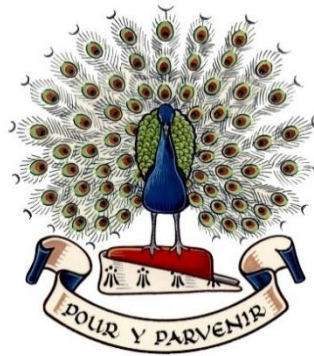


LADY MANNERS SCHOOL

ATTENDANCE PROCEDURE



ATTENDANCE PROCEDURE FOR 2020-21

Parents

Notify via Class Charts absence before 8.30am. If they know the absence will be for more than one day they can state this in their first message but otherwise parents must notify via Class Charts each day of absence.

Tutors

- Mark the register by 9.05am and update during the tutor period if students arrive late
- Speak to students when they return about the reason they were absent and encourage improved attendance
- Alert HoY as soon as concerned if the absences are becoming regular, habitual or simply increasing.
- Initially deal with punctuality issues and pass on to HoY if persistent
- In particular monitor Persistent Absentees' attendance, meet with them during assembly or in tutor time (can request for support for the tutor group, this can be arranged in advance at Tutor Team Meetings) and set targets – rewards provided if appropriate

Subject teachers

- Take your register in the first 10 minutes
- If a student is marked present in the previous lesson and absent in yours use the 'student missing' icon on Class Charts immediately. Please do not take other students' accounts of where a student may be.
- If they subsequently arrive, use the 'student arrived' icon on Class Charts immediately

Attendance (Team DB/JH)

- Record absences from Class Charts, phone calls and letters
 - Acknowledge all Class Charts absence
 - File any emails in year group folders
 - Mark down absences from trips
 - Mark down music lesson attendance
 - Run the absence report at 9.30am and send out the email to parents
 - If no response from email to parents, ring home from 10.30
 - Alert Pastoral if no reply from parents by 12.00
 - Update the replies
 - Make the first day absence calls
 - Provide the relevant numbers and details to Head's PA for daily attendance reporting
 - Students sign in late at Reception – if there is not a note on Class Charts for lateness Reception needs to contact attendance to follow up
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- Enter students who attend medical or Isolation and reasons onto Class Charts
 - Check student absence 15 minutes into every lesson
 - Send out the missing registers email after each lesson
 - Monitor each day.
 - If problem persists on third occasion, pass to Curriculum Leader and relevant member of SLT to address formally.
 - When register errors are discovered/alerted, attendance Officer notifies CO who will address the issue directly with the member of staff concerned if it is a recurring problem.
 - Attendance Officer to officially record missing registers.
 - Weekly check and update the missing marks inputting in L when appropriate
 - Update and edit marks on CC/SIMs to ensure reports from CC/SIMs are correct
 - Ensure that we have information from parents/carers regarding all absences (do not leave "N"s unmonitored)
 - Provide weekly data to HoYs and SLT
 - Meet each Head of Year, with Senior PSA, every other week to go through Year group attendance issues
 - Monitor, intervene and support vulnerable, Pupil Premium students and Persistent Absentees attendance
 - Do a rewards draw fortnightly for each Year group for the 100% students over the previous two weeks. Pass certificate and reward (sweets) to Head of Year and publicise on the screens
 - Provide half termly attendance reports for Heads of Year and AHT/SLT
 - Follow and implement Derbyshire guidelines regarding non-attendance in school
 - Reward all the 100% attenders at the end of each term (3 times a year and start afresh each term) - organise certificates, input house points corresponding to the number of weeks of 100% in the half term

Reception

- Update on Class Charts any students collected early

PSAs

- Follow up any non replies to emails and telephone absence calls in the afternoon
- Monitor DS and PAs attendance and ring home to support improved attendance
- Support the Attendance Officer and HoYs with systems and interventions to improve attendance where necessary

HoYs

- Closely monitor all students with less than 93% the previous year
 - Monitor attendance data bi-weekly supported by the Attendance Officer and intervene when appropriate
 - Be aware of potential problems with attendance and intervene in a timely manner
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- Know the reasons for lower attendance so support can be targeted
- Hand out the fortnightly 100% award and certificate provided by Attendance Officer
- Work with the tutors on monitoring and rewarding PAs in their forms.
- Reward fortnightly the best form in each year group
- Monitor and support with the production of attendance report ½ termly for the year group for AHT
- Produce, with the support of the Attendance Officer, a “First Day Call List”

AHT

- Manage the Attendance Officer
- Meet with HoYs regularly to discuss attendance in their year groups and suggest/support with interventions
- Meet half termly to go over the report
- Produce a half termly report on attendance for Years 7-11 for SLT

Trips/Visits

- All trips and sports fixtures pre-populated by Attendance Team
- Attendance Team has a list of the trips/fixtures. Prepopulates and updates once the final register has been taken
- Trip leader/PE staff take register and let attendance know if there are any absences.

Holidays: This is a county procedure

- Form filled in by parent and returned to Attendance Officer (email or hard copy)
- AHT sanctions/unauthorises and returns to Attendance Officer
- Attendance Officer sends a letter/email to the parent to explain the decision
- Attendance Team updates Class Charts with the appropriate code
- When student back in school Attendance Officer pass relevant paper work to JO for County to issue fines for holidays over 3 days if applicable.