



Attendance Policy 2017/18

Policy: Attendance	
Governors' Committee Responsible: M Holdaway	
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Attendance at Cornelius Vermuyden School

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Attendance at Cornelius Vermuyden School

We firmly believe that:

- Every child has a fundamental and **legal** right to be educated.
- Parents and teachers have a **legal** duty to ensure maximum attendance at School.
- Attendance at school on a regular basis is essential for our students to achieve.

We are committed to reducing the overall level of absence of our students in order to reduce its impact upon their learning and maximise their potential for the future.

We recognise that persistent absence can have a detrimental impact upon our students in a number of ways and our work in this area is vital and plays an integral part of our intention to – Promote children's welfare and safeguarding

- Ensure every student has access to the full-time education to which they are entitled.
- Ensure that students succeed whilst at school.
- Ensure that students have access to the widest possible range of opportunities when they leave school.
- Raise awareness of the need for our students to attend school on a regular basis amongst their parents and carers.

Aims

We are committed to improving levels of school attendance and punctuality. We aim to do this by:

- Enabling maximum student attendance through valuing and promoting the importance of high attendance and punctuality rates;
- Rewarding students with high levels of attendance and punctuality and those who are significantly improving their attendance and punctuality;
- Encouraging students to take full advantage of their educational opportunities;
- Identifying all students who have poor attendance or punctuality, **at an early stage**;
- Working to resolve any personal or social difficulties that may be contributing to poor attendance and punctuality;
- Recognising the external factors which influence student's attendance and punctuality and work in partnership with parents, the Attendance and Education Welfare Service and other agencies to address difficulties.
- Recognising the internal factors which de-motivate and alienate students and to reduce their influence by maximising positive relationships and meaningful learning experiences by using the curriculum creatively.
- Providing effective and efficient systems, which allow us to monitor daily attendance, punctuality and truancy, from school and individual lessons;
- Reducing all forms of absenteeism, especially levels of persistent absenteeism;(A child is classified as being a persistent absentee if he/she has an absence rate of 10% or more)
- Using a range of actions and intervention strategies that promote monitoring, review and regular liaison with all parties.

The following document sets out the procedures we use in order to raise the levels of attendance at Cornelius Vermuyden School.

Promoting Attendance

Positive Attendance: Attendance and Punctuality Incentives and Rewards

- The School recognises that by raising awareness of attendance and lateness issues by using a variety of strategies that this will have a positive impact on the overall attendance and punctuality figures.
- Certificates and House Points will be awarded termly to those students who have achieved 100% attendance and punctuality each term.
- Each Tutor group will receive House Points for individual students with 100% attendance and punctuality.

Attendance Procedures and Guidance

Morning Attendance

- Students should make their way to period 1 for an 8.10am start. The register should be taken at the start of the session using SIMS (If SIMS is not available, a list of absent students should be sent to the Pupil Services by 8.30am).
- Students arriving after this time will be recorded as late on SIMS.

Afternoon Attendance

- Students who arrive late to assembly or registration should be marked as late on SIMS by the Tutor
- Lesson 5 starts at 1.10pm. Classroom teachers should ensure that all students are registered in their lesson at the start of Period 5. This will provide the statutory afternoon register.
- In order for any absences to be monitored, staff should ensure that they have registered their class within the first ten minutes of Period 5. (If SIMS is not available, a list of absent students should be sent to the Pupil Services by 1.20pm.)

Absence Procedures

Definitions

Authorised absences are mornings (Registration, which includes Period 1, and Periods 2 to 4) or afternoons (Period 5) away from school for a good reason such as illness, or another unavoidable cause.

Unauthorised absences are those, which the school does not consider reasonable and for which no 'leave of absence' has been given. This includes:

- Parents keeping children off school unnecessarily.

- Truancy before or during the school day.
- Absences, which have never properly been explained.
- Holidays during term time not authorised by the school.

