**BROWNLOW INTEGRATED COLLEGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Ratified by** | **Date** |
| 1 | A Downard | BOG | 28/02/2019 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

****

**ATTENDANCE POLICY**

**2019 - 2020**

**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 letters and texts to parents of pupils who are absent from school on a regular basis without explanation
* meet with parent to discuss pupil attendance (Refer to Appendix E).
* 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 Responsibility 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.

**Mentoring Day**

All mentors discuss attendance as an agenda item. A colour code system is used with 95% green, 90% - 94% amber and under 90% red.

**The 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 J Permission to leave UK for various reasons

(A full list of codes are available from the School Office).

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 / unauthorized.

**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.

* If a pupil’s attendance falls below 95% the College informs the parents through a text.
* If a pupil’s attendance falls below 90% the parent is sent a letter. (Please see Appendix A).
* If a pupil’s attendance falls below 85% a second letter is sent. (Please see Appendix B).
* If a pupil’s attendance falls below 80% a referral is made to the EWO. (Please see Appendices C and D).
* Pupil attendance is monitored throughout these prompts by the office, staff and EWO. Phone calls and meeting with pupils or parents take place where required.

**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 three times they are given a school detention between 3.15 pm and 4.00 pm on a Tuesday.
* 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**

|  |
| --- |
| Class or Assembly starts at 8.50 a.m. |

↓

|  |
| --- |
| Class Register closes at 9.05 a.m. |

↓

|  |
| --- |
| Teachers Complete Register on Sims |

|  |  |  |
| --- | --- | --- |
| Absence |  | Lateness |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child brings note on |  | No note |  | * Until 9.05 duty team record
 |
| return. Prior approval |  | provided  |  |  lateness and counsel pupils. |
| sought and given. |  | on return |  | * Report directly to office.
 |
|  |  |  |  | * Secretary enters ‘L’ in late register
 |
|  |  | Teacher  |  |  |
|  |  | reminds pupil |  |  |
|  |  | about note. |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Satisfactory |  | No satisfactory explanation provided |
|  |  | explanation |  |
|  |  | provided. |  |  |  |  |

Office sends texts

|  |  |  |
| --- | --- | --- |
| Appropriate absence indicator letter |  | Vice Principal contacts parents. |
| entered on register. |  |  |  |

Letters

Meetings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secretary transfers paper record onto |  | Satisfactory |  | Unsatisfactory |
| CLASS system |  | solution |  | solution |

|  |  |  |
| --- | --- | --- |
| Vice Principal monitors attendance |  | **REFERRED** |
|  |  | **TO EWO** |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Parent/Guardian

**RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Class \_\_\_\_\_\_\_\_\_\_\_\_**

In common with all schools, it is our practice and duty to monitor pupil attendance and punctuality and ensure, where possible, that this is as consistent as possible. Your child’s attendance has now fallen below 90%.

It is therefore imperative that your son/daughter attends school ***every day*** if he/she is to achieve their full potential both academically and pastorally. I am asking for your support in ensuring that your child’s overall percentage attendance increases over the coming weeks ahead. Please submit notes explaining reasons for absence to the Form Teacher as soon as possible.

Thank you for your support in this matter.

Yours sincerely

**A Downard**

**Vice Principal**

**Appendix B**

Date:

To The Parents/Guardians of:

Dear Parent/Guardian

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 possibly making 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 C**

Date:

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 the school is not aware that 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

EDUCATION AUTHORITY

**Appendix D**

EDUCATION WELFARE SERVICE – REFERRAL FORM

School Name:

Alternative Education Provider:

Student Name: DOB: Year Group:

Address: Postcode:

Telephone Number:

Full name of those with parental responsibility:

Relationship to pupil:

 Male Female School Parent/Carer Student Other agency (please specify)

Gender: Referred by:

Looked After Child: Yes/No (delete as applicable)

Ethnicity: Nationality/Language:

***One of the following categories should be used:***

*Black – African, Black – Caribbean, Bangladeshi, Black – Other, Chinese/Hong Kong, Indian/Sri Lankan, Korean, Mixed Ethnic Group, Malaysian,*

*Other Non White, Pakistani, Irish Traveller, Vietnamese or White.*

# **Is this a re-referral?** Yes No

## Reason(s) for referral, please tick box/eg as appropriate

### Attendance

### Behaviour Medical

### *(where it is impacting on attendance*

### *including concerns regarding suspension/s)*

### Welfare Concerns School Age Mother

### School Placement Social & Emotional

 (*e.g. bullying, transition)*

**Other**

If other (please specify)

**Action taken by school pre-referral Date of Contact**

 **Please give more information overleaf**

### Letters sent to home

Parent(s)/carer(s) contacted by phone

Parent(s)/carer(s) interviewed at school

Individual work with student

Contact with other agencies, please specify

## **When and how was parent contacted about this referral?**

Please note that referrals will not be accepted without the family having been informed unless in exceptional

circumstances.

**Date: Letter Phone call Other Please specify:**

**Special Educational Needs**

**Does the SENCO know the student? Yes No**

**At what stage on the code of practice is this student (1-5)?**

To ensure effective EWS assessment the section below must be completed

**Please detail the following:**

#### Reasons for absence

#### School interventions to address pupil’s absence

#### Parent/guardian’s response to school’s intervention

Please attach a copy of attendance printout with this referral.

**Signature: Designation:**

**Name & Designation of person who should be contacted *(if different from above):***

**Date of referral:**

*Please note – the contents of this form may be shared with the student and parent(s)/carer(s).*

*Thank you for taking the time to complete this form.*

### For Office Use Only

Date Received

Allocated to

Date

**Appendix E**

**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:** \_\_\_\_\_\_\_\_\_\_\_