

**THE SIR BERNARD LOVELL SCHOOL**  
**ATTENDANCE POLICY AND PROCEDURES**

**RATIONALE**

As a community of learners, committed to lifelong learning, we want to encourage students to have high levels of attendance during the school day, and to take full advantage of resources and opportunities offered outside of normal school hours. National evidence demonstrates that high attendance rates are essential in enabling students to achieve their full potential in school.

We have a duty to monitor patterns of attendance efficiently, so that difficulties over attendance can be picked up and dealt with swiftly and effectively in liaison with external support agencies such as the Education Welfare Service (EWS).

Where absence from school is unavoidable, we are committed to supporting students and their parents through the regular setting and marking of work, and through close liaison with home tutors.

Special arrangements may be necessary around the time of examinations, and parents will be informed at least a week in advance about such arrangements.

**GUIDELINES**

Parents have a legal responsibility to ensure a child receives education appropriate to age, ability and aptitude.

Whilst parents must take responsibility for their children's attendance in the first instance, the following staff are directly responsible for monitoring and following up student absences. Detailed guidance is given in the staff handbook.

**ROLES & RESPONSIBILITIES**

**Tutors are responsible for -**

- 1) the accurate marking of statutory registers at the start and end of each day (see guidelines in the Staff Handbook)
- 2) following up absence with the assistance of the Attendance Clerk and making accurate returns regarding reasons for absence
- 3) discussing absences that are of concern with the Year Co-ordinator, and agreeing action

**Teachers are responsible for –**

- 1) the accurate marking of a register at the start of each lesson and
- 2) raising concerns over attendance with tutors and Year Co-ordinators.

**Year Co-ordinators are responsible for -**

- 1) supporting tutors where there are concerns about the attendance of a particular student
- 2) taking an overview of attendance for their Year by checking that tutors have correctly recorded and rigorously followed up attendance issues with the Attendance Clerk, and by analysing attendance patterns for the year group.
- 3) liaising with the Attendance Clerk, parents and the Education Welfare Officer (EWO) on a regular basis over issues of concern
- 4) Making individual referrals to the EWS.

- 5) Agreeing where is necessary to convene meetings in school to discuss and address poor attendance.

### **Deputy Heads**

- 1) meet fortnightly with the EWO to discuss referrals passed on by tutors/Year Co-ordinators
- 2) in particular, discuss strategies for dealing with students who have patterns of chronic or unauthorised absence
- 3) decide when the school will or will not authorise absence [in the case of unusual patterns of absence], and notify tutors and the Attendance Clerk
- 4) process returns regarding numbers on roll, and the percentage of authorised and unauthorised absences.
- 5) Agree with the EWO when non attendance will be tackled with legal measures – Penalty Notices/Prosecution/Education Supervision Orders.

### **SENCO**

- 1) Monitor attendance of pupils on the SEN Inclusion Register
- 2) Liaise with Year Co-ordinators to agree engagement with parents, pupils and possible referrals to the EWS.

### **Admin Support Staff**

- 1) ring home on the first day of absence where there are known attendance issues, and, when possible, where there are absences for which we have not received a satisfactory explanation
- 2) process registers and issue letters to parents via tutors and file responses from parents concerning absences
- 3) alert the appropriate Deputy to inaccuracies in the marking of registers or in the following-up of absences.

### ***Notes for Absence***

Written notes explaining students' absences will not be required when a member of staff (teaching or support) has spoken to a parent and received a satisfactory explanation. Parents may use the space provided in the student organiser to explain an absence.

### ***Return to School***

Students who are being re-integrated into school after a protracted period of absence will be offered support from the Student Support Team. They will be given an Individual Education Plan with targets including attendance, and will be monitored by a nominated lead professional.

### ***Off Site Education***

With increased flexibility at Key Stage 4, more students are now being educated off-site and engaging in work-related learning activities. The school will ensure that such students have a lead professional who will track their attendance and monitor progress. The lead professional will ensure that the tutor, Year Co-ordinator, EWO and the Attendance Clerk are kept informed of changes to timetables and any attendance issues.

### ***Lateness***

Student lateness to registration and lessons will be treated seriously. Persistent lateness will lead to contact with home and late detentions. Students and parents will be encouraged to aim for good attendance and punctuality through newsletters, bulletins, assemblies and the rewards system.

If students arrive after the registration period (9.30am) this will be coded U which is an unauthorised absence.

**Holidays**

We aim to maximise attendance for all students by valuing and rewarding high attendance rates and by working in close partnership with parents. To this end we would encourage parents to avoid unnecessary disruption to their children’s attendance, such as that caused by taking holidays during term time. We do not authorise holidays taken during term time.

**Medical Appointments**

We would encourage parents wherever possible to arrange medical and dental appointments in out of school hours.

**Legal Measures To Secure Regular School Attendance**

Where there are ongoing concerns about a student’s attendance, including a sequence of absences accounted for by parents as due to illness, Fast Track to Attendance and Fixed Penalty Notices may be considered. Such action will follow the guidelines set down by South Gloucestershire LA and will only be considered where a student’s attendance has fallen below 80% and positive interventions have not led to a sustained improvement. School Attendance Panel and Panel Review Meetings will be held at fixed time intervals.

**Post-16**

Students will be expected to attend school and to register with their tutors in the same way as students in Years 7 –11 on agreed days and to attend tutorials when required.

Adopted: ..... Date: .....  
Head

Adopted: ..... Date: .....  
Chair of Governors

Reviewed: ..... Date: .....  
Head

Reviewed: ..... Date: .....  
Chair of Governors

This policy will be reviewed annually.