| | **SILS Attendance Policy**
For students | |

Introduction:

Sils is committed to providing an engaging and enjoyable education to all students. For a student to achieve their educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all students and every opportunity will be used to convey the importance of regular and punctual attendance to students and their parents or carers.

School attendance is subject to various Education laws and this attendance policy is written to reflect these laws and the guidance produced by the Department for Education (formerly DCSF).

Objectives

- To establish high attendance for all pupils.

- To monitor pupils attendance on a day to day basis and ensure absences are followed up as soon as possible.

- To promote pupil achievement and reward excellence

- To involve parents or carers and seek support in encouraging pupils to attend regularly.

- To involve other services and agencies as appropriate where attendance fails to improve or breaks down.

School Procedures

In the first instance the front office (receptionist) checks students in as they arrive, and makes a first day call to parents for all students missing from school. Alongside the office actions, the responsibility for promotion of good attendance for students in their groups rests with pastoral tutors.

Procedure for registers:

- Register taken by receptionist or staff on duty in the office
- Register opens at 9.15a.m and closes at 9.45 a.m.
- Students arriving after 9.30 to be marked late (L); arrivals after 9.45a.m. are late after registration has closed and are marked with a U
- Office Assistant to mark in students who arrive late with the time of arrival in the register.
- Office Assistant to ensure phone calls are made to pupils who have not arrived by 9:45 [truancy Call], and recorded on attendance log.
- Office to ensure that SIMS is updated – new marks put in and changes made if reason for absence known. Reasons for changes to be recorded in commentary on SIMS
- Weekly print out of attendance to be given to Head,
- The office *in liaison with inclusion officers* will ensure weekly certificates are given to students with 100% attendance and punctuality, along with a reward of £5 voucher to one of the students with 100% attendance for the week (weekly draw)
- Letters regarding absence are filed.

Procedure for continued absence

- Office to follow up pupil's absence on the first day if there is no parent/carer contact by making a phone call.
- All students who have a weekly attendance below 85% should have a standard letter sent home
- Students with a punctuality percentage of below 90% are to be sent a letter.
- For absences that re over three days, tutors must telephone parents to enquire about the well-being of their tutee and ensure that reasons for absence are recorded in the office registers.
- If a pupil is absent for 3 days without any contact from parents the Office must inform the Head, Deputy and Inclusion Officer
- A home visit will be arranged.
- The EWO, with the a member of staff to arrange a time to meet with the student and parent,
- Where attendance falls to below 80% in a half term a formal referral is to be made to the EWO by the Inclusion Officer
- Consideration to be given to a network meeting where appropriate.

Absence notes

Notes received from parents explaining absence will be kept on students file. Parents have a duty to keep school informed of reasons for absence and this should be stressed at interviews, and every available opportunity.

Promoting attendance

Sils will use opportunities as they arise to remind parents/carers, of their responsibility to ensure that their children attend regularly and punctually.

Particular strategies for improving attendance and punctuality at Sils include:

- LA & school targets, data collection, and analysis;

- Individual student targets and reviews

- Regular communication and partnership with parents

- Support through effective services, in particular education welfare
- Multi-agency work to ensure that parents/carers and students are supported.
- Home school agreements, including

- **Discouraging holidays in term time**.   Parents will be reminded of the effect that absence can have on their child's potential achievement. The school will consider authorising up to 5 days absence (or more in very exceptional circumstances) but parents must apply in advance for permission.

- Action planning;

- Rewards and celebration of excellent, good, or improved attendance
    - o Attendance and punctuality merits available each lesson.
    - o Positive telephone calls and / or notes home
    - o Centre certificates: half termly for students with 100% and 90% attendance.
    - o Attendance display updated weekly [traffic light]
- Staff setting examples through their own actions

- Termly updates to the Management Committee and EWAS

Attendance Targets

The school will be set attendance targets each year. A system for analysing performance towards the targets will be established and Head, Assistant Head (or Inclusion Manager) will be responsible for overseeing this work.

Sils targets for 2015/16 are:

Sils 3: 85%
Sils 4: 85%

Evaluation

Progress toward attendance targets, will be evaluated and reference included to progress included in the Headteachers Termly Report to the Management Committee.

Previous Review: **October 2012**

Latest Review: **September 2014**

Chair of the Management Committee: Sue Millington

Date signed by Chair:

Appendix 1: The registration system

The School will use *SIMS a computerised system* for keeping the school attendance records. The following session registration codes (used in England and all non-editable) will be used to record attendance information.

Code	Brief Description	Statistical Meaning	Legal Meaning	Physical Meaning
/ \	Present / = am \ = pm	Present	Present	In for whole session
B	Educated off site (NOT Dual registration)	Approved Educational Activity	Attending approved educational activity	Out for whole session
C	Other authorised circumstances (not covered by another appropriate code / description)	Authorised Absence	Absent	Out for whole session
D	Dual registration (i.e. pupil attending other establishment)	Approved Educational Activity	Attending approved educational activity	Out for whole session
E	Excluded (No alternative provision made)	Authorised Absence	Absent	Out for whole session
F	Extended Family Holiday (agreed)	Authorised Absence	Absent	Out for whole session
G	Family Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence	Absent	Out for whole session
H	Family Holiday (agreed)	Authorised Absence	Absent	Out for whole session
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence	Absent	Out for whole session
J	Interview	Approved educational activity	Attending approved educational activity	Out for whole session
L	Late (before registers closed)	Present	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Absent	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Absent	Out for whole session
O	Unauthorised Absence (not covered by any other code / description)	Unauthorised Absence	Absent	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Attending approved educational activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session	Absent
S	Study leave	Authorised Absence	Absent	Out for whole session

Code	Brief Description	Statistical Meaning	Legal Meaning	Physical Meaning
T	Traveller absence	Authorised Absence	Absent	Out for whole session
U	Late (after registration closed)	Unauthorised Absence	Absent	Late for session
V	Educational visit or trip	Approved Educational Activity	Attending approved educational activity	Out for whole session
W	Work experience	Approved Educational Activity	Attending approved educational activity	Out for whole session
X	Non-compulsory school-age absence	Not counted in possible attendances	Absent	Not required to be in school
Y	Forced and Partial Closure	Not counted in possible attendances	Unable to attend due to exceptional circumstances or not attending because the pupils have a different school year to other pupils in the school.	Not required to be in school
Z	Pupil not on roll	Not counted in possible attendances	Pupil not registered at the school	Not required to be in school
#	School closed to pupils	Not counted in possible attendances	No session held	Not required to be in school

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three year.