



St Brigid's Attendance Policy

Report Author	RJ
Report Status	Ratified
Ratified by Governors	July 2015
Review date	June 2016

Rationale

St Brigid's school is committed to ensuring that all pupils are in school every day, on time and are therefore able to learn. The Denbighshire target for attendance is 95%. This is also our school base target but we aim to exceed this annually in both primary and secondary. We want every pupil to fulfil their full academic potential and this can only be done this effectively if they are in school.

The school is committed to communicating the benefits of good attendance to pupils through assemblies, form time discussions and PSE sessions. Parents will be automatically informed of their child's attendance rate if it falls below 85%. The school newsletter will remind parents of their legal responsibility to make sure their children are in school and on time regularly.

The Governing Body of the school are committed to maintaining high attendance levels and any referrals which require Governor intervention will be referred to the Governing Body Attendance panel via the procedure outlined in Appendix 1.

The Law

A child is of **compulsory school age**:

- At the beginning of the next school term after his/her fifth birthday.

And **may leave school**:

- On the last Friday in June of the school year in which he/she reaches sixteen.

It is the parent /carer's legal duty to ensure the **regular** and **punctual** attendance of their child at school.

In law, there are some reasons for absences which will be authorised by the school, for example:

- Religious observance
- Medical Appointments
- Genuine Illness

Parental or sibling illness, going on holiday in term time, visiting family and taking days off for birthdays are examples of **unacceptable** reasons for pupils to be absent. All of the above will be recorded as unauthorised absence. Please note that 10 days holiday (or 20 sessions) is **not** an automatic parental right. Leave in term time will now only be authorised in **very exceptional circumstances and remains at the discretion of the Headteacher**. Parents who take their children out of school on extended holidays may be removed from the school roll.

The school and Educational Social Worker (ESW) will support and assist parents/carers in promoting the regular and punctual attendance of pupils. The ESW will also work with pupils and their families in assisting and supporting with any difficulties arising in school and/or at home.

For information, please note the following:

Attendance during one school year	Equals this number of days absent	Which approximates to this many weeks absent	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

By Year 11 – a secondary school student who has averaged an attendance of 80% - has missed one full year of education over their school lifetime.

School Day Information

Morning registration begins at 8.50 am and pupils are requested to be in their registration rooms or classrooms promptly at this time. Punctuality to school and individual lessons is extremely important and is the responsibility of each pupil. Parents of pupils who do not arrive punctually will be asked to give reasons for the lateness and will be marked in the register as late. Class/form will take registers for morning and afternoon sessions as required legally. In addition to this subject teachers will also take registers at the start of lessons to ensure that pupils are present throughout the day. Any absence during lessons the day will be dealt with according to the school Operating Chart at Appendix 2. Regular instances of lateness will be addressed via communication to parents from the Headteacher.

The school uses the Denbighshire attendance procedure (Appendix 1 of this policy) and it is important that parents/carers inform the school on the first day of any absences.

Parents/carers must provide school with all updated telephone contact numbers so that we are able to make contact to understand why a pupil is late or absent from school.

The school is supported in its drive to improve attendance and punctuality by an Education Social Worker (ESW) who is employed by Denbighshire County Council.

