



CS07 – Attendance



Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Deputy Headteacher		
Associated Policies	Assessment, Home School Partnership, ICT Fair Processing, Record Keeping		

This policy provides an overview of matters relating to attendance. Group Tutors can seek additional advice from Heads of House, whilst subject staff should refer to their Head of Department.

Pastoral teams maintain the accuracy of the roll on SIMS by ensuring removal/addition of students as appropriate. The completion of the electronic attendance registers is a legal requirement and tutors receive published guidance and regular training on its use. In particular, when an explanation has been received for an absence then the mark is amended to authorise and notes/messages are kept by the Tutor for reference. Should no explanation be received then an absence is changed to unauthorised. Requesting notes for all absences helps to keep these marks to a minimum. The school attendance officer monitors the completion of registers and provides weekly data for House Heads, tutors and the EWO. This is discussed and action points are agreed in our weekly pastoral meetings.

Strategies to encourage good attendance and reduce rates of unauthorised absence include:

- Good attendance, or much improved attendance, is rewarded individually
- Attendance of tutor groups is compared, data published, and rewarded
- Parents can use the school diary to monitor student attendance and authorise absences
- The School operates a ‘cold calling’ system for students with attendance problems
- Departments require students to catch-up on any work missed due to absence. Where appropriate, they provide support for students to spend time outside lessons for this purpose
- Assemblies, PSE, drama work and theatre groups are used as a means of highlighting the problems of non-attendance with students.

Group Tutors also encourage students to be punctual. Two recorded late marks in a week result in a House detention. During morning registration late arrivals are recorded at the front of the campus. After registration has closed, late arrivals report to the School Office and are registered by office staff.

Subject teachers maintain a register for each lesson and keep those records and this record is reported as a ‘Factor Impeding Progress’ in the annual report to parents. If staff are absent from a lesson a list is provided to the supervisor to record attendance. SIMS attendance data is available for teachers to check those present against in any lesson to identify truancy.

Students are not permitted to leave the school premises during a school session without first obtaining an exit from a Pastoral Leader and completing the ‘signing out’ book at the School Office. Lateness to lessons is not tolerated and persistent offenders are dealt with as appropriate.

EDUCATION WELFARE OFFICER (EWO)

The school operates a staged approach to attendance concerns as follows:

- 1 - Group Tutor is monitoring due to concern
- 2 - Head of House becomes involved and contacts home
- 3 - Student is added to EWO caseload

The EWO attends a weekly meeting with all Heads of House, the attendance officer and members of the leadership team. EWO also meets with each Head of House individually each week, to review students causing concern and to plan action.