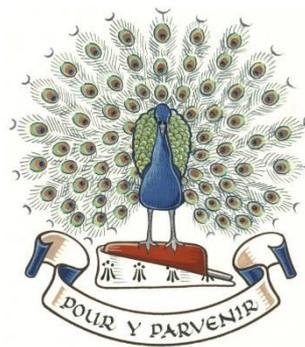


# LADY MANNERS SCHOOL

## ATTENDANCE POLICY



## ATTENDANCE POLICY

### AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

### GENERAL

1. The parents of registered students of compulsory school age are under a legal duty to send their children to school regularly and punctually, and will be committing an offence if they fail in this duty.
2. Regular attendance is essential if students are to:
  - progress effectively in their learning;
  - enjoy the satisfaction of worthwhile achievement;
  - gain full benefit from the wider opportunities available;
  - establish and sustain friendships;
  - demonstrate reliability essential for future progression;
  - avoid the drift into anti-social behaviour which can arise from excessive unstructured time;
  - benefit from the safeguards that attendance at school can provide

### OUTLOOK

1. To promote the regular attendance of all students through positive encouragement and close monitoring.
2. To promote punctual attendance at the beginning of each session and attendance throughout each day.
3. To impress on parents and students the importance and benefits of regular attendance.
4. To promote the same high levels of attendance in the Sixth Form.

### APPROACH

1. To ensure efficient and effective systems of registering, monitoring, checking and follow-up.
  2. To liaise closely with parents and the Student and Family Support Manager when problems of attendance and time-keeping begin to emerge.
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3. To respond actively to all absences and covering notes which give cause for concern.
  4. To set annual targets for high levels of attendance and monitor progress towards these targets.

## ACTIONS

1. Effective regular monitoring of attendance and time-keeping including accurate registration, late arrivals check, analysis to establish trends in non-attendance.
2. Electronic registration in every lesson, with attendance reports going to pastoral staff where attendance falls below an agreed trigger point.
3. First day absence calls on a random basis to verify absence, medical/dental appointments and targeted calls to parents of students whose attendance has caused concern or to the parents of students who are vulnerable for other reasons.
4. Follow-up procedures in the event of absences:
  - follow up of unexplained and unexpected absence for safeguarding and educational reasons;
  - insistence on presentation of an explanation from parent or official medical/dental appointment card;
  - immediate interview with pastoral staff if an absence is suspicious;
  - parents notified of unauthorised absence; interviews arranged if appropriate and support provided if necessary;
  - referring students to an Attendance Panel when deemed necessary;
5. Sanctions imposed can include penalty notices to parents. Penalty notices can be used in a range of circumstances. In particular, they can be used:
  - where it is clear that parents could ensure that their child attends school regularly and on time but they are not willing to do so. In such circumstances parents receive one warning and are given 15 days to improve their child's attendance.
  - where a holiday is taken in term time without the school's permission. Parents are not entitled to take their children on holiday in term time and such holidays can only be taken with the approval of the school. In these circumstances a penalty notice can be issued without warning.

Penalty notices are issued by the Local Authority based on information provided by the school.

6. Preparation of an annual Attendance Plan in liaison with the Student and Family Support Manager and other appropriate outside agencies.
  7. Close on-going liaison with parents of students known to be vulnerable or potential non-attenders.
  8. Close liaison with relevant outside agencies.
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9. Once any returns to the Local Authority have been prepared by the Information Services Officer they must be checked and confirmed by the Headteacher prior to despatch.
  10. Build the confidence and self-esteem of potential poor attenders through close and regular contact with a member of the Pastoral team and with the Student and Family Support Manager or other advisers as appropriate.
  11. Set individual student targets for high attendance and provide praise and rewards for particularly strong attendance.

## **DESIRED OUTCOMES**

We want excellent attendance to help students make as much progress as possible and to gain benefit from the wider aspects of education.

### **Ofsted grade descriptors for attendance under the personal development, behaviour and welfare section**

#### **Outstanding (1)**

Pupils value their education and rarely miss a day at school. No groups of pupils are disadvantaged by low attendance. The attendance of pupils who have previously had exceptionally high rates of absence is rising quickly towards the national average.

#### **Good (2)**

Pupils value their education. Few are absent or persistently absent. No groups of pupils are disadvantaged by low attendance. The attendance of pupils who have previously had exceptionally high rates of absence is showing marked and sustained improvement.

## **RESPONSIBILITY**

All staff have a responsibility for implementation of the Attendance Policy and particular attention to attendance issues will be provided by pastoral staff including Form Tutors, Heads of Year and Heads of School, plus the other members of the Senior Leadership Group.

December 2016