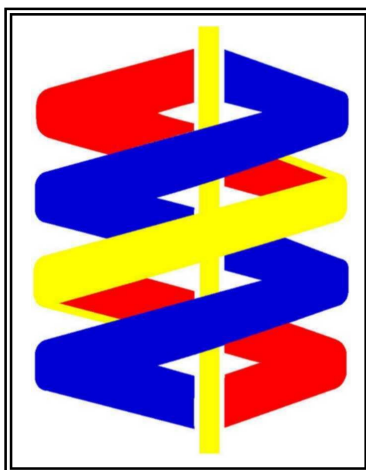


BEAUFORT COMMUNITY SCHOOL



ATTENDANCE FOR LEARNING POLICY

2011

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BEAUFORT COMMUNITY SCHOOL

ATTENDANCE FOR LEARNING POLICY

Rationale

Good attendance at school is critical to achieving academic success and fulfilling individual potential. Beaufort Community School is committed to ensuring our students achieve economic independence, enabling students to enjoy and achieve and make a positive contribution to society. Full attendance at school will help all our students achieve these commitments.

Statutory Framework

Under section 444 of the 1996 Education Act, a student is required to attend regularly at the educational establishment where they are registered or dual registered as a pupil. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone call from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered will the absence be authorised.

The school has a legal obligation to ensure an accurate record of school attendance is maintained and available for scrutiny. Registers must be taken for morning and afternoon sessions.

Objectives

- To meet government targets for attendance
- To raise the overall percentage attendance of students at school to at least 94.5% enabling the school to reduce the level of persistent absentees (PA)
- To make attendance and punctuality a priority for all those associated with the school including students, parents/carers, teachers and governors
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- To provide support, advice and guidance to parents/carers and students
- To maintain a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and school
- To continue rewarding 100% attendance
- To continue working with the Education Welfare Officer and other agencies
- To recognise the needs of the individual student when planning reintegration following significant periods of absence
- To meet our statutory duties in relation to prolonged absence from school, for whatever reason.

Roles and Responsibilities

Students:

- Have a responsibility to attend school every day, arriving on time (8.30a.m) wearing the correct uniform and prepared to learn,

Parents/Carers:

- Are obliged to ensure that their child attends school regularly and punctually
- Must inform the school on the first day of absence and all subsequent days
- Must inform the school prior to any planned absence
- Should aim to keep medical and dental appointments to a time outside of school hours
- Should not book a holiday during term time.

Tutors:

- Will take an accurate register at 8.30a.m using the appropriate codes
- Send a letter to parents/carers when they are concerned about a tutees attendance
- Ring parents/carers to raise concerns about level of attendance or punctuality to school
- Keep their Head of House informed of all actions / concerns
- Ensure that all students write their attendance targets in their planners and review them with each student.

Teachers:

- Will take an accurate register at the start of every lesson using appropriate codes
- Monitor and record student attendance and punctuality to lessons
- Relay all concerns to their subject leader / Head of House
- Set work as requested, for prolonged authorised absences, due to a variety of circumstances.

Heads of House:

- Monitor and record students attendance in their house
- Liaise with the attendance officer and Education Welfare and refer students when necessary.

Attendance Lead (Clare Hankey):

- Use attendance data to monitor attainment and to plan strategically
- Review the attendance policy annually
- Liaise with Heads of House and Learning Mentors on all matters of attendance
- Meet weekly with the Attendance Officer and Education Welfare Officer
- Record all attendance related actions in the school SEF and the School Development Plan
- Plan rewards for students who regularly attend
- Liaise with the Governor responsible for attendance.

Attendance Officer (Gail Wayman):

- Responsible for the day-to-day processing of attendance marks to ensure accurate registers
- First day calling using the Keep Kids Safe programme
- Production of all letters as laid out in procedures for promoting attendance
- Oversight of the late book and generating texts / letters to parents/carers of students who are routinely late
- Meet with attendance lead and EWO weekly
- Meet with Learning Mentors / Head of House fortnightly
- Supply attendance data to partner agencies and Governor meetings
- Liaise with parents/carers to ensure that all absences are correctly authorised
- Monitor unauthorised absences and issue warning letters prior to a fixed penalty notice being issued
- Officially close the registers at 9.00a.m and recording all absence after this time as unauthorised (unless a valid reason is provided by the parent/carer).

Education Welfare Officer (Christine Phillips):

