

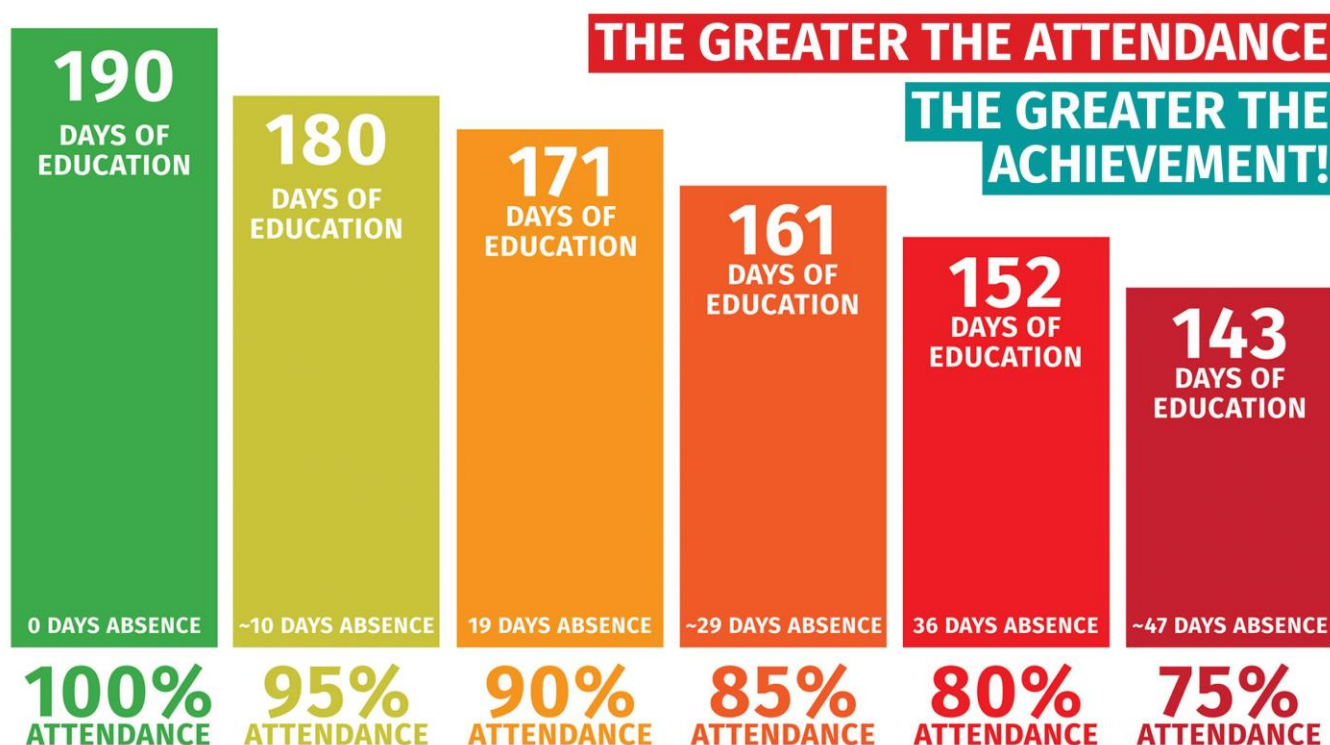


**SOUTH WIRRAL HIGH SCHOOL**

Where Every Student Matters & Every Student Thrives

# Attendance & Punctuality

# 90% ATTENDANCE SOUNDS GOOD, RIGHT? THINK AGAIN...



90% attendance  
over 1 week

=

1/2 a day  
every week

90% attendance  
over 1 year

=

4 weeks of  
lessons missed

90% attendance  
over 5 years

=

1/2 a year of  
lessons missed

(Year 7 -11)

## **SWHS Attendance Policy**

Our aim is for every student to attend school every day of the academic year however we understand that ill health can sometimes hinder a student's attendance. We know that every day at school is valuable and as such believe that no student should miss school unnecessarily.

Persistent absenteeism is defined as having less than 90% attendance, which is equivalent to 19 days of absence per year. This is equal to 6 days of absence per term or 3 per half term. As such these thresholds are used to help make decisions on suitable interventions.

### **Aims of the policy**

1. To support the aims of the School Improvement Plan.
2. To comply with all the relevant legislation regarding attendance.
3. To promote good attendance & punctuality.
4. To ensure that students and parents understand the procedures for attendance.
5. To ensure that all staff and governors are well informed about attendance issues.
6. To improve school attendance
7. To reduce persistent absenteeism
8. To improve punctuality

## Procedures for marking registers

1. Students arriving after morning registration has finished must report to the school office to be given their mark. Students arriving up to 9.35am will be marked 'L'. Those arriving after 09.36am will be marked 'U'.
2. The afternoon session mark is given during afternoon registration, either 12.00pm or 12.30pm.
3. Registers must be accurate and use the appropriate codes. Where a tutor is unclear about an entry they should consult their Head of Year Leader in the first instance.
4. Where possible we request parents/carers make medical and dental appointments outside of school hours. Where this is unavoidable students should attend school before the appointment and return to school as soon as possible after the appointment, signing back in at reception where they will receive an 'M' code for the sessions and lessons missed.
5. During the school day if a teacher notices a student has been marked present in a previous lesson or registration period but fails to arrive to their scheduled lesson the teacher should report that student as missing to Senior Cover who will begin the missing student procedure.

