



Parkhall Integrated College

Attendance Policy

Agreed by Board of Governors: November 2021

To be reviewed: November 2024

Rationale

It is recognised that good attendance patterns established at school continue into the world of work and employers increasingly wish attendance to be quantified when seeking references for interviews. Within Parkhall Integrated College, we aim to improve the overall attendance of the pupils by exploring and identifying the reasons for absence and thereby devising and implementing whole-school strategies to encourage better attendance.

Purposes

In monitoring school attendance, we aim to:

- Raise the pupils' awareness of the importance of regular attendance.
- Encourage and develop the good habit of regular attendance
- Celebrate the success of pupils in achieving good attendance through the Rewards System.
- Consider possible and realistic sanctions as a means of encouraging an improvement in attendance.

Guidelines

The following routines and strategies are used to record and monitor attendance

- Class teachers and subject teachers record attendance using SIMS lesson monitor
- A Truancy Call text message is sent out to parents of absent pupils each morning
- Parents are encouraged to phone in or text the office to inform school of reason for pupil absence
- On return to school pupils are required to produce a note giving reason for their absence.
- Reasons for absence are recorded in SIMS
- Letters are sent home if absence notes are not forthcoming.
- Poor attendance is monitored by the Class Teacher
- Monthly attendance reports are monitored by the Year Heads and Head of Pastoral Care, followed by appropriate contact with pupil and parent as necessary.
- When a pupil's attendance falls to below 85%, or there is a concerning pattern of absence, referrals are made to the EWO.
- The school works closely with the EWO to improve pupil attendance.
- Pupils with 100% attendance are rewarded through the school's reward system.

Role of the class teacher

Each morning, the class teacher registers the pupils using SIMS and collects absence notes from pupils returning to school after a period of absence. Absence notes are sent to the office in the register. The office staff enter reasons for absence on SIMS.

As part of their pastoral responsibility the class teachers should talk with pupils' about reasons for absence. These may be

- Genuine illness
- Hospital or dental appointments
- Family holidays during term time
- Condoned absence
- Family problems
- Lack of parental control/authority
- The independence of older pupils
- Truancy

Following discussion with a pupil about his/her absence the class teacher may need to pass on relevant information to all staff or selected staff e.g. subject teachers, designated teacher, staff looking after pupils with medical needs. The class teacher may need to contact parents if a pattern of absence is giving concern.

Pupils whose attendance is giving cause for concern should be referred to the year head.

See Appendix 1 for Class Teacher Role flowchart.

Role of the Year Head

Use monthly attendance data to monitor attendance of year group
Discuss with class teachers reasons for absence of any pupils causing concern due to number of days absent or pattern of absences, and ascertain action by class teacher.
Talk with pupils about reasons for absence and make contact with parents to discuss concerns.
Advise relevant Head of Pastoral Care of need to make a referral to EWS.

Role of Head of Pastoral Care

Ensure monthly attendance reports are produced by office staff and distributed to Year Heads.
Monitor overall attendance of all year groups
Make referrals to EWS and liaise with EWO.
Plan and organise attendance workshops.
Organise a reward trip for all pupils with 100% attendance in the year and the top class in each year group.

Role of rewards co-ordinator

Include attendance rewards in Rewards System
Ensure that pupils staff and parents are aware of rewards for attendance

Role of Vice Principal

Have monthly attendance rewards assemblies to:

- encourage good attendance
- present certificate to the class in each year group with the best attendance
- reward one pupil in each year group drawn at random from those with 100% in the month

These policy Guidelines are translated into action through other policies and procedures, for example:

Guidelines Booklet Rewards System Pastoral Care Policy

Teaching & Learning Policies Positive Behaviour Policy

Chair of Board of Governors: - M. Alexander

Date 22/11/2021

Appendix 1

Role of Class Teacher regarding Poor Attendance