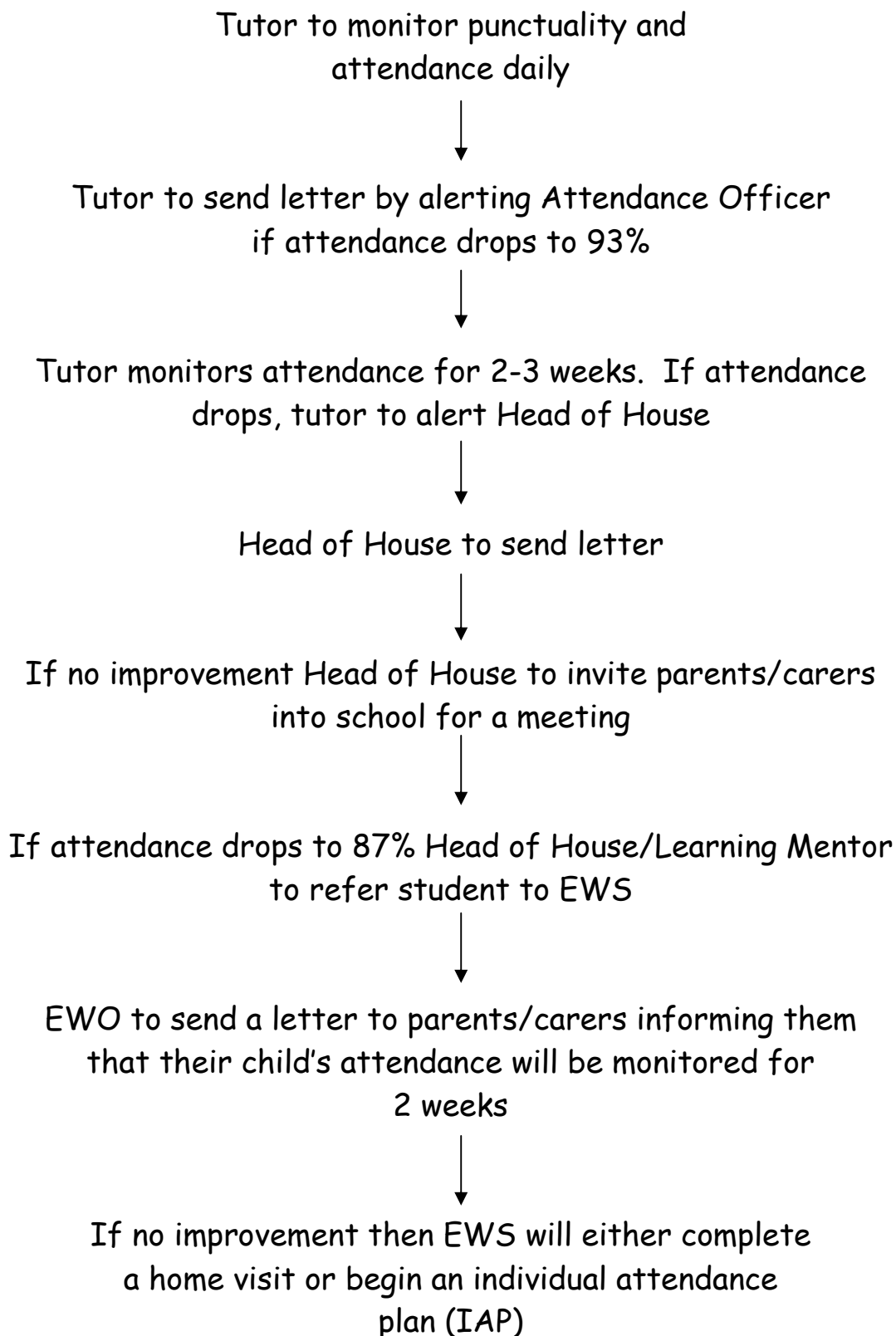
- Support the school in maintaining high levels of attendance on behalf of the Local Authority
- Meet with the attendance lead and attendance officer weekly
- Meet with Head of House and Learning Mentors weekly
- Meet with students and parents/carers when attendance drops below an acceptable level
- Carry out Individual Attendance Plans and Individual Attendance Plan reviews
- Manage the prosecution of parents/carers for poor attendance when appropriate.

Governors:

- Monitor and evaluate attendance data
- Ensure that the policy is implemented

At all times, the Tutors/Head of House/Learning Mentors/Leadership Team must take into account the time of Year and the students' individual circumstances. For example, a letter would not be sent to a student who has a long term illness and contact has already been made with the family.

