



# **EVERY CHILD MATTERS ATTENDANCE POLICY**

**Reviewed: September 2011**  
**Date of Next Review: September 2012**

## AIMS / TARGETS

“Pupil attendance is the key to raising educational achievement and to enhancing future life opportunities”.

There is a strong correlation between poor attendance and low attainment.

The school is proud of the considerable improvements made to sustain 94% for last three years.

The International School promotes 96% (or 6 days maximum absence per year) as the attendance level needed to ensure students reach their educational potential.

Improving attendance at The International School is the responsibility of everyone in the school community including students, parents and staff. High quality teaching and learning is essential to improving attendance.

The International School promotes improving attendance by working in partnership with students and parents, the Community Based Budget Team Pilot (team around the child) and all professionals as appropriate (eg school nurses team).

The International School aims to improve attendance to achieve over 90% and thereafter 1% improvement year on year. The International School always aims to reduce authorised/unauthorised absence.

<b>Year</b>	<b>Attendance %</b>	<b>Authorised Abs</b>	<b>Unauthorised Abs</b>
2003 / 2004	84.01%	6.8%	9.1%
2004 / 2005	88.04%	7.8%	3.8%
2005 / 2006	88.30%	7.6%	4.2%
2006 / 2007	88.23%	7.0%	4.3%
2007 / 2008	90.00%	6.0%	3.0%
2008 / 2009	91.00%	5.0%	2.0%
2009/2010	93.85%	4.4%	5.7%
2010/2011	94.00%	3.6%	2.5%



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The resources available to reach targets:

MEMBER OF STAFF	TITLE	RESPONSIBLE FOR
Ann Heath	Assistant Head Teacher	Strategic Planning Attendance Improvement
Karen Ryan	Pastoral Manager	Attendance & Student Services
Julie Twomey	Attendance Support Worker	Absence Calls
Clare Twomey Eveth Daniels	Student Services	Taking parent phone calls Informing Tutors Coding Absence
Tracey Budd	Educational Social Worker	
Tony Maguire	Alternative Education Consultant	
Sue Hards	School Nurse based at Church Lane Clinic	
Helen Seickell	Assistant Head Teacher	Intervention Alternative Education
Samantha Cowley		
Helen Smith	HOSP yr 7	
Lewis George	Pastoral Assistant yr 7	
Rob Franklin	HOSP yr 8	
Anthony Hope	Pastoral Assistant yr 8	
Farzana Kauser	HOSP yr 9	
Kathleen Sheehan	Pastoral Assistant yr 9	
Joy Stedmon	HOSP yr 10	
Mark Brown	Pastoral Assistant yr 10	
John Kitchen	HOSP yr 11	
Paul Fleming-Smith	Pastoral Assistant yr 11	

- Every Thursday is designated Attendance/Planning/Action meeting day.

### **Every Tuesday are Year 7 Team Meetings**

Form Tutors are responsible for encouraging and promoting attendance on a daily basis. Co tutors are responsible for meeting/greeting students on the day they return from absence and giving in reports for every child after every three absence reports

HOSP (Head of Student Progress) have overall responsibility for attendance in their year group(s).

Pastoral Assistants liaise with HOSP and attend meetings on Thursdays. They may also make home visits

Karen Ryan is responsible for preparing weekly report and the Assistant/Head of Student Progress responsible for informing their Form Tutors.



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Since the disbanding of the Education Welfare Service the school is now responsible for sending letters to parents to attend LINK and SARM meetings

Karen Ryan is responsible for taking/resolving any parent communication received by telephone/letter/personal visit.

## **RIGHTS AND RESPONSIBILITIES**

The International School will:

- Inform parents of their responsibility to ensure their children come to school on time every day.
- Inform parents and students that they must attend registration every am/pm for roll call.
- Inform parents and students that parents must telephone Student Services before 9.30 am every time their child is off ill and send a note in on the day of return.
- Inform parents / students who and how to make contact if there are issues preventing the attendance of their children.
- Parents will be informed every year via the Parent Handbook/Half Termly Newsletters.
- Students will be informed regularly in Assemblies/Form Time.

### Parents Responsibilities

Parents have a legal duty under The Education Act 1996 section 7 in relation to the education of their children.

The law in respect to pupil attendance is summarised DFES Guidance Circular 11/99: “All children of compulsory age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the primary responsibility for ensuring their child attends regularly!”

The failure of parents to ensure regular attendance at school is a criminal offence punishable in law by the imposition of a discharge, financial penalty, parenting order and/or a period of imprisonment.

Parents have the responsibility of informing the school about significant influences and changes in the child’s life which may impact on learning.

The International School has a Responsibility to:

- Provide an education suitable to age, aptitude, ability and any Special Educational Need.
- Provide a welcoming safe environment to encourage attendance and promote best performance from children.
- Contribute sensitively to the child’s social, emotional and moral development.