Absence Procedure for Parents

- Parents are asked to contact the school by telephone by 8.10am if their child is going to be absent.
- Parents are expected to phone each morning unless they have specified the number of days their child will be absent.
- Parents should also contact the school if they are aware that their child will be late to school for a known reason.
- The School telephone number is 01268 685011

Absence Procedures for School Attendance Officer

- If absences are unauthorized for more than two days then either Pupil services or the Attendance Officer will inform the Head of Year in order for parents / carers to be contacted and the absence authorised.
- Information will be distributed to Tutors and Heads of Year on a weekly basis

Absence Procedures

On the second day of unauthorized absence, the Tutor will attempt to make contact with the absentee's parents to determine the reason for absence. Any ongoing concerns should be raised with the Head of Year, or the Attendance Officer.

Students Returning to School following absence

1. The Tutor should request a written note on their return from absence. This is a legal requirement.
2. If the Tutor does receive a note, they should clear the absence on SIMS. Notes are to be filed, as this is a legal requirement. Only the codes stated in this policy are to be used by the Tutor. Any other reason for absence must be referred to the Attendance Officer for the relevant code.
3. If the Tutor does not receive a note after three days then they will contact the parent or carer by telephone. The Tutor should keep a note of each phone call.
4. If the Tutor does not receive a note after five days and cannot make contact with parents they should inform the Head of Year, or Attendance Officer.
5. The school can choose to mark as un-authorized any absence it deems to be for inappropriate reasons.

Students Late for school (with no valid reason)

- Students who are late to school with no valid reason are expected to complete a Head of Year Detention (30 minutes) in the first instance.

- This increases to a Pastoral Detention (60 mins) if there is no improvement to punctuality.
- Should the lateness persist an SLT Detention (60 mins) will be issued and a School based Attendance meeting arranged.
- Pupils arriving between 8.10-8.30 am will be marked with an L code, (Late before registers closed)
- Pupils arriving after 8.30 am will be marked with a U Code, (Late after registration closed) , which will be an Un-authorized absence for the am session

Attendance and Absence Codes for Tutors and Teaching Staff

/ PRESENT

Q PRESENT.
Student is present in school, but attending another lesson eg 1 – 1 session.
The teacher who marks the register with "Q" **MUST** know where the student is in school.

B PRESENT - Student educated off site

N ABSENT - No reason yet given

- L LATE – (Before registers closed)
- O TRUANCY - Unauthorised absence
- M MEDICAL/DENTAL appointment - Authorised absence
- U Late (After registration closed) Un-authorised absence
- I ILLNESS - Authorised absence
- C OTHER AUTHORISED CIRCUMSTANCES - Authorised absence

Tutors & Teaching Staff are authorised to use the following codes only /, Q, N, L, M, I.

All other issues or concerns should be referred to the Attendance Officer or Head of Year.

Absence Checks/Monitoring

The following checks are carried out by the Attendance Officer and Pupil Service staff:

1. **DAILY** - All messages from the answer phone are recorded. Any students who have been called in as absent have their register updated and a note placed on SIMS if necessary.
2. **DAILY** – All late marks recorded by tutors / teachers and entered onto individual student records on SIMS.
3. **DAILY** – Monitored students are checked to see if they have attended during each lesson.
 - Parents / Relevant Agencies are called if a student has not attended a lesson.
 - Head of Year is informed if a monitored student has not attended a lesson.
 - Phone calls home to parents of monitored students if they are absent
4. **DAILY** – Fire drill registers are printed and stored for use in the event of a fire drill.
5. **DAILY** – All missing register marks are confirmed and completed.
6. **DAILY** – All absence notes are recorded
7. **WEEKLY** –
 - Production of reports for Head of Year and Tutors for analysis.
 - Production of Weekly Attendance Spreadsheet
 - Updating of Attendance notice board- Staffroom
 - Punctuality and percentage attendance report for previous week
 - Unexplained absence report since the start of term
 - Up to date registration certificates for students with an attendance level below 90%.
 - Punctuality report for the previous week.
 - The list of students who currently have an attendance level of below 90%.
8. **MONTHLY** –
 - Production of the Official Register Report for analysis.
 - To facilitate Governor Attendance meetings
 - To organise Home visits for the Governors
9. **TERMLY** – Production of certificates for students with 100% attendance and punctuality for the previous term.