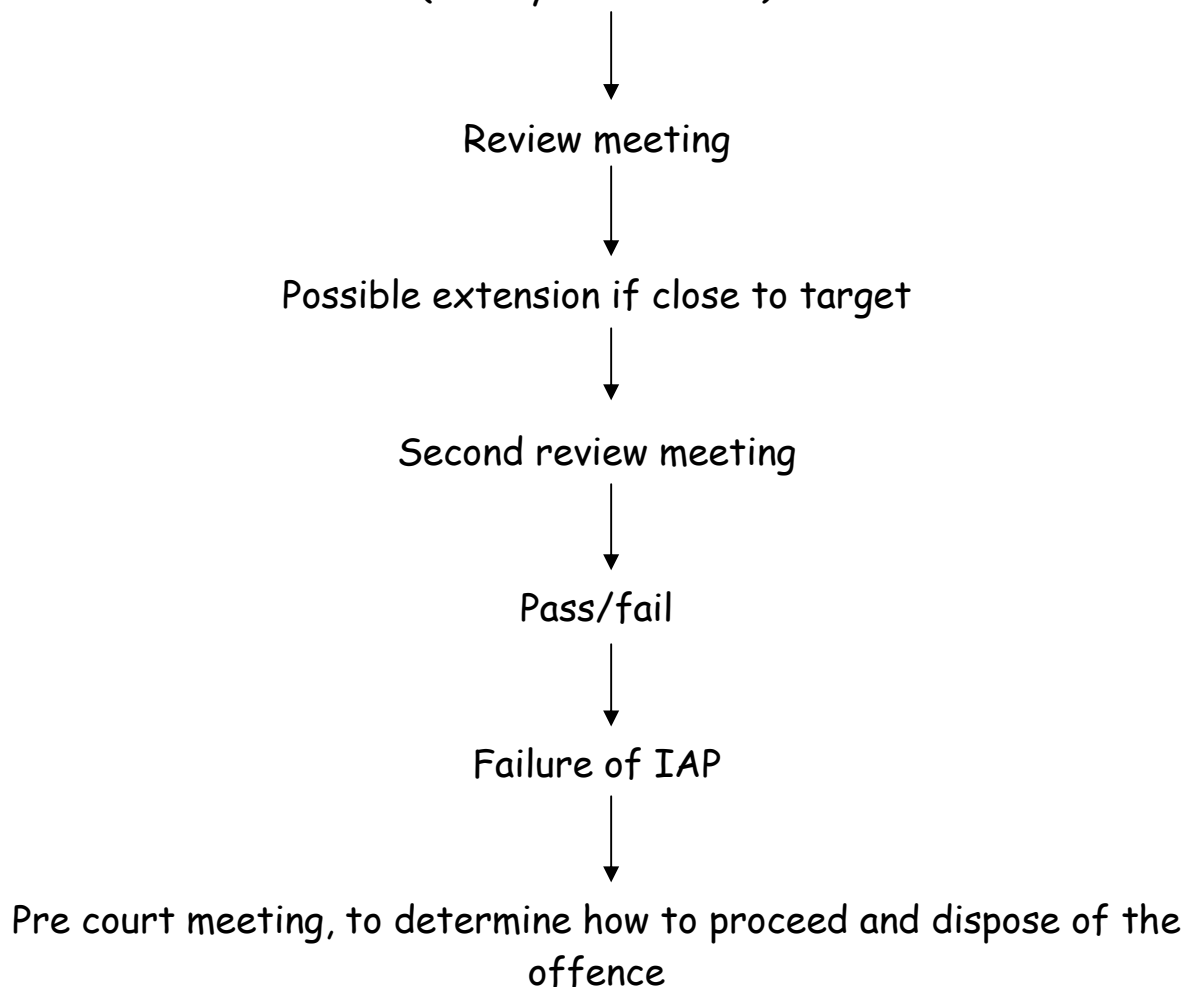
Procedures for Promoting Attendance



Individual Attendance Plan

An individual attendance plan (IAP) is set up to allow parents/carers and students an opportunity to show an improvement in their attendance percentage over a set number of weeks.

Initial meeting set up with EWO/member of SLT or HoH/student/parents/carers and any other relevant agency. During the meeting a target is set for the student's attendance and the number of weeks it will be monitored over (usually 4 - 6 weeks)



Penalty Notices

It is the schools responsibility to request Penalty Notices which may result in a fixed penalty fine.

Procedure for Fixed Penalty Notices

Attendance Officer to send out internal warning letter to parents/carers where a student has received 5 or 6 U codes - usually due to signing in after the registers have closed



Where a student has received 10 U codes in a 13 week period the student will be issued with a fixed penalty warning letter which is valid for 1 year



If a student receives another U code then the parents/carers will be fined £50 each if paid within 28 days rising to £100 and paid within 42 days



Failure to pay the fixed penalty notice will result in the case going to court for the criminal offence of non-school attendance

Authorised and Unauthorised Absence

Only the school can authorise an absence following a parent or carer giving a valid reason for their child's absence.

The school can unauthorise an absence if it believes that the parent or carer has given false information to the school.

All holidays are unauthorised except in the following circumstances:

- Holidays for service children who are bound to take holidays according to their parents leave
- Any other holiday whereby the Headteacher feels it would be beneficial to the child following a bereavement or other extenuating circumstance.

Students arriving after 8.50a.m when the register has closed will be marked as unauthorised unless the parent or carer provides a valid reason

Rewarding Good Attendance

Students are expected to attend school every day and in return they have every opportunity to receive GCSE passes at their target grades. In order to achieve this the school promotes good attendance by:

- Tutors ensuring that students write down their attendance in their planners
- Attendance is monitored by tutors and praise letters are sent home
- Attendance is rewarded by tutor / Head of House using house points / postcards home etc...
- Attendance is rewarded in achievement assemblies / presentation evening
- Good attendance is rewarded by students who work hard by achieving their target grades.

Support for Students and Parents/Carers

- Gloucester Hospital Education Service (student unable to attend school due to physical or mental illness)
- Young Carers - www.youngcarers.co.uk
- www.cybermentors.org.uk
- Pupil Referral Services - support for students who are unable to achieve in a main stream school setting
- Anti-Bullying Alliance
- Family Information Service
- Parentline Plus

Links to other Policies

- Behaviour for Learning
- Special Education Needs Policy
- Equality and Diversity Policy
- Bullying, Conflict and Harassment Policy