

1. INTRODUCTION

Attendance is the responsibility of all the staff at the New Charter Academy. Parents also have a legal responsibility to ensure their child attends school. A whole school approach, which is used consistently across all areas, will improve overall attendance.

There is a strong link between attendance and attainment.

The attendance target for the New Charter Academy is 95%, which falls in line with national expectations.

Form tutors and subject tutors need to be actively engaged in promoting regular attendance and good punctuality with all students and should not view attendance as the responsibility of pastoral and administrative staff.

2. KEY POINTS FOR STAFF

- Set a good example. A member of staff arriving late for a lesson does not give the impression or the importance of good attendance.
- Be clear in your expectations of your students / classes expected time of arrival.
- All staff need to have a consistent approach

3. SCHOOL ATTENDANCE LEADER ACTION FOR ATTENDANCE

(Taken from DCFs guidance)

- To ensure that attendance data is accurate, analysed and reported to the SLT and Governing Body on a regular basis. This should include commentary on the trajectory and the school target.
- To ensure accurate attendance returns are made to the DCFs within the stipulated time frame.
- To ensure that attendance data is reported to students, parents and Governors and staff on a regular basis.
- To encourage a positive and proactive ethos within the school where attendance is prioritised, promoted and embedded in school policies, plans, practices and processes.
- To enable members of the school community to understand the impact of high attendance and actively promote the involvement of all parties to improve and obtain high levels of attendance and therefore attainment.

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- Provide a strategic overview of attendance by using data to inform attendance practice, prioritise resources and activities, which will raise achievements and prevent disaffection.
- To provide a strategic overview of the input and impact of external support services to the school which promote attendance and assist the school to meet attendance targets and outcomes in a co-ordinated approach.
- To ensure that roles and responsibilities of all those involved in the school community are actively communicated and understood.
- To ensure that the school has an attendance policy, which has been agreed with key stakeholders and regularly revised.
- Where attendance needs to improve to co-ordinate an action plan for improvement and evaluate the impact of actions taken.
- To agree and establish a system of data collection and analysis which as a minimum should include: *Attendance data at authorised and unauthorised level; attendance data at group and year level; student profiling of the percentage of student's attendance levels; links between attainment and attendance; reasons for absence; outcomes of attendance strategies used by the school.*
- To review the available data and report to the SLT and Governing Body of key issues to inform planning, teaching and learning strategy, celebrate success, and address poor performance.
- To ensure the school has a range of strategies, which are consistently applied to promote whole school attendance and provide a staged response to improve attendance levels of students. This should include clear agreed criteria for the involvement / referral to support agencies.
- To act as the conduit for attendance related information between the school, children's services / LEA attendance Leader and the DCFs.
- To facilitate the knowledge of school staff in relation to attendance through networking with other schools and promoting good practice.
- To manage the school's communications in relation to attendance with students, parents, and key stakeholders.

4. SCHOOL ATTENDANCE MANAGER ACTION FOR ATTENDANCE

- Work with the School's Attendance Leader to ensure that the Attendance Policy is up to date and effective.
- Ensure that the school prospectus and any other related documents (newsletters etc) give clear statements regarding the school's expectations for attendance.
- Set attendance targets across year groups, departments etc.

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- Monitor attendance systems within the school to ensure consistency across all areas.
- Ensure there is sufficient and protected time allocation for staff to deal with attendance.
- Liaise with Pastoral Leaders and subject leaders regarding any attendance concerns.
- Ensure all holiday requests are dealt with consistently.
- Monitor the attendance of those students who are marked as “educated off site” (B).
- Ensure all school evidence regarding attendance is recorded for use in legal proceedings.
- Represent the SLT at any attendance panels.

5. SCHOOL ASSISTANT ATTENDANCE MANAGERS ACTION FOR ATTENDANCE

(In accordance with “Raising Standards & Tackling Workload National Agreement)

Assistant Attendance Managers can provide valuable support for all staff in promoting attendance by:

- Passing information received from parents / carers to the appropriate person in school (ie attendance leader / manager, or Pastoral Leader) regularly and consistently.
- Monitoring the first call system or making routine telephone calls to parents regarding their child’s absence and recording the outcomes.
- Post the standard letters to parents of students whose absence is causing concern, as prepared by Pastoral Leaders.
- Preparing and publishing statistical data regarding attendance for the school and the local authority.

