

BROWNLOW INTEGRATED COLLEGE
ATTENDANCE POLICY



THE MANAGEMENT OF ATTENDANCE

REWARDING GOOD ATTENDANCE AND PUNCTUALITY

Brownlow Integrated College believes that good attendance and punctuality are to be encouraged at every opportunity. Parents are responsible for ensuring that their children attend regularly and are punctual. The school has a whole school reward system to encourage regular attendance. Full attendance for the full year is recognised at the School's Annual Prize Distribution Evening.

RESPONSIBILITIES OF PARENTS

"To ensure that children have an efficient education suited to their age, aptitude and any special educational needs"

Education and Libraries Order 1986

Parents are asked to phone the school on the first day of absence and inform the school the reason for absence and expected length of absence. Parents should confirm this with a written note when their child returns to school.

ROLES AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

The Board of Governors has the ultimate responsibility for school attendance but this is delegated to on a day-to-day basis to the Principal. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school's attendance policy and practice.

- The Board of Governors is fully aware of the school's Attendance Policy.
- The Principal reports to the Board of Governors about attendance issues on a regular basis.

ROLES AND RESPONSIBILITIES OF THE PRINCIPAL

Overall responsibility for attendance on a day-to-day basis lies with the Principal. The Principal has the role, along with the Board of Governors for determining resources and staffing to deal with attendance issues, ensuring the Board of Governors are informed about attendance issues and ensuring statistical information is provided as required by government.

The Vice Principal will:

- liaise with the education welfare service about individual pupils
- talk to pupils with irregular attendance
- send letter to parents of pupils who are absent from school on a regular basis without explanation
- make a referral to the Education Welfare Service if improvement in attendance is not made
- collate and report attendance information
- take responsibility for overall monitoring of attendance
- providing support to pupils after long absence from school in conjunction with Year Head and Form teacher.

ROLES AND RESPONSIBILITIES OF FORM TEACHERS

Effective practice in relation to managing individual pupil attendance depends on the Form Teacher. In Brownlow Integrated College the Form Teacher is responsible for :

- Developing trusting relationships with pupils
- Monitoring attendance, e.g. marking register and collecting absence notes
- Following up pupil absence if notes not produced (where time permits)
- Talking to individual pupils about their attendance
- Promoting class attendance through the curriculum
- Referring pupils to the Year Head after 3 consecutive days of absence
- Providing support to pupils after a long absence from school in conjunction with Year Head and SMT.

ROLES AND RESPONSIBILITIES OF OFFICE STAFF

Office staff have an important role to play in monitoring attendance in school. The following are some of the roles they may undertake:

- Operating the Sims.net system
- Taking phone messages from parents when pupils are absent
- Maintaining the late register
- Compiling lists of absentees
- Collating registration data
- Sending letters of detention to parents of pupils who are late on 3 occasions.

RECORDING OF ATTENDANCE

The Department of Education has issued guidelines about categorising absence as authorised or unauthorised. As a result the following codes will be used to record absence.

/\	Present	L	Late
C	Suspended	E	Educated off site
I	Ill	N	No reason yet provided for absence
M	Medical appointment	*	Not on roll
R	Religious observation	0	Other Exceptional circumstances
B	Bereavement	H	Other Absence
P	Approved Sports	V	Educational Visit
Y	Exceptional Closure		

To ensure the school's Attendance Policy operates in an appropriate manner, the Board of Governors has delegated authority to the principal who has the authority to decide whether an absence should be classified as authorised / unauthorised.

AUTHORISED ABSENCES

In normal circumstances the following types of absences will be classified as authorised:

- Illness (*when note is provided by parent*)
- hospital / dental appointments (*when prior notice is given*)
- family bereavement
- representing the school / county / country at an approved event
- taking music / ballet / drama examinations
- religious holidays (*when prior notification of absence is given*)

In special circumstances parents may apply for a leave of absence for their child. The authorisation of the absence is at the principal's discretion and must be requested in writing, prior to the absence. In exceptional circumstances, when a written request is impractical, parents should contact the principal, in person, to discuss the matter in confidence.

UNAUTHORISED ABSENCES

In normal circumstances the following types of absence will be classified as unauthorised:

- birthday
- on a shopping trip with parents
- staying at home with ill parent or sibling
- term time holiday

When a pupil is absent on a frequent basis, a letter will be sent to the parents to highlight the school's concerns. This letter will detail the attendance percentage and the number of days of absence. Please see (Appendix A) for sample of the letter.

