



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 20

Policy: Attendance and Punctuality

Review Date: June 2018

Policy Name: Attendance and Punctuality

Nominated Lead Member of Staff: Assistant Headteacher (Pastoral)

Review Cycle: 1 Year

Authorisation: Headteacher

Review Date: June 2018

ATTENDANCE AND PUNCTUALITY POLICY

High levels of attendance and punctuality matter at Matthew Moss High School; both impact upon learning and the ability of every learner to fulfil their potential. All members of staff have a critical role to play in helping achieve future goals. Together, Form Tutors, Heads of Family and the Senior Leadership Team will support learners, parents and external agencies to implement this policy.

AIMS:

- To achieve and maintain high levels of attendance and punctuality by all learners at MMHS
- To continually monitor and analyse attendance and punctuality
- To develop and maintain a partnership between learners, tutors, parents, carers and external agencies to achieve high levels of attendance and punctuality
- To challenge inappropriate levels of attendance and where appropriate call learners, parents and carers to account
- To celebrate high levels of and improvement in attendance and punctuality
- To reduce the number of persistent absentees at MMHS

DEFINITIONS:

Authorised Absence – when a learner is absent and a parent/guardian has contacted school to confirm the absence and if school accepts the reason given.

For example:

- Illness or injury that stops them doing normal school work
- Disease which is infectious
- Death of Immediate Family Member

Unauthorised absences - when a learner is absent and a parent/guardian has not contacted school

School will not authorise absences in the following circumstances:

- Birthdays
- Shopping
- Looking after family members
- Holidays in Term Time
- Going to the airport or other similar circumstances

Or

When School does not accept the reason given for absence.

Only school can authorise absences.

Permission for Leave of Absence

Changes to the legislation in 2013 (The Education (Learner Registration) (England) Regulations 2006) removes the right from Head teachers to authorise up to 10 days absence for a family holiday or leave of Absence.

A leave of absence will only be granted in exceptional circumstances at the Head teacher's discretion. Examples of exceptional circumstances are death of a family member or participation in a competitive sporting activity. Permission will only be granted if a parent / guardian seeks permission from the Head teacher by filling in a leave of absence form available from Learner Services. Any absences that are not granted will be automatically recorded as unauthorised. If 10 unauthorised sessions are recorded then a penalty fine will be issued.

If learners do not return to school after 20 unauthorised sessions then they may lose their place at MMHS and parents will have to apply to the local authority for a secondary school place for their child.

Parents or carers may be asked to provide evidence to support their claim of exceptional circumstances in order to protect the safety of learners, where Forced Marriage, Female Genital Mutilation (FGM) or radicalisation is a concern.

Religious Observance

Learners are allowed one day absence for celebrating EID and other religious holidays in line with LA policy. Parents/ Guardians are responsible for contacting school to confirm their child's absence.

Punctuality and Registration

School starts at 8.50 a.m. and learners are expected to arrive on time.

If a learner arrives between 8.50a.m. and 9.10a.m. their Form Tutor will challenge their lateness and if necessary put them in detention. If their punctuality does not improve, then learners will be referred to their Head of Family and further sanctions, including Education Welfare Service action will take place.

During registration Form Tutors will complete the register in accordance with the registration document / training given to staff.

Parents/ Guardians will receive a text message informing them of their child's lateness.

The morning register closes at 9.30am and learners receive an unauthorised absence. The afternoon register closes at 2.00pm.

Learners who continually arrive late after 9.30am will be dealt with by the relevant Head of Family and the EWS.

Penalty Fines

A learner who has 10 unauthorised sessions will receive a penalty fine.

Persistent Absentee

Any learner who has 90% attendance or below, is classified as a persistent absentee. Learners who fall into this category will have the procedures outlined below implemented.

How Matthew Moss High School will achieve the above aims.

1) TO ACHIEVE AND MAINTAIN HIGH LEVELS OF ATTENDANCE BY ALL LEARNERS AT

MMHS:

- Staff to implement the attendance policy consistently
- Form tutors and subject teachers to implement lesson monitor and maintain accurate e-registers
- Monitor, evaluate and reflect upon school attendance data
- Relate attendance to the school's learning agenda and school values (attendance matters)
- Reward tutors and tutor groups for collective achievement in securing high levels of attendance
- To use Attendance Weeks and Reward Shop to raise the profile of attendance and work with EWS and Parents to support the learners attendance
- The school will work with community leaders to sanction absence for reasons of religious observation for up to one day (usually one day for Eid-ul-Fitr and one day Eid-al-Adha)

2) TO CONTINUALLY MONITOR AND ANALYSE ATTENDANCE:

- Systematically record attendance and absence using standardised procedures taking account of recent legislation and guidelines
- Apply first day contact for non attendance (parents/carers to be contacted by the attendance office)
- Parents to be sent a text message to inform them of their child's punctuality
- Maintain an on-going collection of accurate data, using lesson monitor
- Consistently promote form tutor/subject responsibility for inputting accurate data each lesson
- Publish each week class attendance figures and keep Heads of Family and Form Tutors informed
- Publish for Review day and annual reports individual learner attendance data
- Produce and publish attendance figures for learners classed as persistent absentees or learners at risk of becoming a persistent absentee
- Attendance leader to share information with Learners, Parents, Staff, Governors and relevant agencies

3) TO DEVELOP AND MAINTAIN A PARTNERSHIP BETWEEN LEARNERS, TUTORS, PARENTS, CARERS AND EXTERNAL AGENCIES TO ACHIEVE HIGH LEVELS OF ATTENDANCE

- Highlight the importance of school attendance and punctuality through form tutorials, Learning for Life, school assemblies, attendance week, review days, reports, the reward shop and liaison with external agencies and post 16 providers
- SLT, Heads of Family, Attendance Office and EWS's to support form tutors in implementing this policy
- Parents & Carers to receive annual letter outlining school policy, attendance data for their child on review days and in the school reports, first day contact
- Parents and carers to have the opportunity to speak to Heads of Family, Form Tutors Mentors/SLT re: attendance issues
- Regular meetings with the EWS to share concerns and organise attendance sweeps and late stops
- Attendance Week to be carried out each term

4) TO CHALLENGE INAPPROPRIATE LEVELS OF ATTENDANCE AND WHERE APPROPRIATE CALL LEARNERS, PARENTS AND CARERS TO ACCOUNT

- Work with Heads of Family, EWS and Attendance Office to fast track poor attendees and persistent absentees
- Work with EWS to organise first day visits and organise school gate challenge for late arrivals
- Organise late detention for learners late twice within a week. Form Tutors and Heads of Family can put learners in a late detention - late detention to be managed by Heads of Family
- Heads of Family to use a range of strategies and reference to recent legislation where learners are giving cause for concern regarding their attendance. Action to include:-
 - Letters home, parent /carer meetings (individual & collective meetings)
 - Meetings with parents, carers, learners & EWS/LA officials
 - Attendance surgeries
 - Penalty fines
 - Court action
 - Fast-track poor attendees.
 - Form Tutors to comment on attendance and punctuality with form tutor comment
 - Form Tutors to promote good attendance and liaise with relevant Head of Family
 - Learners causing concern or at risk of causing concern to be identified
 - Heads of Family to Liaise with Attendance Leader and Attendance Officer to monitor their Family's attendance and intervene when appropriate

5) TO CELEBRATE HIGH LEVELS OF ATTENDANCE AND IMPROVED LEVELS OF ATTENDANCE

- Learners to be rewarded with a certificate for receiving 97% attendance each term - Attendance Office to organise

- Learners to be rewarded with a certificate for outstanding attendance i.e. 100% each year - Learner Services to organise
- Learners to be rewarded through Attendance Week Raffles. Each term will have a different focus depending on statistical analysis of data
- Letters home to parents to highlight and celebrate learners' achievements

6) TO REDUCE THE NUMBER OF PERSISTENT ABSENTEES AT MMHS:

- Establish why learners are persistent absentees (or at risk of becoming a PA learner)
- Identify learners at risk of becoming PA learners and notify parents
- Heads of Family to hold meetings with learners at risk of becoming persistent absentees. Attendance Office/Pastoral Support to organise
- Heads of Family, Mentors and Form Tutors to work closely with individual learners, parents and carers to raise attendance
- Involve mentors in supporting PA learners
- Involve external agencies e.g. EWS
- To use Legal Proceedings when appropriate i.e Fast Track to Court and Penalty Notices
- Heads of Family to hold return to school interviews for persistent absentees
- Reward learners whose attendance improves each term

7) TO REDUCE THE NUMBER OF SESSIONS MISSED DUE TO THE ILLNESS

- Monitor the use of code I
- If the number of sessions missed due to illness reaches 10 parents will be required to provide medical evidence
- Sessions missed can be accrued in one illness of over the school year
- Further absences will be recorded as unauthorised and the school will take relevant action in line the attendance policy

CONSULTATION

This copy of the Attendance Policy will be available on the school website.

Form Tutors will be encouraged to discuss the Policy with their Form.

Seconds in Family are to use the Policy with the Changemakers, who will then discuss it with their constituents and give feedback to the Attendance Leader.

PUBLICATION

A copy of the policy is available on request.

The policy will be published on the school website at www.mmhs.co.uk

A summary of the policy will be published in the school prospectus.

SUPPORTING DOCUMENTATION

- 1) Teacher Guide to completing registration and relevant updates
- 2) Attendance Matters Leaflet
- 3) Attendance Week 1 plan

Linked Policies:

Behaviour and Relationships

Admissions Arrangement

Behaviour Principles Written Statement

Register of Pupils' Admissions

Register of Pupils' Attendance

Child Protection

Combatting and Preventing Extremism

Anti-Bullying

Pupil Premium

Pastoral