6. PASTORAL LEADERS ACTION FOR ATTENDANCE

(In accordance with “Raising Standards & Tackling Workload” national agreement)

- Have termly targets for attendance (by year group and form group), including authorised and unauthorised percentages, as set by the Attendance leader.
- Be monitoring the targets, identifying areas for improvement and feeding this information back to the Attendance leader.
- Implement initiatives to improve attendance.

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- Support and motivate form tutors with regard to attendance procedures.
- Ensure that all necessary staff are kept up to date with any information or changes regarding a student's attendance.
- Meet with parents / carers of students who are developing patterns of absence, and agree actions to improve matters.
- Co-ordinate work for any excluded students.

7. FORM TUTOR / CLASS TEACHER ACTION FOR ATTENDANCE

(In accordance with "Raising Standards & Tackling Workload" National Agreement)

The school register is a legal document that may be produced as evidence in court. Therefore ALL registers must be completed correctly.

As a form tutor you are the best person to assess whether the explanations received for a student's absence are reasonable, or whether further investigation may be required. You should be the first person to recognise developing patterns of poor attendance and / or persistent lateness. A percentage of overall attendance is not always a sufficient indicator of problems regarding attendance. Form tutors should look for particular patterns of absence, eg regular on a particular afternoon, or arriving late on the same day each week etc to ensure all areas of concern are addressed.

The Pupil Registration Regulations (2006) state:

It is the responsibility of the person completing the register to establish the reason for absence.

At The New Charter Academy you are expected to encourage good attendance and punctuality with all students.

Form Tutors should:

- **Be responsible for entering and validating all marks;**
All students should be in class by the start of registration. Any student who arrives after this time should be given a late mark. It is your responsibility to amend the register to show the student's late arrival.
- **Clear unauthorised absences;**
Students who have been absent should be asked for a letter from their parent / carer giving reasons for the absence (unless this has been provided through direct contact with the parent / carer). Once this has been received you should amend the register as part of your regular meeting with the Attendance Manager or one of the Assistant Attendance Managers to an authorised absence mark. Please keep all letters and pass them to the appropriate Pastoral manager for filing.
- **Refer any absence you are unable to rationalise;**

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Continual poor attendance, lateness or absences you are unable to rationalise should be referred to your Pastoral Manager. Please ensure you supply information on your referral as to why the student is causing concern.

EVERY FORM TUTOR MUST MEET WITH ONE OF THE ATTENDANCE MANAGERS AT LEAST ONCE EVERY TWO WEEKS TO CHECK THEIR FORM'S ATTENDANCE AND TO ACTION ALL OF THE PREVIOUSLY MENTIONED POINTS. FORM TUTORS WHO HAVE A HIGHER THAN AVERAGE PERCENTAGE OF ABSENCES OR PUNCTUALITY ISSUES WITHIN THEIR TUTOR GROUP MAY NEED TO MEET ON A WEEKLY BASIS.

All secondary school students are expected to have an attendance percentage of at least 95%

8. DEPARTMENTAL AND SUBJECT TEACHER ACTION FOR ATTENDANCE

(In accordance with "Raising Standards & Tackling Workload National Agreement)

- The Attendance Leader for the school will have targets for attendance for all departments. Departments may have subject attendance boards / notices on display.
- Subject registers are important as they are used to identify attendance problems within departments. New regulations state the importance of each department having targets for attendance, which should be monitored and reviewed on a regular basis.
- It is important that all subject teachers complete class registers in accordance with the school's attendance policy. Students causing concern should be referred to subject leaders who should liaise with Pastoral Managers.

9. ATTENDANCE REWARDS

- Rewards for attendance will be issued automatically from the school's electronic reward system. This will be done regularly to ensure that students have immediate recognition for good attendance. Students have contributed their ideas to the range of rewards available and should be reminded of these and their points value.
- Each week in assembly a certificate will be awarded in assemblies to the tutor group with the best attendance from the previous week. This should be put on display in the form room.
- The forms with the best attendance in each year group will appear on the front page of the intranet.
- Form tutors and subject tutors should refer to attendance when contacting home or sending positive information home.

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ATTENDANCE POLICY

- Mountain bikes will be awarded to one student from KS3 and one student from KS4 on both sites every term. The attendance staff will determine the criteria for entry into the draw to win these. This will usually be above 95% with a number of weeks at 100%. This prize will be displayed in assemblies.
- Other rewards will also be available and these will largely be determined by student voice through year councils.

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