Addressing Serious Attendance Concerns

The School works closely with other agencies to seek support for individual students with a view to securing regular and sustained attendance. These agencies include: the Family Operational Hub, Family Solutions the Educational Psychologist, Children and Family Services, Social Services, the Health Service, the School Counsellor, the Police, Hospital Schools, EWMHS¹.

Identifying students below 90%

- The Attendance Officer produces a report for each Head of Year on a weekly basis. This allows each Head of Year to monitor the progress of the students in their Year who are causing concern with regard to attendance.
- All parents of students who have an attendance level below 90% are contacted by the Head of Year and invited to attend a meeting to discuss reasons for level of attendance and to make them aware that we are monitoring the situation.
- Most students with an attendance level of below 90% will be placed on a Home/School monitoring program
- All concerns are made clear to the Tutor who can provide additional support.
- The Head of Year and Attendance Officer monitors these pupils via a fortnightly meeting.
- Referrals will be made to the Missing Education and Child Employment Service for support and early intervention when appropriate.

¹ <https://schools-secure.essex.gov.uk/pupils/Emotional Wellbeing and Mental Health Service/Pages/default.aspx>

If No Improvement is Made

- There are a number of strategies available to the School to address on-going attendance concerns. These may be applied at various times depending upon the nature of the absence, the level of communication with parents or the circumstances surrounding the student.
- The Head of Year or Assistant Head teacher will meet with parents/carers in order to discuss the concerns and put actions in place to resolve any issues and raise the level of attendance may convene a meeting.
- A Governor's attendance meeting may be called with the parents/carers
- Requests might be made to the GP for medical evidence to explain persistent absence.
- If necessary an Interagency Planning Meeting will be called with the Attendance Officer, parents/carers, MECES and all other relevant agencies. A decision will then be taken about appropriateness of referral and further actions.
- Court action may be taken.

Following up Truancy

Identifying Students that are Truanti

Identifying students who are truanti will be done by a variety of ways:

- Students telling teachers that a student is truanti.
- Teachers seeing that a student is absent when they have a present mark for the previous lesson.
- Spot check of students by Attendance Officer, or Head of Year.
- Regular monitoring of students who are known to truant.

Informing Parents

- Parents/carers are telephoned straight away by the Attendance Officer or Head of Year to inform them that the student is truanti.
- Parents/carers may be asked to come into school to discuss our concerns.

Action for Student

Arrangements are made for an appropriate restorative task / activity / sanction to take place.

- Student is monitored by the Head of Year /Attendance Officer on a daily basis and the information passed back to Tutors.

Continued Truanti

A meeting with the Head of Year, Student, Parents/Carers, Attendance Officer and Assistant Head teacher/Upper/Lower school (if necessary) will be organized. The legal position will be outlined with possible consequences if the situation persists.

Persistent Truancy

- Referral to be made to the Education Welfare Service.

