

SAINTFIELD HIGH SCHOOL



MANAGING PUPIL ATTENDANCE

Reviewed June 2017

AIMS OF THE POLICY

- (i) To encourage high levels of attendance among all pupils in order to enhance **effective learning and teaching**.
- (ii) To show clearly that regular attendance is a **standard expected** in our school.
- (iii) To **maintain** the high standards of attendance already achieved.
- (iv) To **interest** and **involve** pupils in attaining high attendance levels so they **accept responsibility** and **ownership** for their attendance record.
- (v) **To give support** and understanding where circumstances do not allow high pupil attendance.
- (vi) To **acknowledge** effort and achievement in attendance.
- (vii) To **promote a consistent approach** when dealing with attendance issues.
- (viii) To **heighten understanding of procedures** when dealing with situations of low attendance.

THE AIMS OF THE SCHOOL

The primary aim of our school is broken down into five subsidiary aims. Two of these subsidiary aims incorporate attendance.

AIM 3

To foster a positive, caring environment and develop attitudes through which individuals may learn respect for others and become responsible members of society.

- in part (c) it states to develop these attitudes via:

- ethos
- assemblies
- school environment
- good attendance
- charity support
- sport
- drama
- music
- visits

AIM 5

To promote self esteem, confidence and self discipline among all pupils. Objectives (a) - (e) are listed and (e) states:

(e) To promote regular attendance at school.

Therefore we as a school in our mission statement recognise and advocate the importance of good attendance.

ROLE OF FORM TUTOR

- To raise awareness among pupils and parents of the importance of attendance.
- To monitor attendance of form class so there is early identification of pupils whose attendance is deteriorating.
- To identify patterns of non-attendance, keep records of these and raise concerns with parents and Vice-Principal.
- To discuss attendance with individual pupils.
- To make home contact after three days of consecutive absence. If by telephone – a record of the date and content of the call is recorded. If by letter – a copy is retained in the pupil's file.
- Through home/school links, to organise attendance meetings with Parent/Carer (pupils also to be present).
- To refer pupils to Vice-Principal when there are concerns about attendance and particularly if pupil attendance falls below 90%.
- To foster a positive view to good attendance records.
- To encourage and celebrate good attendance in the form class.
- To arrange for work to be sent home when pupil is off for some time.
- To follow procedures for registering attendance.

THE ATTITUDE OF THE FORM TUTOR TO ATTENDANCE MAKES A REAL DIFFERENCE AND IS A POWERFUL INFLUENCE ON THE PERFORMANCE OF THE FORM CLASS.

ROLE OF VICE-PRINCIPAL

- Has overview of the school's attendance record.
- Has responsibility for attendance policy.
- Follows up referrals from Form Tutors.
- Interviews pupils whose attendance record is causing concern.
- For those pupils whose attendance rate is a concern, pupils are provided with a personalised attendance card. This tracks and monitors pupil attendance for a specified duration, and it is the pupil's responsibility to make sure this is updated.
- Liaises with Form Tutors and parents over pupil absences.
- Analyses figures on a monthly basis and cross references absences with notes in general office.
- Organises attendance record sheets for Form Class Noticeboards.
- Distributes monthly information on attendance to Form Tutors.
- Liaises with EWO including making written referrals for investigation into absences.
- Organises attendance certificates for annual prize givings.
- Produces annual statistics and graphs for discussion and evaluation at pastoral meetings.