Appendix 1 - DENBIGHSHIRE ATTENDANCE PROCEDURE - GUIDANCE FOR ALL SCHOOLS

CODE	ACTION – Unauthorised Absences	CODE	ACTION – Authorised Absences
A1	First Day Absence Contact <ul style="list-style-type: none"> Update codes as reasons are received. 	AA1	First Day Absence Contact <ul style="list-style-type: none"> Update codes as reasons are received. Following 10 days+ authorised absence, at school’s discretion, for illness/medical invite parents to AA1 meeting. Monitor and review.
A2	Follow up call/text <ul style="list-style-type: none"> Check absences have been accounted for, enter reason on SIMS Update codes as reasons are received. If no response move to next stage 	AA2	Deterioration - AA2 letter to be sent. AA2 meeting with parents and pupil, school nurse and any other medical professional as appropriate. <p>**</p> <ul style="list-style-type: none"> Minutes of the meeting to be taken and Pastoral Support Plan (PSP) and/or Health Care Plan to be completed, copy for parent. Where there are genuine health reasons and there is an impact on attendance/learning, school will aim to supply work that can be completed at home. For more serious/long term health conditions consider a referral to BSS Moderation will be made for home tuition. This will be reviewed regularly. Where the above stages determine there are no genuine health reasons further absences should be recorded as unauthorised unless medical evidence is supplied from the date of AA2 letter. If medical/illness reasons continue to be provided without evidence send AA2+ letter home. Monitor and review. If no improvement escalate to A4 (Unauthorised route).
A3	Send A3 letter home by post Code response as appropriate <ul style="list-style-type: none"> If no response following 3 letters consider moving to next stage if unexplained absences are continuing. 		
A4	Personnel with responsibility for attendance: <ul style="list-style-type: none"> Arrange meeting with parents and pupil by A4 letter. Minutes of the meeting to be taken and Pastoral Support Plan (PSP) to be completed, copy for parent and a review date set. * 		

	<ul style="list-style-type: none"> • Monitor and review and move to next stage if no improvement 		
A4+	<p>Senior Leadership Personnel with responsibility for attendance:</p> <ul style="list-style-type: none"> • Arrange meeting with parents and pupil. • Minutes of the meeting to be taken and Pastoral Support Plan (PSP) to be completed/revisited, copy for parent and review date set. * • Monitor and review. If no improvement consider issuing a fixed penalty notice or move to the next stage. • Send letter to inform parents of referral to ESW service 		
A5	<p>Complete Inclusion Referral Form including the following evidence which must have been accumulated within the same academic year and demonstrate either no improvement or deterioration:</p> <ul style="list-style-type: none"> • SIMS REGISTRATION CERTIFICATE REPORT • COPIES OF LETTERS FROM SCHOOL TO PARENTS • SCHOOL MEETING MINUTES (all levels) • REVIEW MEETING MINUTES (all levels) • ANY ADDITIONAL PARENTAL CONTACT RECORDS • PASTORAL SUPPORT PLAN • MEDICAL/ILLNESS ABSENCES (AA1, AA2) MUST HAVE ENTERED THE UNAUTHORISED ABSENCE PATHWAY PRIOR TO ESW INVOLVEMENT. <p>Referrer will receive an acknowledgement of referral letter with an allocated ESW and date for initial assessment appointment.</p>		
A5+	<p>Assessment and Intervention by the ESW Service:</p> <ul style="list-style-type: none"> • Liaison and feed back to referrer as and when necessary. • In some cases a meeting may be required to address any school issues identified in the social work assessment. School to arrange meeting via A5+ letter. • Meeting to agree plan. Review date to be set at meeting. • School to send invitation to review meeting together with copies of meeting minutes and PSP 		
A6	Governors' Attendance Panel Meeting		

	<p>Invitees: Headteacher, Governor with responsibility for attendance, Wayne Wheatley, ESW, Health representatives if appropriate, Parent(s)/carer(s) and pupil.</p> <ul style="list-style-type: none"> • School to arrange meeting - letter to be sent to parent/carers by recorded delivery, copy to ESW. • Parent/carers and student meet with the Governors' Attendance Panel (meeting to be chaired by either ESW Team Manager or Headteacher). • Legal action will be discussed. • Attendance improvement plan to be clarified and agreed. • Review date to be set for parent, pupil, senior leader and ESW. (Maximum of 4 weeks from meeting). School to send out A6+ Reminder letter to be sent to parent in advance of meeting copy to ESW 		
A6+	<p>Review meeting with Senior staff member</p> <ul style="list-style-type: none"> • Recap progress of Attendance Improvement Plan • Address any outstanding issues • Agree review date if required or decision if legal warning is to be issued. • No improvement, consider prosecution. 		

*If parent fails to attend, the meeting should go ahead with the pupil in the parent's absence. A copy of the PSP should be sent home by post with a return receipt slip enclosed and a date of next review meeting.