Chasing up Student Absence

Tutor Responsibility

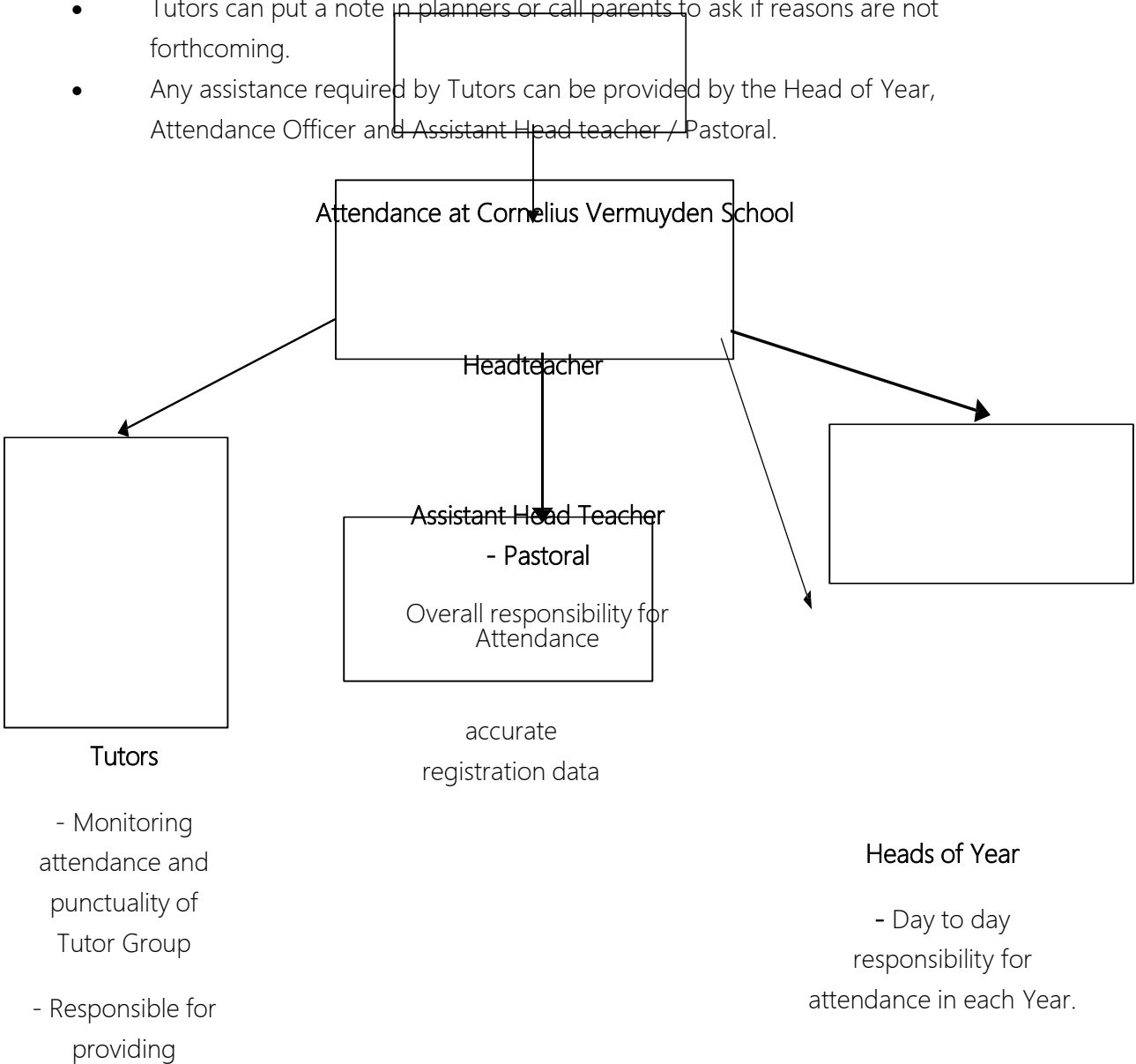
- To clear the absence of their tutees not already cleared by Head of Year or Attendance Officer.

Procedures

- Tutors will receive a termly print out of currently unauthorised absences to aid with the identification of absences that need clarifying.
- Tutors should clear absences when they have received communication as to the reason for the absence. This may take the form of a phone call, letter or note in the planner.
- Lists of absence codes are available on SIMS.
- No tutor should mark a student as unauthorised (code 'O') without consultation with the Attendance Officer or Assistant Head teacher / Pastoral.

Lack of Communication from Parents

- Tutors can put a note in planners or call parents to ask if reasons are not forthcoming.
- Any assistance required by Tutors can be provided by the Head of Year, Attendance Officer and Assistant Head teacher / Pastoral.



**Attendance
Officer**

- Daily monitoring.

**Class
teachers**

- Responsibility for providing accurate attendance registers.



Holidays in Term time

As a school we have always discouraged parents/carers from taking holidays during term time. It is important that all our students have an attendance as close to 100% as possible as any time missed has a detrimental effect on students' education.