ROLE OF PARENTS

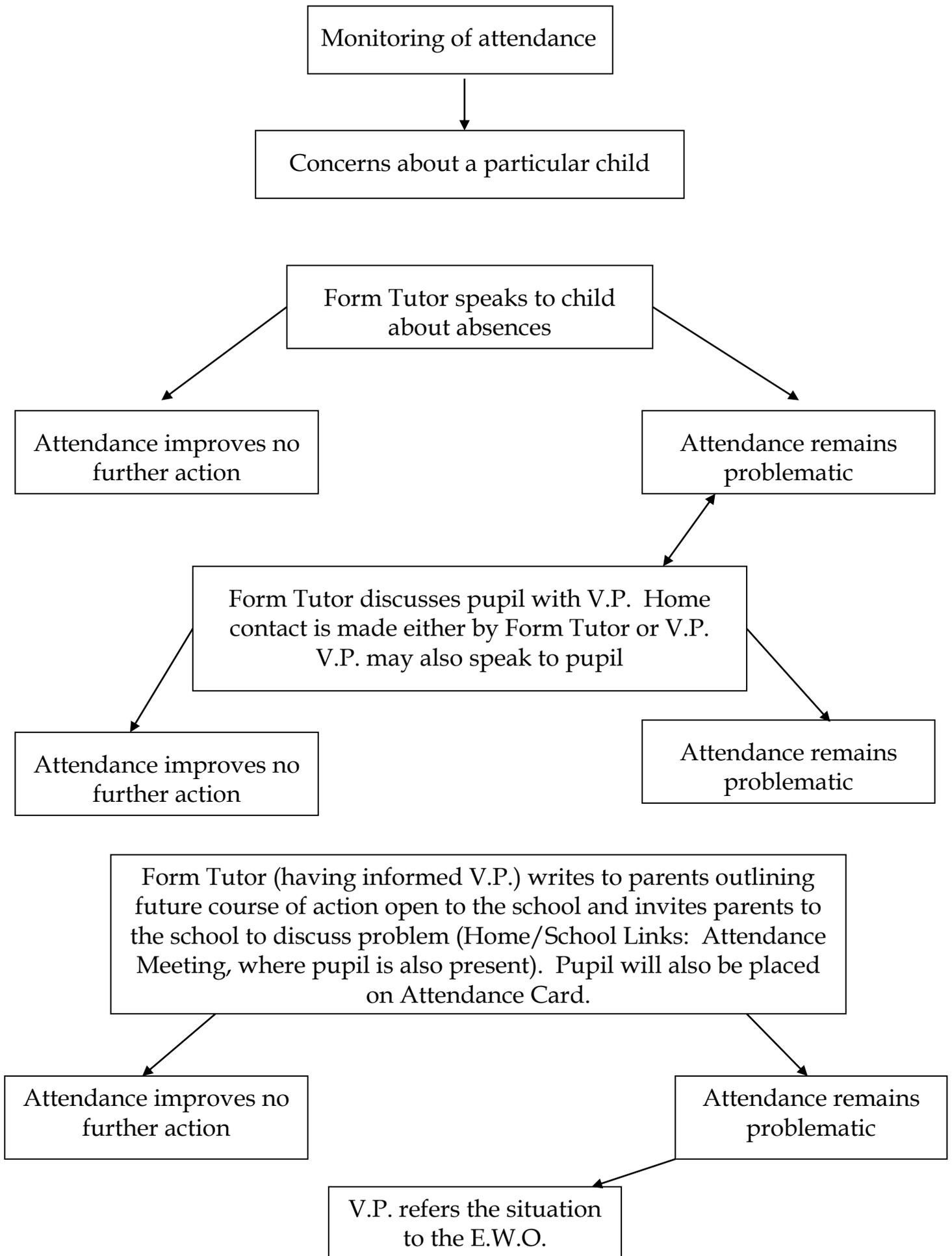
- To **encourage** and **support** their child in maintaining good attendance during their school career.
- When deemed necessary, through Home/School links, to attend attendance meetings, accompanied by their child with Form Tutor.
- To ensure punctuality.
- To inform the school of any circumstance or illness which might affect attendance at school.
- To contact the Form Tutor after three days if the child is not returning to school.
- To send a **written** note with the child on his/her return to school after absence, even if a telephone call has been made during the absence.

ROLE OF E.W.O.

- To follow up and assess any concerns about the welfare of a pupil which is having a direct effect on his/her education.
- To receive referrals about attendance.
- To receive referrals about concerns in relation to child protection.
- To provide advice and guidance to the school and other agencies.

STRATEGIES IN USE ~ To Promote Good Attendance

- Each month Form Tutors are given a breakdown of the attendance figures in their form for discussion with individual pupils and for completion of the attendance record in the form room.
- Each form class has an attendance record for the Pastoral Noticeboard. This is filled in each month by the Form Tutor and discussed with the class.
- The names of the three classes with the highest monthly attendance percentage, highest number of 100% monthly attendance percentage and the class with the most improved percentage are announced at assembly and extra break-time is given as reward.
- Attendance figures are on display in the school corridor on the Attendance Noticeboard.
- Attendance and lateness figures are published on termly reports as well as the end of year report.
- Targeting Year 8 pupils to establish good habits of attendance.
- Pupils also gain a positive point for each month's full attendance.
- House points gained by attendance are posted on noticeboards by Mrs Irwin at the end of each month.
- Form Tutors are asked to inform Vice-Principal on a monthly basis of any pupils whose attendance has improved significantly.
- Vice-Principal sees some of the 100% attenders each month as well as seeing those with poor attendance records.
- Attendance certificates are presented at the school's annual prize giving ceremony.
- A reward is given to the class with the highest attendance for the whole academic year.



PROCEDURES

- At the beginning of each day, the Form Tutor will take registration on SIMS (using PC or iPad). Furthermore, each period pupil registration is completed by each Teacher for his/her class (Appendix 1).

If a pupil is present no marks are made opposite his/her name. If a pupil is late then one horizontal line is made through the am only P and A box.

On the Monday morning following each week of school, Form Tutors complete the absence report form for each pupil who was absent for any of the previous week. The pupils will be listed in the absent report (Appendix 2).

A list of codes is given in Appendix 3. Any queries about which code to apply are referred to the Vice-Principal.

- After three days of any pupil's absence, the Form Tutor contacts the home by telephone or letter and keeps a log of contacts made.
- When a pupil returns to school after an absence a **written** note must be collected by the Form Tutor even if a telephone call has been made by either teacher or parent.
- Notes brought in to explain absences are signed and dated by the Form Tutor and placed in the roll book for filing in the School Office. Any queries or information from these notes must be reported to the appropriate members of staff.
- If a pupil needs to leave school during the school day then an authorised request from the home must be made. This is usually via a written note and this note is placed in the roll book. The actual note or a list of pupils with reasons and times will be pinned on the noticeboard opposite the staff room.

