the case of the latter, a letter from the employer will be requested.
- If a holiday has been refused, an email will be sent to parents advising them upon the student's return a penalty warning notice will be issued by the attendance officer. If the student is taken on a subsequent holiday within 12 months then the matter will be referred to the County Attendance Team which will result in Court action.



Reduced Time Tables

- Students may be placed on reduced time tables in extreme circumstances
 - As part of an in school package – Where parent/ carers, school and other professionals agree a short term (no longer than 1 Oxfordshire term) reduced timetable would support a pupil who has become disaffected, to regain success.
 - For medical reasons - Where a pupil has a serious medical condition where recovery is a priority outcome.
 - Reintegration – As part of a planned reintegration into school following an extended period out of school e.g following an exclusion, non-attendance, school refusal etc.
- The Attendance Officer will oversee all reduced time tables, making sure that correct procedures are followed
 - In circumstances where the school consider that it may be necessary to establish a reduced timetable for a pupil, the school will have:
 - carried out an assessment using the Early Help Assessment (EHA) to establish if there are any wider needs.
 - undertaken a risk assessment and given consideration to safeguarding measures for the duration of the reduced timetable.
 - notified the Social Inclusion team of the intention to implement a reduced timetable for a pupil.
 - informed other services who are involved with the pupil/family e.g FSS, LCSS, Social Care, SEN.
 - convened a meeting to discuss the proposals for a reduced timetable. This must include the parent/ carer. If the pupil is a Looked after Child this must include a member of Social Care's LAC team.
 - ensured the parent/ carers are aware the proposed timetable aims to return to full time education and should ideally be no longer than 1 Oxfordshire term.
 - held regular reviews within this timeframe and inform the Social Inclusion Team of any further amendments to the reduced timetable.
 - ensured the pupil is coded 'C' for the sessions that have been mutually agreed not to involve attendance at school or an



alternative provision. The Attendance Officer will liaise with the Administration Team ensuring they are aware of any changes that may occur to the timetable.

School Procedures for Students missing from lessons during the school day