The Department for Education recently published amendments to the Education Regulations that make it clear that Head teachers should not grant any leave of absence during term time, unless there are exceptional circumstances.

What are "exceptional circumstances?"

It is for the Head teacher to decide on what might constitute exceptional circumstances. Each request will be dealt with on an individual basis.

Permission is likely to be refused:

- If the student has already had some absence in the current, or preceding year
- If the holiday is near, or during exam or test times
- The reason given is that the holiday is cheaper in term-time
- Is in Year 11 and is completing Coursework or intervention
- The school believes that it may have a harmful effect on the child's education.

Should the school not agree to grant leave and parents take their child on holiday regardless, then this will be counted as unauthorised absence – this is the same as "truancy".

The Attendance and Engagement Officer may consider issuing a Penalty Fine.

In line with the above, the school will not authorise absence during term time for a holiday unless the request, in the opinion of the Head teacher meets the criteria for exceptional circumstances.

Leave of Absence / Holidays

If parents/carers still wish to ask for leave of absence (including holidays), they should apply on "

Leave of

Absence" request forms which can be obtained from Mrs. Murphy in the Attendance Office.

Roles and Responsibilities

All staff will actively promote the importance of full attendance and punctuality by close liaison with parents and those responsible for the care of students. Parents will be made aware of the School's expectation prior to the child's admission.

At all times, the School will seek a positive partnership with parents/carers in all aspects of their child's education, including attendance and punctuality.

Students should –

- Arrive at school on time and attend Tutor Time.
- Attend all lessons on time.
- Remain on the school site during the hours of 8:00am to 2.10pm.
- Sign out at the Pupil Service desk when authorised to leave site.
- Monitor their individual attendance using the school's homework diary and in discussion with tutor.
- Catch up with any work missed due to lateness or absence.

Tutors should –

Follow the Attendance procedure for Tutors.

- Provide accurate registration data and the sending of this data promptly to the Attendance Officer.
- Track attendance and inform parents of any concerns.
- Monitor and take responsibility for attendance issues for 90% and above and discuss attendance concerns with the HOY.
- Remind their tutor group what we mean by excellent / good attendance.
Remind their tutor group that:

The Government, the LA and the School expect an attendance level of 96% or above. Regular attendance certificates will be given to students so that they can monitor their own attendance and punctuality.

Parents/Carers should -

- Ensure that their children arrive at school on time.
- Ensure that their children attend all lessons on time.
- Contact the Attendance Officer before 8.10am on each day of absence.
- Avoid any absence from school e.g. for medical or dental appointments.
- Contact the school promptly in the case of any unavoidable absence.
- Keep the school informed of any continuing and unavoidable absences.
- Ensure that their children catch up with any work missed due to lateness or absence.

Classroom Teachers are Responsible for:

- Maintaining an attendance register for every lesson
- Reporting suspicious absences to the tutor, Pupil Services or the Attendance Officer
- All subject teachers should take a register within the first ten minutes of each lesson using SIMS.
- If this is not possible a paper register should be used and passed to the Attendance Officer.
- **Students removed from timetabled lessons:** All staff that are working with students outside of their normal lessons must ensure that they are registered.
- Preparing well planned, structured and motivational lessons, which engage students in their own learning and thereby minimize disaffection and de-motivation which may lead to unauthorised absence. Key factors in this are the provision of learning materials and learning progressions which are at the appropriate level to challenge and engage students and appropriate support for students in their learning interactions.
- Recording a student s as late on SIMS if he/she arrives after the start of the lesson. The number of minutes a student s is late should be recorded and consequences implemented.

Heads of Year are Responsible for:

- Having a clear overview of attendance and punctuality issues within the Year group.
- Heads of Year will monitor and take responsibility for attendance issues below 90%
- Setting in place School Attendance meetings to improve attendance of students who have an attendance level of below 90% for no justified reason.
- Meet with tutors on a regular basis and discuss individual attendance concerns.
- Monitoring that all actions have been carried out by Tutors as detailed in this policy.
- Attending a fortnightly meeting with the Attendance Officer to discuss attendance issues (of 90% or less) and to implement interventions as necessary.
- Setting and maintaining high expectations for attendance and achievement.

