

# The Meden School and Technology College



**ATTENDANCE**  
**MATTERS**  
every day counts

**Every Child Matters**  
Change For Children

## **ATTENDANCE POLICY**

### **EVERY CHILD MATTERS**

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well Being

## EVERY CHILD MATTERS

### MEDEN SCHOOL ATTENDANCE POLICY



#### AIMS

- The aim is for all Meden students to attend school regularly and punctually to gain the maximum benefit from the opportunities available.
- Staff, students and their families will work together so that each student attends regularly and punctually.
- The school will monitor attendance and punctuality and ensure quick and early intervention if a problem is identified.
- Good attendance will be seen as an achievement and recognised as such by the school.

#### OBJECTIVES

- To make attendance and punctuality a priority for all those associated with the school.
- To provide support, advice and guidance to students and parents and to develop effective communication between school and home.
- Implement a system of rewards and sanctions that acknowledge the efforts of students to maintain and improve their attendance and punctuality.
- To develop a systematic approach to gathering and analysing attendance data.
- Develop and maintain an effective partnership with the Education Welfare Service and other agencies.
- Develop a framework that defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

#### MANAGING THE POLICY

##### The Role of the Tutor

The Tutor Will:-

- Provide a welcoming and safe place to start the school session.
- Encourage high attendance and best performance from students.
- Play a key role in matters related to attendance. It will be through them and the relationships they build with the students and parents/carers that improving and monitoring attendance will be most effective.
- Use the electronic registration system (a.m. and p.m.)
- Positively support reward systems for attendance, progress, behaviour and achievement
- Support students returning from longer absence.
- Do initial follow-up for individual cases of student absence.
- Liaise with parents, Progress Leader and Attendance Support staff as appropriate.
- Regularly check absence histories.

### The Role of the Class Teacher

Includes most of the previous and:

- Use electronic registration to mark the register in the first ten minutes of the lesson.
- Monitor individual attendance as well as progress, behaviour and achievement.
- When lesson monitor is completed report truants to the Attendance Officer (South Side) using the appropriate coloured slip. Tutors will be informed.
- Ensure sanctions are put in place for truants.
- Inform head of Department of any problems with attendances.

### The Role of the Head of Department

- Make Attendance an agenda item at department meetings.
- Liaise with Progress Leaders to monitor attendance.
- Generate high expectations from staff and students.
- Make sure supply staff have class lists as appropriate to check attendance.

### The Role of the Progress Leader

The Progress Leader will be responsible for co-ordinating and monitoring attendance within their year group. They will:

- Develop a positive ethos within the year group that encourages good attendance and punctuality as the norm.
- Ensure that tutors carry out attendance policy and procedures.
- Attend fortnightly timetabled meetings with the Deputy Head to discuss attendance issues and decide on appropriate action.
- Liaise with parents, carers and students causing concern.
- Have a clear understanding of attendance data, reasons for absence and interventions taken for their year group.
- Manage an effective tutor team.
- Oversee implementation of the reward system.
- Liaise with Heads of Department, Attendance Officer, the Deputy Head and other agencies as appropriate.

### The Role of the Attendance Officer

- Work closely with Progress Leader and the EWO to monitor attendance issues.
- Provide monthly data to tutors.
- Liaise with outside agencies regarding attendance issues.
- Be a point of contact for parents to discuss attendance issues.
- Carry out the schools staged responses prior to referral to the EWS.
- Promote good attendance in and around school by supplying year teams with material for monthly prize draws, termly attendance certificates and display materials.

### The Role of the Education Welfare Officer (EWO)

- Receive referred students from the school following the staged response of the school.
- Hold regular meetings with the school.
- Follow the response of the Education Welfare Service (EWS) of referred cases.
- Negotiate and collaborate on an annual service agreement.
- Provide records, assessments and reports for the school.
- Work with key school staff (i.e. Progress Leaders)
- Work with the school to improve attendance and unauthorised absence targets