An authorisation note (blue in colour) (Appendix 4) should be filled in by the Form Tutor or Teacher marking the roll and given to the pupil so that this note can be presented to the Class Teacher when the pupil asks out of class. The pupil must then take this note to one of the

school offices before leaving the school. Pupils must be **collected** by the parent or guardian or other person listed on the contact list.

Pupils returning to school after appointments should report to the school office in order to register that they are now back on school premises.

- Pupils who arrive late to school:
 - (a) If they arrive while Assembly or Form Period is in session, ie after the 8.30am bell, their names are registered in a late book by the Teacher in charge of morning lateness, giving time and reason for lateness. The pupils then join their classes before lessons begin and are marked present by Form Tutors.
 - (b) If they arrive after classes have started, ie after the 8.40am bell, they go the school office for a late form (pink in colour) which is completed to give time of arrival and reasons for lateness (Appendix 5). This form is then taken by the pupil to both Form Tutor and Head of Junior/Senior School for signatures then the form is returned to the school office. Any four latenesses results in an afternoon detention given by either the Head of Junior School, or the Head of Senior School.

The Latebook is available in the school office for monitoring by Form Tutors, Heads of School and any member of staff.



PUPIL REGISTRATION FORM 1

SHEET NUMBER

[0]	[0]	[0]	[0]	[0]	[0]
[1]	[1]	[1]	[1]	[1]	[1]
[2]	[2]	[2]	[2]	[2]	[2]
[3]	[3]	[3]	[3]	[3]	[3]
[4]	[4]	[4]	[4]	[4]	[4]
[5]	[5]	[5]	[5]	[5]	[5]
[6]	[6]	[6]	[6]	[6]	[6]
[7]	[7]	[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]	[9]	[9]

INSTRUCTIONS Use only HB pencil when completing this form.
Mark like this

Example: Student Present (P) (A)
Student Absent (P) (A) Student Late (P) (A)

No.	Student Name	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
		am	pm	am	pm	am	pm	am	pm	am	pm
01		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
02		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
03		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
04		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
05		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
06		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
07		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
08		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
09		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
10		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
11		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
12		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
13		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
14		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
15		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
16		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
17		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
18		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
19		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
20		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
21		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
22		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
23		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
24		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
25		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
26		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
27		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
28		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
29		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
30		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
31		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
32		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
33		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
34		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
35		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
36		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
37		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
38		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
39		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
40		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
Number Present											

FOR OFFICE USE ONLY	Weekly Total	<input type="text"/>	Weekly %	<input type="text"/>

ABSENCE CODES: GUIDANCE FOR SCHOOLS

CODE	DESCRIPTION	STATISTICAL MEANING
/\	Present / = (AM): \ = (PM)	Present
A	Artistic Endeavour	Authorised Absence
B	Bereavement	Authorised Absence
C	Suspended	Authorised Absence
D	No reason provided for absence	Unauthorised Absence
F	Family Holiday (agreed)	Authorised Absence
G	Family Holiday (not agreed)	Unauthorised Absence
H	Other absence – not acceptable	Unauthorised Absence
I	Illness (not medical or dental appointments)	Authorised Absence
L	Late (before registration closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence (temporary code only)	Unauthorised Absence
O	Other Exceptional Circumstances	Authorised Absence
P	Approved Sporting Activity	Approved Educational Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Approved Educational Activity
U	Late (after registration closed)	Unauthorised Absence
V	Educational Visit	Approved Educational Activity
W	Work Experience	Approved Educational Activity
X	Only Staff should attend	Attendance not required
Y	Exceptional Closure – whole school closure	Attendance not required
*	Not on roll	Attendance not required
#	Holiday for all	Attendance not required
!	No attendance required	Attendance not required
1	Alternative Education Provision - (organised by the ELB)	Approved Educational Activity
2	Home/hospital tuition - (organised by the ELB)	Approved Educational Activity
3	Elective Home Education	Attendance not required
4	Pupil Referral Unit	Approved Educational Activity
5	Another mainstream school (under Entitlement Framework – EF)	Approved Educational Activity
6	Training Organisation (under EF)	Approved Educational Activity
7	FE College (under EF)	Approved Educational Activity
8	Intensive Support Learning Unit	Approved Educational Activity
9	CAMHS	Approved Educational Activity

AUTHORISATION NOTE FOR LEAVING SCHOOL EARLY

Pupil Name and Class _____

Reason for leaving school early: _____

Time of Departure: _____ Initials of Form Teacher: _____

Date: _____ Expected Time of Return _____
(if applicable)

**SAINTFIELD HIGH SCHOOL
LATE SLIP**

NAME	CLASS	TIME	DATE	REASON
		:		
INITIALS OF HEAD OF JUNIOR SCHOOL / SENIOR SCHOOL			INITIALS OF FORM TEACHER	
REGISTER AMENDED			NOTED IN LATE BOOK	