

# The Thomas Aveling School

Policy No. 05

# ATTENDANCE POLICY

Policy: July 2003  
Ratified by Governing Body:  
Reviewed: July 2005 – GNY  
Reviewed: September 2007 - GNY  
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Reviewed: September 2009 - GNY  
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## ATTENDANCE POLICY

- The aim of the Attendance Policy is to reflect embedded good practice that actively supports excellent attendance and punctuality whilst seeking to improve and celebrate the attendance and punctuality of all students.
- The policy entails a clear system of sanctions and rewards supported and overseen by the House Directors of Learning, (DoLs) Assistant Directors of Learning ADoLs and an overarching Children's Team, that includes an Attendance and Welfare Officer (AWO), the Student Services Manager (SSM) & a Home School Support Worker (HSSW). Additionally all Houses have Linked AHTs and there is ongoing support from the LA Attendance Advisory Practice (AAP) and The Governing Body.
- Poor attendance and punctuality disrupts and impedes learning for all students and learning is at the forefront of decisions made and action taken.
- Two form groups with designated staff support vulnerable attendance: A targeted cross House Tutor Group for year 7-11 (NCMS ) and the X Group for identified Year 7s in the first weeks of secondary school.
- To support attendance all staff are expected to register students electronically lesson by lesson, reporting students to The AWO who are unaccountably absent from their lessons.

### PUNCTUALITY.

#### Lateness

- Form tutor notes lateness and discusses strategies to improve punctuality and sets targets.
- All DoLs run a daily Late Detention that all students attend if late to school. Missing the detention results in an hour long Leadership Team detention
- Ongoing lateness may result in a request for the student and their parents or carer to attend an Attendance Clinic.

### LATE REGISTRATION

- Morning register closes in form period at 9 am (or at the end of assembly) If student arrives late to school after the register has closed they must go straight to Student Services and register with the SSM. The Am Register remains 'open' until 9.30am. After 9.30 students are to continue to register with AWO. AWO to discuss lateness with student and log as appropriate. Students are issued with two slips: The Detention slip and the Registration slip.
- Registration slips are issued that are proof to subject teacher that the student has registered and issue of slip is 'passport' into lessons. The Subject teacher signs and adds the time as accepted practice. The slip is then returned to the AWO by the subject teacher asap. Students who are late MUST present their registration slip. Non returned slips must be accounted for. Slips are returned to the register folder to alert tutor to discuss lateness with student. Tutor/AWO to pursue as appropriate.

- Any student present in lessons but with no evidence of them having registered must be checked with AWO. Students failing to register will lead to parents being notified and a sanction imposed by the DoL.
- Student 'registering' with AWO after register closed is absent and note needed as routine if no call from parent.
- First day calls are made to Year 7 students and all vulnerable attenders at need. Text messages are sent to all parents who have not notified the AWO of absence.
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## ABSENCE

### First/Second day of absence

- Parents are actively encourage to phone AWO to explain absence.
- AWO to enter absence code used in lieu of a note from home as necessary – making for swifter returns. However all students are encouraged to bring a note as a matter of course.

### Suspected Forgery

- If a Student's note seems to be dubious – whether forged or for an inconsequential reason – perhaps following more than one occurrence - the Form tutor instigates home contact by Tutor/ADoL/AWO

### Protracted Absence

- If Student's absence may be for a week or more work will be sent home co-ordinated by the Form Tutor/ADoL/Children's Team.
- Reintegration should be a positive part of lesson planning as highlighted by Ofsted and The Key Stage 3 Strategy. The ethos and culture of the classroom has to be such that children want to learn and returning to school is a positive step rather than a disheartening experience.
- Parents are alerted if student attendance drops below 95%
- Persistent absence require medical evidence
- HSSW/AAP intervention
- Request to attend an Attendance Clinic comprising DoL/AWO and other key staff as appropriate
- 10 unauthorised absences (am or pm session) may result in a Fixed Term Penalty Notice from Year 8 onwards.

## ATTENDANCE REWARDS

- 99% + attendance and punctuality to be rewarded by Attendance Celebration at the end of the year
- House Points and Certificates awarded for excellent attendance

## **TRUANCY**

### **Suspected Truancy From Lessons**

If students who are missing from a lesson but have been marked present previously in the school day the AWO and/or Reception should be informed. The student's whereabouts will then be monitored and parents/carers and DoL informed.

On return to school the truant is:

1. Seen by the DoL/Subject Leader and AWO and referred to the Form Tutor and the ADoL/DoL/Subject Leader/AWO will contact home as appropriate
2. The student will be placed on Attendance Report.
3. The Form Tutor/DoL will then monitor closely attendance in the subsequent weeks and talk to the student if there is a problem and/or refer to the AWO/Attendance Clinic as appropriate.

### **Students Off Site**

No Key Stage 3 or 4 student without an authorised Lunch Pass are allowed Off Site at Break or Lunch. If they are caught doing so parents are contacted by the ADoL by letters that explain the sanctions as appropriate and which can include: Break and Lunchtime Report, Community Service, social inclusion in Inclusion Zone or with Tutor and in persistent cases Parental Supervision at lunchtimes off site or a fixed term exclusion. If the Lunch Pass is misused it will be removed.

G Nyangon  
January 2012