

SAINTFIELD HIGH SCHOOL



MANAGING PUPIL ATTENDANCE

Reviewed June 2020

Introduction

Saintfield High School champions good school attendance. It is the opinion of all staff that good attendance contributes significantly to pupils achieving individual success. High levels of attendance naturally leads to consistency and progression across all subjects. However, it also enhances pupils emotional and mental well-being by ensuring regular positive interaction with peers and the opportunity for pupils to feel part of their form class and the wider identity of the school. There are rigorous procedures of support available to assist pupils who may be finding regular school attendance challenging.

Objectives of the policy

The objectives of the school Managing Pupil Attendance policy are as follows:

- (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. This message will be relayed to parents/carers and pupils from Year 8 Induction.
- (iii) To **maintain** the high standards of attendance already achieved.
- (iv) To praise and reward pupils with high attendance.
- (iv) To **interest** and **involve** pupils in attaining high attendance levels so they **accept responsibility** and **ownership** for their personal 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.

Subsidiary 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

Subsidiary 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.

Hence, a central ethos within the culture of Saintfield High School is to recognise and praise good attendance, to continually advocate the importance of good attendance, and to assist and support pupils struggling with regular attendance at school.

Role of Form Tutors

- To raise awareness among pupils and parents/carers 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 a 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/carers 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 giving.
- Produces annual statistics and graphs for discussion and evaluation at pastoral meetings.
- Organises reward/celebration to pupil with 100% attendance.

Role of Parents/Carers

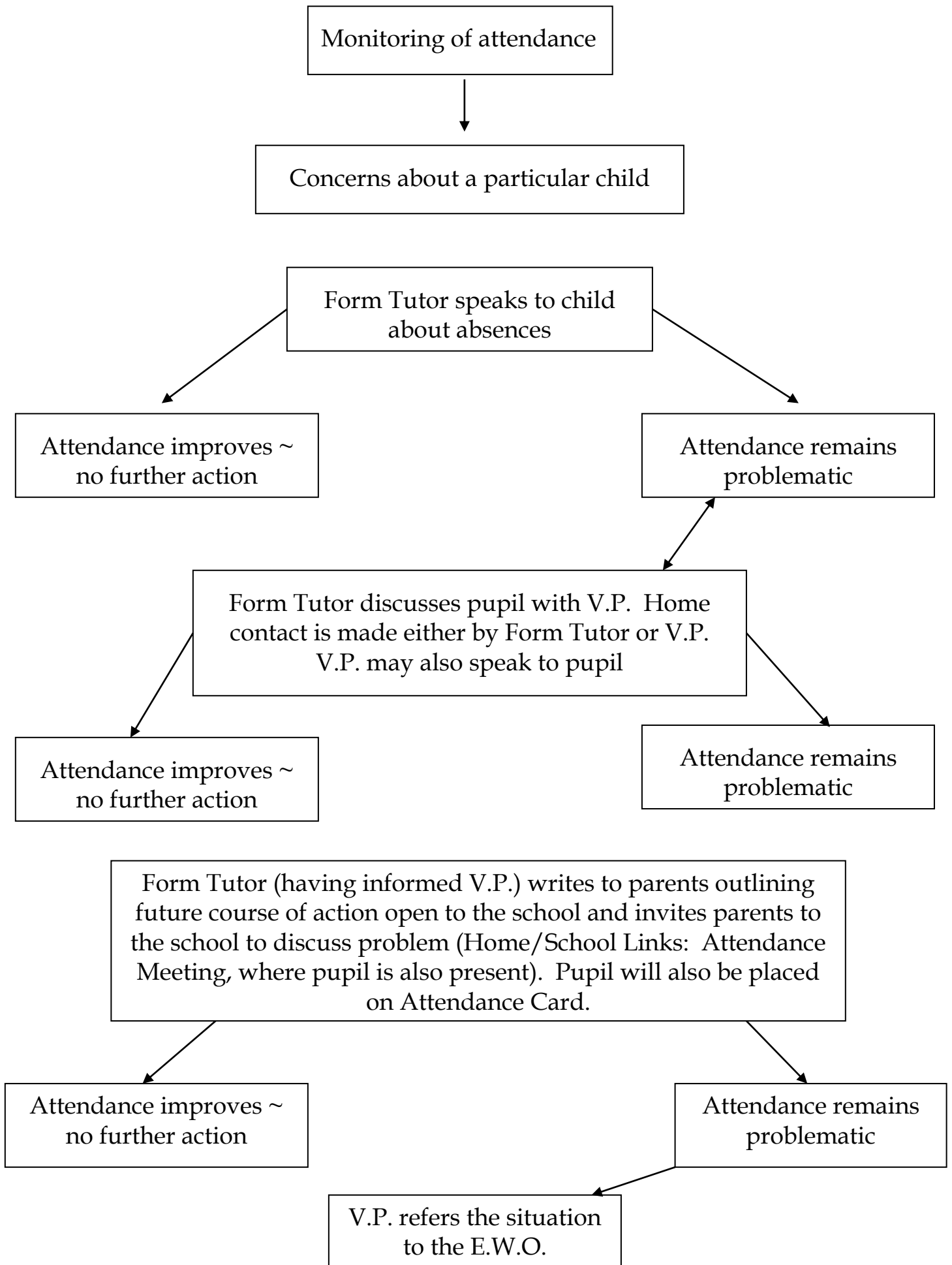
- To **encourage** and **support** their child in maintaining good attendance during their school career.
- When deemed necessary, through Home/School links, to attend attendance meetings, accompanied by their child with Form Tutor.
- To ensure punctuality.
- To inform the school of any circumstance 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 Education Welfare Officer