### The Role of the Attendance Officer - Deputy Head (Pupils)

- To ensure that attendance data is accurate, analysed and reported to the Senior Leadership Team and Governing Body on a termly basis.
- To ensure accurate attendance returns are made to the DfES.
- To ensure that attendance data is reported to pupils, parents, governors and staff.
- To encourage a positive and proactive ethos within the school where attendance is prioritised, promoted and embedded in school policies, plans, practices and processes.
- To provide a strategic overview of the input and impact of external support services to the school which promote attendance and assist the school to meet attendance targets and outcomes in a co-ordinated approach.
- To ensure that the roles and responsibilities of all those involved in the school community are actively communicated and understood.
- Where attendance needs to improve, to co-ordinate an action plan for improvement and evaluate the impact of action taken.
- To agree and establish a system of data collection and analysis which as a minimum should include:
  - Attendance data at authorised and unauthorised level
  - Attendance data at group, year, subject level
  - Pupil profiling of the percentage of a pupil's attendance levels
  - Links between attainment and attendance
  - Reasons for absence
  - Outcomes of attendance strategies used by the school
- To ensure the school has a range of strategies, which are consistently applied to promote whole school attendance and provide a staged response to improve attendance levels of pupils. This should include clear agreed criteria for the involvement/referral to support agencies.

Meden School recognises the importance of a good working partnership with EWS and the Meden Family of Schools attached EWO.

In order to ensure an effective partnership the school will:

- Negotiate fortnightly timetabled meetings between the EWO, Deputy Head, and the attendance Officer to discuss attendance issues and decide appropriate action.
- Negotiate regular meetings between the EWO and the Attendance Officer.
- Carry out the school's staged responses prior to referral to the EWS.
- Follow referral procedures as recommended by the EWS.
- Make available suitable facilities in school to enable the EWO to counsel students and parents.
- Negotiate and collaborate on an annual service level agreement.

## The Role of the Students

- Attend regularly and be on time.
- On return from absence bring a note on the first day back.
- Record attendance details in the student planner.
- Support other students who might have attendance problems.
- Be aware of their personal attendance target set with the form tutor.
- Let the school know if a family holiday is planned.
- Catch up on work missed during absence.

## The Role of Parents/Carers

- Ensure regular attendance of children at compulsory school age are on roll at the school.
- Promote a good attitude to learning so that any child in their care:
  - Arrives punctually
  - Is in school uniform
  - Is willing to work
  - Follows school rules and expectations
- Work in partnership with the school and other agencies in the child's best interest.
- Inform school of important changes or influences that might affect the child's learning
- Avoid holidays in school time. DfES evidence shows that missing 10 school Days or more leads to a drop in achievement (see separate policy statement)

## Truancy - Including Internal Truancy

- Students playing truant will be followed up by action from the school including:
  - ✓ Keeping parents informed and including them in discussion.
  - ✓ Detention to make up missing time.
  - ✓ Attempting to establish why the student is not attending school.
  - ✓ Include the Education Welfare Officer when appropriate.
  - ✓ The class teachers will provide follow up action when students miss their lesson.
  - ✓ They will make Subject Leaders aware of these students playing truant.
  - ✓ Progress Leaders will be aware of truants and produce an Action Plan to show intervention strategies.

## Governing Body

- The Governing Body will be responsible for ensuring that the school and staff meet legal responsibilities in relation to all Pupil Attendance and Registration Regulations.
- They will draw up an Admission Policy for the school and ensure that all Admission procedures are correctly followed.
- They will publish a School Prospectus and related documents that will give clear statements of the value placed on high levels of attendance and of the school's expectations in this respect.
- They will be involved in the development and agreement of this policy.
- They will ensure that the school is able to provide the necessary resources for the Implementation of this policy.

## Headteacher

The Headteacher will be responsible to the Governing Body for ensuring that the school staff carry out their responsibilities for the day to day management of attendance matters within the school.

The Headteacher will be responsible for:

- Communicating information about attendance to Government, staff, parents and the community.
- Identifying resources to support staff development and training.
- Pupil incentive schemes and other initiatives in relation to attendance.
- Supporting staff in the development of initiatives to improve whole school attendance.
- Considering requests for holiday and extended holidays in school time.

## Individual Student Support

Meden School recognises the need to support students during and after long-term absence of any kind. With this in mind the school will:

- Endeavour to arrange and give full support to Home Tuition when applicable.
- Consider all strategies, in partnership with the EWS, to encourage the return of students to school. This may include negotiated timetables and alternative curriculum opportunities at KS4.
- Ensure that there is a positive atmosphere within tutor groups and lessons in which students are welcomed back into school.
- Encourage parents/carers to be actively involved in re-entry programmes.

## Rewards

Excellent, good and improved attendances will be recognised and rewarded. Each term, through the medium of assemblies, students will receive certificates for the following levels of attendance:

100% Attendees for a whole term will receive a letter of congratulation and a certificate

100% Attendees for a whole school year will receive both a certificate and a prize at the school's Annual Achievement Evening.

The reward system will be constantly reviewed through a consultation process particularly involving students.