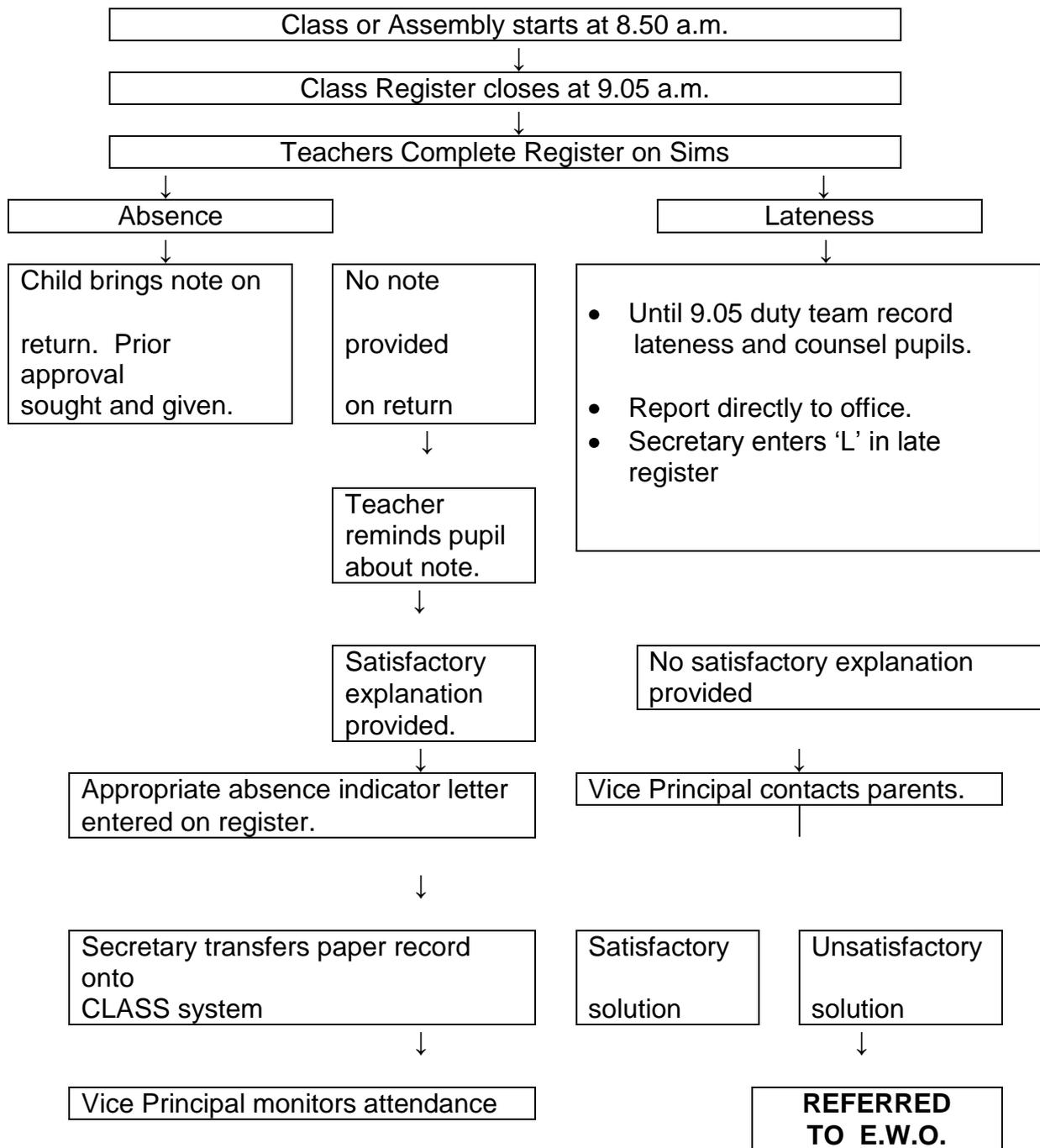
LATENESS

In Brownlow Integrated College promptness is strongly encouraged. Pupils are expected to be in school by 8.50 a.m. The form teacher will record attendance on lesson monitor when they arrive to his or her classroom. If a pupil arrives after registration has closed the pupil must go to the office directly, where the secretary will mark him/her 'L' on the register, unless a valid reason is provided eg a pupil who arrives by taxi due to SEN.

The Duty Team keep a record of late comers which is monitored by office staff.

- ❖ When a child is late they attend a break time detention.
- ❖ Whenever it is deemed appropriate a parent/school contract will be drawn up. Please see (Appendix C) for sample of the contract.

REGISTRATION / ATTENDANCE PROCEDURES



MONITORING AND REVIEW

The Principal and Vice Principal have worked in partnership with the school's Education Welfare officer to develop a policy which ensures consistency. The policy will be reviewed on an annual basis to determine the success or otherwise of the attendance strategies employed within the school.

APPENDIX 'A'

Date as postmark

To the parents of _____

Dear Parents

Recently we have analysed the register and have noted that your child's attendance has dropped to _____%.

Whilst 100% attendance is clearly the ideal, in many cases legitimate illnesses or other factors can prevent it. However, when attendance falls below a certain level we become concerned as our aim is to help your child to reach his/her full potential. This is difficult to achieve if a lot of days are missed from school. If your son/daughter's attendance falls below 85% we would then liaise with the Education Welfare Service in relation to making possibly a referral.

If you feel that you wish to discuss the situation, please contact the school office to make an appointment with the Principal.

Yours sincerely

A. Downard
Vice Principal

APPENDIX 'B'

Date as Postmark

Dear

It has been brought to my attention that your son/daughter, _____,
in _____ has not been attending school on a regular basis. As a result of
this it is my duty to refer this matter to the Education Welfare officer.

***May I remind you that it is the responsibility of every parent/guardian to ensure
their child attends school regularly.***

If there has been an issue of which is school is unaware which has prevented
attendance, please do not hesitate to contact us immediately.

I hope to see your child attend school at the earliest possible occasion.

Yours sincerely

A. Downard
Vice Principal

APPENDIX 'C'

BROWNLOW INTEGRATED COLLEGE

Parent/School Attendance Contract

Name of Child _____

Date of meeting with parents: _____

Review Date: _____

Child's Attendance: _____

Child's Punctuality: _____

Concerns to be raised with parent:

1.
2.
3.
4.
5.
6.

How the parent will help resolve the concerns:

How the school will support the parent:

Signed: _____ (Parent/Guardian) Date: _____

Signed: _____ (Parent/Guardian) Date: _____