



Attendance Policy

Updated November 2016

Aim

To ensure that children receive their full entitlement to teaching and learning opportunities at Stoke Park School by punctual and the maximum possible attendance.

Context

The government expectation for attendance is 95%+ which is deemed to be the level of attendance that gives pupils the greatest opportunity to achieve to the best of their potential in school both academically and socially. Anything less than this gives Stoke Park School cause for concern. Parents will be contacted where there are concerns over attendance and punctuality by either HOY, Pastoral Support or form tutor. Where no satisfactory outcome has been achieved after consulting with parents and students the school then recognises the need for a multi agency approach to support the attendance and welfare of some pupils and also recognises the need to find varied and differing means of support in the interests of social inclusion and achieving academic success.

At Stoke Park School we have a Tracker System in place, this is a way of monitoring students on a weekly basis. Students with under 85% are monitored by the Pastoral Support team. Those under 90% by the Year Head and those under 95% by the form tutor. Each year group has an attendance target set for them. Where there are no firm medical reasons for absence or absence is unauthorised or when absence or lateness gives cause for concern parents are contacted either by letter, home visit or by invitation to an attendance meeting involving all relevant agencies. At this point a Six Week Action Plan will be put in place which will be signed by Parents, HOY or Pastoral Support.. School also has the means to issue penalty notices as an alternative to prosecution which will be the last resort

Daily attendance for all school age children on the roll is a legal requirement therefore Stoke Park School fully endorses the Government and LA requirements for attendance and registration.

Registration

The legal status of school registers is regularly stressed to all school staff and meticulous effort is made to ensure they are accurately kept. All teaching staff should take registers within 10 minutes of the start of the lesson. Senior leaders monitor this on a daily basis. New Staff are provided with training in both the detail of accurate register marking and methods and strategies for encouraging pupils to be punctual and regular in their attendance. School Staff are reminded that the authorisation of absence is at the school's discretion not the parents. A list of examples of absence that may be treated as authorised can be made available from the Head Teacher on request.

Reports

Individual attendance and punctuality data is recorded on pupil's reports. The Head Teacher will report on attendance as part of the termly report to governors.

Removal from Roll

In the event of school transfer, or a pupil moving to another area, a pupil will normally remain on roll until notification is received from a receiving school. Should no notification be received the school will make every effort to locate the pupil. If unsuccessful, a missing person form must be completed and sent to the LA and the pupil removed from roll after four weeks. If a pupil fails to return to school within 10 days of the agreed return date following a holiday they also may be removed from roll.

Late Arrival at School

Parents are informed and regularly reminded of the school dates and times in a number of different ways during the year in the school information provided. It is pointed out to parents that poor punctuality gives the pupil who is late a difficult and negative start to their day and disrupts the teaching and learning of the whole class. The importance of the registration time in school as a time for greetings, sharing news, following a tutorial programme and preparing the class ready for the business of learning, is stressed to parents.

All pupils who arrive late have to sign in at reception on arrival and an accurate log of their time of arrival is made. Students will make up the time they are late at the end of the school day.

Parents

The importance placed on regular attendance and punctuality is explained to parents when they first enrol their child in the school. The school brochure also details school attendance issues. At different times through the school year attendance issues are also reiterated in School Newsletters. Parents are regularly informed that should their child be unavoidably absent they should telephone the office on the first day of absence and a note sent with their child on the day they return to school explaining the absence. Parents who do not contact the school are contacted by text. Where there is no response a phone call home is made. If the school refuse to authorise an absence, parents would be informed. Contact from the parent is essential for the authorisation of absence.

Stoke Park School believes that the involvement of parents is a key factor in addressing attendance issues and will ensure that all school parents and carers are made aware of their responsibilities with regard to attendance. It is the aim and expectation of Stoke Park School that all parents will understand that, 'in addition to securing regular attendance they also have a responsibility to ensure that their children arrive on time, properly attired and in a condition to learn.' (Government guidelines)

Holidays

Stoke Park School recognises that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. In certain circumstances, at the discretion of the Head Teacher, the Head Teacher may choose to grant leave of absence of up to 10 days in any calendar year. In exceptional circumstances it may be appropriate to allow a longer planned absence. In all such cases the return date must be agreed by the Head Teacher, as any child who is absent longer than 10 days after the agreed time can legally be removed from the school roll.

All holiday requests should be discussed with the Head Teacher (see Holiday Request Form). An absence for holiday that has not been agreed by the Head Teacher will be recorded as unauthorised. The Head Teacher would not normally consent to holidays being taken during term time except in exceptional circumstances.

Rewards and Sanctions

The achievement of Pupils with an attendance of 100% will be celebrated on a regular basis, as will pupils with significant improvement in attendance. Reward systems will be reviewed regularly to ensure they are kept fresh and motivational. This will include both individuals and whole tutor groups in competition with each other. The school will look for every opportunity to raise the profile of the importance of good attendance with pupils and parents, particularly at Parents Evenings when looking at Student progress.

The school aims to help pupils develop their own motivation for daily, punctual attendance.