- Establish good and effective communication links with parents/carers and work collaboratively in meeting children's needs
- State expectations of parents/carers and make explicit how to access help/support in school and elsewhere
- Promote good attendance and the welfare of the child
- Keep accurate up to date records on children's attendance and punctuality as requested by law and to inform parents half termly of their child's attendance record
- Monitor the attendance of Looked After Children and discuss with ESW half termly
- Meet weekly with ESW's to identify and act upon attendance concerns
- Work collaboratively with other agencies to promote attendance/fulfil statutory duties e.g. James Brindley (Hospital School), Tony Maguire (Alternative Education), Child Protection, Child Employment, Youth Offending Team, Safer Estates Team (Education/Police/Housing) and Pupil Watch.

## **PROCEDURES**

### Parents

Parents will:

- Ensure their child arrives to school in good time for Registration:  
8.45 am – 8.55 am  
3.10 pm – 3.20 pm
- It is a legal responsibility that Registration is taken am/pm
- Parents must ensure their children understand this and ALWAYS attend the Registration Periods.
- Students who arrive late must come in through reception and give their name.

### Parents Note:

Children who arrive late for medical reasons e.g. Dentist/Doctors/ Hospital appointments are coded M – authorised absence on production of the appointment card or note / telephone call from parent.

## **PROCEDURES**

### School Staff

We expect that:

- Teachers/Support Staff will keep accurate records of pupil attendance using e portal, or if there is a technical problem only, using paper registers which should be returned to Student Services immediately.
- The Tutor will (MUST) code all absence on a weekly basis by insisting students bring notes on the day they return to school from absence. (The School Planner can be used for parent/teacher messages).



- Keep Kids Safe! Texts or calls will be made to parents every day (unless there is a technical problem) by telephone or text message informing them that their child is absent and no information has been received as to why.
- The co tutor will give in each child's record of absence after three absences

NB

- Meet where possible the requirements of the UN Convention – The Rights of the Child, by consulting with children about all decisions that relate to them.

### Attendance Concerns

- Parents will be notified of any attendance concerns in one or more of the following ways:
  - Telephone call from Form Tutor/Head of Student Progress
  - Telephone call/Letter from Pastoral Assistant
  - Meeting with Head of Student Progress/ Pastoral Assistant
  - Telephone call or letter from the Pastoral Manager for Attendance
  - Letter from Ann Heath, Attendance Strategy Manager
  - Home visit by Home School Liaison Officer
  - Letter regarding appointment in school from any of the above
- Parents will be invited to:
  - School meeting to discuss attendance concerns and how to improve by the Head of Student Progress/Pastoral Assistant including preparing an Individual Attendance Plan
  - LINK meeting with Ann Heath/Karen Ryan/Pastoral Assistant to discuss issues/solutions/improvements required
  - School Attendance Review meeting with ESW/Ann Heath where attendance has not improved following a LINK meeting and final discussions take place prior to decision made to proceed with Spotlight Campaign/Fixed Penalty Notice/Court Action if no improvement within a given period.
- Parents are strongly encouraged to contact school as soon as there are any attendance issues. School staff/ESW are always prepared to help/support/work with parents/students to solve/reduce any difficulties to reinstate full attendance.

### School Support to help students back into school

- Returners to school following a period of absence
  - Parents/students will be involved in planning the appropriate reintegration to school following a period of absence
- Reintegration could involve:
  - Attendance Report to Form Tutor , Head of Student Progress or Attendance Manager
  - Support of the Inclusion room – full/part time



- Part time timetable in main school
- Full/Part time timetable through the in school Behaviour Support Base
- Support of James Brindley School if medical issue prevents school attendance
- A review time will be set up to progress the student to full time timetable as soon as is appropriate. Parent/child/other staff as appropriate will be involved in the review.

**Vulnerable students needing support to be in school.**

Students with anxiety / bereavement / family issues may be referred to a professional agency as appropriate

Teenage Pregnancy – Girls will be supported to remain in school for as long as possible and to work towards exams / qualifications. They will be referred to Integration Unit for support for Teenage Pregnancy Mentor. Girls who are unable to attend school will be referred to James Brindley (Parkway).

School Support for Referral to Other Agencies

Sometimes, there is a need to refer students to other Services/Agencies to reintegrate the student back into education. This will be decided in consultation with parent/carer.