- 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.
- 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).

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.

A list of codes is given in Appendix 2. 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 3) 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 the school reception before leaving the school. Pupils must be **collected and signed out** 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, i.e. after the first bell, their names are registered in a late book by General Office staff in L6 or L4, giving time and reason for lateness. The pupil waits with office staff before joining their classes before lessons begin. Office staff update SIMS.
 - (b) If they arrive after classes have started, i.e. after the 8.40am bell, they go the school office to be registered in a late book which is completed to give time of arrival and reasons for lateness (Appendix 4). Office staff contact parents after 3 incidents of lateness. After six incidents of lateness an afternoon detention will be given by either the Head of Junior School, or the Head of Senior School. The late book is monitored and signed by the Head of Junior and Senior School on a regular basis.

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

Appendix 1

Edit Session Marks - W/b 04/11/2019 - 13B

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

Name	Reg	Mon 04/11		Tue 05/11		Wed 06/11		Thu 07/11		Fri 08/11	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Armstrong, Terry	13B	x	x	/	\	/	\	/	-	-	-
Blokey, Oliver	13B	x	x	/	\	/	\	/	-	-	-
Carpenter, Alicia	13B	x	x	/	\	/	\	/	-	-	-
Cheng, Tao	13B	x	x	/	\	/	\	/	-	-	-
Clarkson, Annabel	13B	x	x	/	\	/	\	/	-	-	-
Cox, Andrew	13B	x	x	/	\	/	\	/	-	-	-
Diana, Victoria	13B	x	x	/	\	/	\	/	-	-	-
Easley, Terrence	13B	x	x	/	\	/	\	/	-	-	-
El Aswar, Jared	13B	x	x	/	\	/	\	/	-	-	-
Ferdinand, Lois	13B	x	x	/	\	/	\	/	-	-	-
Foad, Deborah	13B	x	x	/	\	/	\	/	-	-	-
Froch, Julie-Ann	13B	x	x	/	\	/	\	/	-	-	-
Giffley, Kevin	13B	x	x	/	\	/	\	/	-	-	-

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
E	Educated Off Site	Approved Educational Activity
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
J	Extended Leave with Consent	Attendance not required
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
T	Traveller Absence	Authorised Absence
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 EA)	Approved Educational Activity
2	Home/hospital tuition - (organised by the EA)	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)

Appendix 4

Saintfield High School Late Register

Name: _____ Class: _____

	Date	Time	Reason	Signed Mrs Mullan
1 st				
2 nd				
3 rd				
			Phone call home	
				Signed by HOS
4 th				
5 th				
			Lunchtime Detention	
				Signed by VP/P
6 th				
			Afterschool Detention	

As the above named pupil has been late 6 times they will receive an afterschool detention on: _____

Signed Parent/Carer: _____