



## **WHOLE SCHOOL ATTENDANCE POLICY 2016-2018**

The Governors and staff of Rose Bridge Academy are committed to providing a full and effective education for all our students to ensure they achieve their potential in all that they do. We believe that all students benefit from the education we provide and from regular and punctual school attendance. To these ends, we will do all we can to ensure that all students attend regularly and that any problems which impede this are identified and acted upon as soon as possible.

### **EXPECTATIONS**

#### ***We expect that all students will:***

- attend school regularly
- arrive on time, appropriately dressed in school uniform and prepared for the day
- through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly.

#### ***We expect that all parent/guardians will:***

- encourage their child to attend school every day and on time
- ensure that they contact the school as soon as possible i.e. on the first day of absence before 8.45am whenever their child is unable to attend school
- ensure that their child arrives in school appropriately dressed and fully prepared for the day
- provide the school with up to date home, work and emergency telephone numbers
- not arrange family holidays to take place during the school term
- inform the school in confidence about any problem which might affect their child's attendance.

#### ***Parent/guardians can expect that the school will:***

- provide a good quality education
- reward and encourage good attendance
- record their child's attendance accurately and efficiently; this will be done via electronic registration using SIMS
- on the first day of absence make every reasonable effort to contact the parent/guardian by text or phone when their child fails to attend school
- deal discretely and properly with any problem notified to the school by the parent/guardian
- work with outside agencies to monitor students of concern
- provide 1:1 support for specific students
- implement attendance management plan for students who have under 95% attendance
- instigate appropriate enquiries before removing the child from the school roll



## **RESPONDING TO NON-ATTENDANCE**

*When a student fails to attend school without a satisfactory explanation, we will:*

- contact the parent/guardian on the first day of absence by telephone/text; if contact cannot be made a letter will be sent home to request the reason for absence
- a further phone call will be made and a further letter sent to the parent/guardian if there has been no response and the unauthorised absence has exceeded three school days
- if no contact is made by the parent/guardian for a 5 day period a Police welfare check may be requested
- if the non-attendance continues beyond ten days a further attempt will be made to telephone the parent/guardian, another letter sent and a home visit made
- if the student or parent/guardian fails to respond, the matter will be discussed further with the Start Well team, with a view to a formal referral.

Any student returning to school after a lengthy absence will be supported by the Learning Mentors and a where necessary a reintegration put in place.

## **LATENESS**

Students are encouraged to be on time as we firmly believe that punctuality is preparation for life after school and encourages good habits. Students need to be present in form time to receive important messages, have standards check and be ready for learning period 1. Students are given a detention on the day they are late to school. Students who fail to attend this detention are issued with an after school detention.

## **ORGANISATION**

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the importance of the education being provided.

## **RESPONSIBILITIES**

### **Governors**

- to ensure that the school has in place a whole school attendance policy.
- to receive annual reports from the Headteacher in respect of attendance data and trends.
- to monitor the effectiveness of the whole school policy.

### **Headteacher**

- to oversee the whole policy
- to report to governors on attendance issues on an annual basis.



### **Deputy Headteacher responsible for attendance issues**

- to produce an annual attendance action plan
- to liaise with the Attendance team/Heads of Year
- to oversee the collation and analysis of attendance data.
- to produce an attendance profile for the whole school via regular SIMS reports indicating unauthorised absences, % attendance etc. and ensuring the appropriate strategies are undertaken to improve attendance.
- to report to the school's Senior Leadership Team on attendance matters and trends.
- to ensure that they are fully aware of the Local Authority Policy on attendance issues and take appropriate action.

### **Attendance team**

- to oversee the electronic registration process and ensure that electronic registers are completed accurately
- to make contact with parents/guardians in the case of unexplained and prolonged absence
- to set up 1:1 support for specific groups in liaison with the appropriate Head of Year.