This may involve referral to other services such as:

- Managed Move – a six week trial move to another school with whom The International School works in partnership with, co-ordinated by Gaile Harris, Behaviour Support Service. If it is successful the student is taken on roll at that school, if it is unsuccessful the student returns to The International School.
- GP where there are physical or emotional issues preventing attendance
- James Brindley School where a physical or emotional issue is confirmed by a GP or Children and Mental Health Service (CAMHS) as the reason for non attendance in mainstream school.
- Alternative off site provision – ESW/Tony Maguire where attendance issues are/have adversely affected achievement and the student is likely to leave school with little or no qualifications. **Alternative Education is always the final decision of the school, but could be:**
  - Part time timetable/part or full alternative
  - Work Placement
  - Vocational Training Provider
  - Academic courses with alternative provider/college

The International School Strategies to Improve Attendance

The impact of attendance on achievement has been well documented in research including the Department of Education. This message will be regularly communicated to parents at Progress Review Days/Newsletters/specific letters. A detailed action plan will be written every year for implementation in September



### Behaviour Management

When students have to be sent home for crisis serious behaviour issues pending parental meetings, they will always be given differentiated Work Packs in Maths/English/PHSE to enable them to be educated off site (at home). KS3 students will also be given Work Booklets for home which cover all subjects.

If behaviour continues to be an issue resulting in possible exclusions, students will be referred to: - In School Inclusion Support

- Behaviour Support Service (in school LA provision)
- 3/6 week placement
- Managed move

### Keep Kids Safe

First Day contact to parents when no message has been received regarding student absence.

### Targeted Groups Rewards and Incentives

#### Transition Primary into Secondary

- The Attendance Strategy Manager/the Year 7 Head of Student Progress/the Year 7 Learning Mentor will visit every Feeder Primary School (35+) to meet children transferring to The International School before the first Wednesday in July every year. A PowerPoint Presentation will be given trying to allay anxieties, encourage enthusiasm for moving up and stressing importance of attendance in settling in, making friends and achievement.
- An Induction Day for all Primary children is held on the first Wednesday in July.
- Year 7 students will have part of their first day in September as Induction, preferably without other Years in school, to familiarise them with movement around a large four building complex, to get to know their Form Tutor/Support Tutor, make friends and allay any anxieties or worries that may affect their attendance.
- Year 7 students will be offered the opportunity of a one night Residential to Bilberry Hill every September with their Form Tutor/class to accelerate settling in and consolidating regular attendance.
- Pyramid Clubs:  
Primary Schools will be asked to help identify vulnerable students who may have difficulty coping with transition. Students/parents activity programme will then be offered, which is a place on a 10 week activity programme which promotes and encourages group work, social skills and identification with their new school.
- Mid Term Admission
  - Students allocated a buddy and attendance monitored.
- English as an Additional Language
  - Students who have limited English will receive additional language support



- Every Year Group will have criteria set for Rewards Trips at the beginning of every Half Term. The criteria will always include:  
Attendance Target  
Behaviour Target
- The Year Student Councils will regularly discuss with HOSP what students regard as appealing prizes.
- There will be a Grand Christmas Prize Draw for every Year Group for all students with below 10 days absence (95%)
- There will be an Easter Egg Draw for every Year Group for all students with below 10 days absence
- KS3/KS4 Annual Awards Evening every Sept/Oct. Students with 100% will be rewarded

## Curriculum

This attention to placing student in ability grouping is vital to improving attendance as students should feel they can make progress.

### Work Related Initiatives

Year 11 students complete 2 weeks Work Experience every September. From 2007 Work Experience will be completed by Year 10 in July each year. This is to maximise time at the end of term after completion of GCSE/BTEC courses and to better utilise September time when students are well motivated at the beginning of a school year.

### “Split Weeks”

‘Split Weeks’ around school term ends adversely affect attendance and has been proven to increase levels of pupil absence.

Wherever possible Teacher Training Days will be used to minimise the number of split weeks

### Holidays in Term Time

Holidays in term time are not encouraged. Contrary to popular belief parents do not have the right to 10 days authorised absence for holidays in term time. Head Teachers have the discretion to grant up to 10 days holiday in term time, but permission will only be granted in exceptional circumstances and if the student has 96% attendance. There are 190 school days and 175 days of school holidays when parents should take holidays.

Parents should contact Karen Ryan, Attendance Manager for a Leave of Absence form on which to apply for leave of absence in term time. Parents should apply **BEFORE** they book their holiday.

Advice/guidance on holidays in term time will be given if required. Please contact Ann Heath, Attendance Strategy Manager **BEFORE** booking the holiday.

### Training

The Pastoral Manager for attendance will attend courses as appropriate



## Use of Data

Spreadsheets will be kept by the Attendance Manager

- Support Groups – attendance
- Year Group sweeps
- Target Groups e.g. below 80% groups, Year 7 Transition
- Parents/students who are prosecuted
- Half termly letters regarding attendance achievements, Wise Up Strategy sent to parents

These will be reviewed at Thursday meetings as appropriate.

The Attendance Policy will be reviewed in September of every year.



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