**If parent fails to attend this meeting a further meeting should be offered prior to request for school nurse to carry out a home visit to validate medical reasons

<p>(Issues around attendance levels will follow the DCC Attendance procedure (2015) which is in the Attendance Policy. This will be monitored by The Attendance Officer, the pastoral head of Learning and the Head Teacher.)</p>	<p>Attendance Officer Pastoral Head of Learning Head Teacher</p>	
<p>Punctuality</p> <p>The Attendance Officer will alert the Pastoral Head of Learning if there is a problem with a child's punctuality. Parents /Guardians should be contacted by the Pastoral Head of Learning if the punctuality of their child is unacceptable. (Late without an acceptable reason more than 3 times in a half term).</p> <p>Persistent lateness should be identified by the Form Tutor and discussed with the Pastoral Head of Learning. This will result in a letter home to parents/guardians indicating the need for the pupil to make up the time after school in the presence of the Head Teacher.</p>	<p>Pastoral Head of Learning</p> <p>Form Tutor</p> <p>Attendance Officer</p> <p>Head Teacher</p>	<p>Late without good reason more than 3 times</p>
<p>Lesson attendance</p> <p>Registers should be taken at the start of each lesson by teaching staff in the interests of safeguarding.</p> <p>Any missing pupils who were previously present that day must be reported to the office immediately to ascertain the whereabouts of the pupil. If a pupil is unwell and sent to the office, this will be noted on SIMS by office staff dealing with the pupil.</p> <p>Subject tutors concerned with persistent absences of pupils in their lessons, should discuss their concerns with the Pastoral Head of Learning.</p>	<p>All teaching staff.</p> <p>Office staff</p> <p>All teaching staff</p>	<p>Every lesson</p>

<p>For pupils in the Sixth Form registers should be taken in each lesson to track attendance and to ensure accountability for EMA payments. As part of the Dyffryn Clwyd consortium and to ensure safeguarding, sixth form teachers will notify the Attendance officer if pupils are absent for both the base school and visiting pupils. The other schools will then be informed of the absence via the Dyffryn Clwyd flowchart procedure.</p> <p>For pupils who have missed more than two lessons consecutively, the Head of Learning for Sixth Form should be notified and this will be queried with the pupil's base school.</p>	<p>Sixth form teachers Head of Learning – Sixth Form</p>	
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Partneriaeth ôl-16 Dyffryn Clwyd – Adrodd Absenoldeb Gwersi Dyffryn Clwyd post-16 Partnership – Reporting Lesson Absences

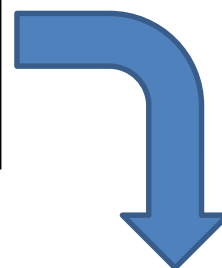
All Partners have their own internal systems for the recording of student attendance/absence at the beginning of each lesson for those students on their roll.

For students attending lessons with a delivery partner on another site, a register is also taken at the beginning of each lesson by the partner organisation. Immediately following the taking of this register, information regarding student absences should be reported to the relevant base school to ensure that any Safeguarding concerns are addressed and that an accurate record of attendance is kept up to date. For post-16 students these registers and the reporting of absences must take place for both the morning and afternoon sessions. (i.e. twice each day)

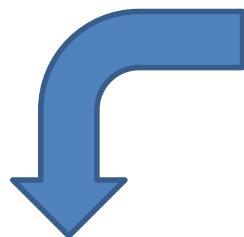
The following system has been agreed and will be operated by all Dyffryn Clwyd Partners with effect from the 1st September 2015.



At the beginning of each lesson, the classroom teacher / lecturer records on the class register all students present, including those enrolled in other bases which should be included on the class register and their base schools noted.
The teacher / lecturer immediately e-mails a list of absent students from other bases to the named person on that site.



The named person on each site collates the absence data for that session from all the partnership lessons and completed the Dyffryn Clwyd Absence Pro-forma.
The named person emails the information as an attachment as a group email to their equivalent named person on the other 5 partnership sites. (the group email will also include all Heads of Sixth). This process is repeated for each session i.e. twice per day.



The named person on each school site receives the group email and identifies those students on their roll. For those students, absences are recorded on SIMS and the necessary steps taken depending on the role of the named person, the type of absence and the internal school procedures e.g. absence is already known and authorised, absence needs investigating, absence has occurred during the day and need investigating etc.
Heads of Sixth will routinely monitor these absences as they would for all students to identify trends or specific individual issues.