- Presenting the 100% attendance awards in assembly each term.
- Referring to the importance of attendance and punctuality in routine contacts with parents and students .
- Monitoring the work of the tutor team in fulfilling responsibilities for attendance
- Assisting in the processing and assessing of holiday absence requests when required.
- Concerns regarding unauthorised absence and casual truancy.
- Regular weekly contact with the Attendance Officer to discuss particular attendance issues and complete all relevant paper work.

Attendance Officer / Pupil Service staff are Responsible for:

- Maintaining accurate records of attendance.
- Assisting with the recording, tracking and communication of lates data.
- First day contact with parents of monitored students in the case of unexplained absences.
- Providing attendance and lates data for Tutors and Heads of Year on a weekly basis.
- Processing Holiday request forms.
- Attending and minuting each fortnightly meeting with the Head of Year to discuss attendance concerns.
- Providing attendance and lates data for meetings above.
- Providing attendance and lates data for the MECES and Virtual school as required.
- Completing DfE returns as requested.
- Keeping Registers up to date.

Assistant Headteacher Upper/Lower is Responsible for:

- Leading all staff in an understanding of the importance of attendance.
- Ensuring that all staff, students and parents/carers are aware of their responsibilities within the policy.
- Support and monitor Heads of Year to enable them to fulfill their duties within the policy.
- Supporting and monitoring the Attendance Officer in fulfilling their responsibilities within the policy.
- Acting as the main contact for the LA and other agencies for strategic planning around attendance and punctuality issues.
- Identifying the need for and providing access to training and professional development for staff in order to support the School's work on improving and maintaining high levels of attendance and punctuality.
- Leading, supporting and monitoring the Attendance officer with responsibility for attendance and punctuality in fulfilling their responsibilities within the policy.
- Maintaining the profile of attendance at all levels within the school.
- Reporting accurate data to LA officers and the DfE as required.
- Evaluating and reviewing the policy with Governors.

The LA is Responsible for:

- Supporting and guiding the school.
- The documentation and proformas for relevant procedures.
- The legal costs for any representation in court.

Children Missing From Education² Sept 2016

For the purpose of this document a Child Missing from Education is defined as:

"All children of compulsory school age who are not on a school roll, nor being educated otherwise (eg. At home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (four weeks or more).

Children at Risk

Some children who experience certain life events are more at risk of going missing from education. These include:

- Young people who have committed offences;
- Children living in women's refuges;
- Children of homeless families perhaps living in temporary accommodation, house of multiple occupancy or Bed and Breakfast;

- Young runaways;
- Children with long term medical or emotional problems;
- Unaccompanied asylum seekers and refugees, or children of asylum seeking families;
- Looked after children;
- Children with a Gypsy/Traveller background
- Young carers;
- Children with transient families;
- Teenage mothers;
- Children who are permanently excluded from school;
- Children in receipt of reduced education or part-time timetables.

Cornelius Vermuyden School, like all schools has a statutory duty to identify children who are not receiving education. All staff need to be vigilant and inform the Assistant Headteacher Upper/Lower / Attendance Officer of any concerns they may have with regard to attendance and punctuality.

- **The Designated Safeguarding Person must be kept informed of any children who are at risk of Missing in Education.**

The School will implement the following if a child is considered to be Missing in Education:

- If a student is missing for 5 days. CME-1 form will be completed and actioned. The family will be contacted and every best effort will be made to locate the student (ask friends, home visit etc).
- If a child has been missing for 10 days and no contact with home can be made. CME-2 will be completed. This can happen sooner if all the attempts to contact the family have been completed.

The lead MECES Officer has the responsibility to assess the nature of the concern, and in partnership with other professionals will identify a lead person to help resolve the access/provision issue.

