

ATTENDANCE POLICY

Date: October 2016

LT lead: Deputy Headteacher

Rationale

- Good attendance at school underpins students' academic achievement, as well as their personal and social development.
- Parents and carers must be informed when students' attendance falls below statutory levels and becomes known as 'Persistent Absence'. The school must action and follow statutory guidance regarding Persistent Absence.
- The input of parents and carers is central to students' regular attendance at school. Concern regarding poor attendance should be communicated promptly and frequently to parents and carers, as well as to students.
- Good and improving levels of attendance should be communicated to parents, carers and students and recognised, celebrated and rewarded on a regular basis by the school.

Outcomes

- All students fulfil their academic, personal and social potential through good attendance at school.
- Students and parents understand the importance of good attendance at school and meet the school's expectations for achieving good attendance.
- The school meets its own target, as well as local and national targets for good attendance.

Procedures

- Parents/carers and students in Years 7 – 13 receive attendance certificates for checking and information at their annual Parents' Evening consultation.
- Weekly and cumulative analysis of attendance in Years 7 – 13 is produced by the Data Office and published to the DHT and the Student Welfare Team.
- Scrutiny of attendance data and intervention is led by the Student Welfare Team. On-going intervention in Years 7 – 11 is led by, Form Tutors, the Student Welfare Team and senior school staff, in line with statutory guidance.

Key roles

DHT: to oversee the selection of students by the Student Welfare Team for referral to external agencies or legal processes, regarding poor attendance at school.

EWO: to work with school staff, students and families to implement strategies to achieve and maintain good attendance.

Student Support Officers: to work with Form Tutors to implement and support school strategies to raise student attendance; to maintain accurate records of students in their Community with good or poor attendance or Persistent Absence, as well as interventions taken and their subsequent impact; to provide reports on attendance issues to the Deputy Headteacher chairing school 'MAG' meetings.

Form Tutors: to implement and support school strategies to raise student attendance, as directed by their SSO/EWO : to scrutinise weekly attendance data and implement agreed school interventions, as directed by the EWO.

Students: to understand the importance of and take pride in good attendance at school; to achieve their potential in academic, personal and social development.

Parents: to understand and meet the school's expectations for achieving good attendance. In accordance with Government and Bexley Local Authority policy, the school is no longer able to authorise holidays in term time. As from October 2013 any unauthorised holidays could result in Bexley Council issuing a Penalty Notice. Parents may still write in to request leave of absence for their child for extreme circumstances and these requests will be considered on a case by case basis.

Related documents

School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities-DFE October 2014

Review cycle: annual