



ATTENDANCE POLICY

1 RATIONALE

- 1.1 Students who attend school regularly and punctually gain the greatest benefit from their education, attaining and achieving highly. Redland Green School therefore expects that all students maintain good attendance which is in line with the school's attendance target.

2 WHY REGULAR ATTENDANCE IS SO IMPORTANT

- 2.1 Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. In addition, absent students disrupt teaching routines and so may affect the learning of others in the same class.

3 PROMOTING REGULAR ATTENDANCE

- 3.1 Ensuring that a student attends school is the legal responsibility of their parent; permitting absence from school without a good reason may result in the Local Authority pursuing a prosecution. Helping to create a pattern of regular attendance is most likely to result, however, when this is a shared responsibility – parents, students and all members of school staff. Promoting the attendance of children in care is a particular priority and we work closely with Local Authority appointed agencies who track the attendance of these students.

3.2 TO HELP US ALL TO FOCUS ON THIS WE WILL

- Make all staff, students and parents aware of procedures regarding marking of registers, absences and lateness
- Give parents details on attendance in our regular Bulletin
- Celebrate good or improving attendance through the whole school Rewards System

3.3 UNDERSTANDING TYPES OF ABSENCE

Every half-day absence from school has to be classified by the school, not parents, as either AUTHORISED or UNAUTHORISED. For this reason, information about the cause of any absence is always required, preferably in writing.

- 3.4 Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, religious observance, periods of Fixed Term Exclusion, emergencies or other unavoidable cause.

- 3.5 Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority issuing penalty notices or pursuing a prosecution. Unauthorised absence includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays

- Day trips and holidays in term time

3.6 Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Redland Green School aims to resolve issues of attendance through Attendance Surgeries.

3.7 **PERSISTENT ABSENTEEISM (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the year for whatever reason. Absence at this level seriously effects a student's education and we seek parents' fullest support and co-operation to tackle this.

3.8 We monitor all absence thoroughly. Any case that is seen to have reached the PA criteria or is at risk of moving towards that criteria is prioritised. Parents and students are informed of this regularly by Heads of House with responsibility for attendance. See PA action flow chart, Appendix 1.

3.9 **INTERNAL & EXTERNAL TRUANCY**

Truancy is defined as, 'students who are choosing to be unsupervised when they should be supervised'.

3.10 **INTERNAL TRUANCY**

- Monitored by lesson monitor
- When taking the register, teaching staff will be alerted to the fact that a student who had been in a previous lesson has failed to arrive to their lesson. At this point, teaching staff will alert on-call/email Head of House
- Phone call home
- Sanction given – student completes time lost and work owed. This is to be supervised by subject teacher and supported by Head of House
- Repeated – on report, letter home

3.11 **EXTERNAL TRUANCY**

- Monitored by AM/PM registration and lesson monitor
- KKS text alert sent to parents
- Sanction given – the Senior Leadership Team detention plus student completes time and work owed. This is to be co-ordinated by the Head of House
- Student put on report to monitor punctuality/attendance to lessons
- Repeated – meeting with parents

4 **ANALYSIS OF ATTENDANCE DATA**

4.1 Data is analysed regularly, by sub-group (including boys/girls; children in care, black and minority ethnic students, students registered for free school meals, students with special educational needs). The overall percentage attendance and the number of broken weeks are regularly reported to Governors.

5 ABSENCE PROCEDURES

5.1 WHEN A STUDENT IS ABSENT WE EXPECT PARENTS TO

- Contact us as soon as possible on the first day of absence
- Ring every subsequent day of absence
- Send a note in on the first day they return with an explanation of the absence, even if there has been prior contact by telephone

5.2 WHEN A STUDENT IS ABSENT WE WILL

- **Send a KKS text alert asking parents to contact the school with reason for absence**
- Parents will be telephoned if we have not heard from them within 24 hours
- In the case of prolonged absences, invite them to an Attendance Surgery to discuss the situation with our Head of House with overall responsibility for attendance.

5.3 REQUESTS FOR ABSENCE

- In line with the new 2013 statutory guidance RGS will not authorise leave of absence for family holidays during term time. Any other leave during term time may be authorised for certain 'exceptional circumstances' at the discretion of the Headteacher or Director of Post-16 (Post-16 students only)
- Students' prior attendance and punctuality are taken into account when requests are being considered. Students with attendance below 90% will not have absence approved
- So that requests can be given due consideration, requests for absence should be received a minimum of ten days before the requested absence is due to take place

5.4 Requests received later than this will not be approved.

5.5 Each request will be considered on an individual basis and exceptions to the above guidelines will be sensitively considered.

5.6 When absence requests are not approved, but students are still removed from school, we will record the absence as unauthorised and will consider whether a Penalty Notice should be issued. Penalty Notices can be issued when a student has between 8-20 sessions of unauthorised absence in a 10-week span, where a morning or afternoon period equates to one session.

5.7 LATENESS

Poor punctuality is not acceptable. A student who misses the start of the day (Mentor Time, Assembly, lesson time) is not getting vital information and news for the day, nor learning. Late-arriving students also disrupt lessons. This can be embarrassing for the student and can also encourage absence amongst other students.

5.8 HOW WE PROMOTE PUNCTUALITY

The school day starts at 8.25am and we expect students to be in their Mentor Base at that time. Any student arriving after 8.25am will receive a late mark. If a student receives 2 late marks within a week, they will be set an after school detention for 30 minutes on a Monday. Non-attendance at this after school detention will result in an SLT after school detention on a Wednesday with a Deputy Headteacher.

6 EVALUATION

6.1 The effectiveness of the Attendance Policy will be monitored and evaluated in the following ways by the Head of House with responsibility for attendance and the Deputy Headteacher with responsibility for attendance:

- Comparative analysis of the attendance data by sub-group
- Comparison of whole school attendance to the school target
- Comparison of termly and annual attendance data
- Analysis of the link between attendance at Attendance Surgeries and subsequent improved attendance

7 LINKS TO OTHER POLICIES, WRITTEN GUIDANCE & WEBSITES

- Behaviour for Learning Policy
- Safeguarding & Child Protection Policy
- Children Who Are Looked After Policy

Agreed by Staff	Agreed by Students	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
06 MAY 2010	N/A	06 MAY 2010	ANNUALLY	26 JAN 2012	19 MAR 2014	30 JUN 2016	
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed



RGS Persistent Absence Monitoring Process From 2014

Step 1	Deputy Head and Head of House with responsibility for attendance meet regularly to review attendance levels
Step 2	If a student's attendance slips below 92% the mentor is asked to speak with the student
Step 3	If the student's attendance does not improve in two week window, the mentor speaks again with the student and an entry on SIMS triggers a letter home
Step 4	If a student's attendance does not improve in the next two week window their HoH contacts home and a letter is sent from the Deputy Headteacher
Step 5	If a student's attendance still does not improve the parent is invited to attend an attendance clinic meeting where appropriate action plan is agreed
Step 6	If a student's attendance does not improve then a further meeting is organised prior to Fixed Penalty Notice proceedings starting