## Students educated off-site

1. B code can be used to indicate a student is present at an off-site educational activity approved by the school. This should not be used if a student is completing school work from home or at an unsupervised activity (for example a dance exam, sports trial under the supervision of a person or organisation not approved by the school).
2. Students' attendance at off-site activities needs to be confirmed each day by direct communication, either e-mail or telephone call, with the coordinator of the off-site activity. Where attendance either cannot be confirmed, or when a student is confirmed as absent, the register should be marked accordingly and truancy call sent out as usual.
3. D code can only be used to indicate that a student is dual registered AND attending another school; for example if they are attending another school as part of a managed move.

## Students on a part time or reduced timetable.

Please read guidance from the Local Authority and complete a Part-time agreement form. Student welfare officer needs to be informed of all part time timetables.

## Register checks

**Checking registers** Assistant Head of Year or Head of Year should examine their year group registers each day. Where they have concerns or where staff have expressed concern, the root of the problem should be identified and appropriate action taken.

## Holidays in term time and Education Penalty Notices

In line with Government guidelines, holidays during term time are not allowed. However, parents who feel that their circumstances are exceptional may make a special request to the Headteacher. Each case will be judged on its individual merits by the Headteacher.

Please note the following:

1. No holiday absence will be authorised Years 10 – 13
2. Absence for a request to attend a wedding will be limited to one day, the wedding day, authorised absence
3. The government define a student as a persistent absentee if attendance is below 90%. Any holiday absence risks that your son / daughter will fall into that category, with a subsequent risk of fixed term penalty fines
4. If you choose to take your son / daughter on holiday, there will be a fixed term penalty for each parent, regardless of whether the student resides with both parents, of £60, rising to £120 per parent if not paid within 21 days
5. In addition to the fixed term penalty, the student's attendance record shows unauthorised absence (truancy) if the holiday is taken without authorisation
6. Any student taking an unauthorised holiday will not be eligible for school trips for an academic year.
7. Students with an unauthorised holiday will be issued with a medical evidence letter to emphasise the importance of continued good attendance upon their return.

If you choose to take the holiday during term time we will refer the case to the Education Social Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision.

## Strategies for improving attendance

Good attendance is vital to ensure students make the best possible progress. We understand that there may sometimes be legitimate reasons for short term, long term and continued sporadic absences. The interventions listed below, and the guide percentage attendance figures, are not exhaustive and will be applied on a case by case basis by the pastoral team.

### Between 100%-96%

Those students meeting their attendance targets are regularly celebrated on an individual, tutor group, and year group level.

Students with 100% at the end of each term will also receive an attendance award and special recognition will be given to students with one or more full year's attendance in the end of year assembly.

### Stage 1:

AHOY and HOY will work closely with students, and their families, who are approaching the threshold for persistent absenteeism to identify barriers to regular school attendance. Intervention strategies will include:

- AHOY calls parents/carers to explain concerns, discussion reasons for absence, explain support available and explain the next steps in our attendance policy.
- AHOY meeting with student
- Meeting with HOY, AHOY parent and carer.
- Referrals to internal support; SEN, careers, study support.
- Referrals to external support; Young Carers liaison, CAMHS, doctors.
- Head of Year will consider; access to curriculum, fixed term modifications to timetables, appropriate settings & groupings, participation in extra-curricular activities and financial travel support.
- Parents/carers will be informed in writing that further absences will not be authorised without medical evidence being provided.

## **Stage 2**

- Head of Year liaises with Student Welfare Officer for support.
- Stage 2 attendance meeting will be called; parents/carers will be invited in writing to meet with the Head of Year / Assistant Head of Year and Student Welfare for a minuted meeting.
- Head of Year will consider; access to curriculum, fixed term modifications to timetables, appropriate settings & groupings, participation in extra-curricular activities.

## **Stage 3**

Attendance panel meeting will be called; parents/carers will be invited in writing to meet with Student Welfare and Attendance Officer and Wirral Locality Attendance Officer)

- Student Welfare Officer Interventions which may include; daily morning phone calls, home visits, a fixed series of minibus AM collections.
- Education Penalty Notices, EPNs, (formerly Fixed Penalty Notices) can be issued by the school when other interventions have not been successful or when parents/carers have removed students for unauthorised holidays.
- EPNs can be issued after 5 days or 10 sessions of unauthorised absence.
- In the most extreme cases the local authority may also decide to bring a prosecution against parents/carers who do not ensure their child attends regularly.

## **Communication with parents and carers.**

**First day calls** - Parents are encouraged to telephone school as soon as possible on the first day of absence and are regularly reminded to do so. After the registers have been returned AHPL will telephone parents of students where no explanation of absence is known. Where successful a mark will be entered in the register.

## **How parents and carers monitor attendance**

- Arbor – Live attendance data.
- Weekly emails with attendance information sent to parents/carers

## **How students monitor attendance**

- Student planner
- Tutor/Registration
- Arbor

## **SWHS Punctuality Policy**

Arriving punctually to school ensures students start each day in the best possible frame of mind for learning. Arriving late disrupts learning and teaching. Persistent lateness can quickly escalate into absenteeism.

### **Procedure**

Registration starts promptly at 8.35am. Students who arrive after this time will be marked 'L' by their tutor.

Student who arrive after 8.35am must sign in at reception. Those arriving after 9.36am, without a valid medical reason, will be marked with a 'U'.

### **Attendance text System**

Text messages are sent to parents of absent students. Procedures must be followed prior to the messages being sent to ensure the student is absent.

Telephone calls made to parents/carers of students who have not arrived in school and a notification of reason for absence from their parent/carer.

### **Education Penalty Notice**

The parents/carers of students who arrive after the register has closed 10 times or more may be issued with an Education Penalty Notice.