

# **STAFF HANDBOOK**

## **ATTENDANCE**

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# **ATTENDANCE POLICY**

## **RATIONALE**

Regular attendance and punctuality are a pre-requisite for student achievement and a vital preparation for adult life. This can be achieved most effectively where there is an emphasis on developing good relationships with students and showing responsiveness to their needs.

## **AIMS**

The aims of this policy are:

- To maintain high attendance and to give it a high profile within the school.
- To enhance the ways in which attendance is monitored.
- To create a positive system of rewards and sanctions.
- To develop a greater awareness amongst students and their parents/carers of the long term benefits to be gained from a good attendance record.

## **STAFF RESPONSIBILITIES**

[http://www.legislation.hmso.gov.uk/si/si1995/Uksi\\_19952089\\_en\\_1.htm](http://www.legislation.hmso.gov.uk/si/si1995/Uksi_19952089_en_1.htm)

### 1. Senior teacher (attendance)

- To monitor attendance within the school, looking for trends or causes of poor attendance as they arise. Liaising with the directors of study and their teams to co-ordinate strategies that promote good attendance amongst students.
- In liaison with the deputy headteacher, to produce overall school statistics that meet both DfEE and LEA guidelines and that can be used for publication in relevant school documents.

### 2. Deputy headteacher

- To liaise with the directors of study on all issues related to school attendance.
- To ensure that attendance is a regular agenda item in all meetings with directors of study.

- To support the directors of study in promoting the importance of good school attendance with both the students and parents/carers.
- To assist the directors of study in liaison with parent/carers where there are serious concerns about attendance issues related to individual students.
- To inform the senior management team about attendance issues on a regular basis.
- To prepare reports and statistics related to attendance for the senior management team, governors, DfEE and the LEA in liaison with the senior teacher.
- To liaise with the attendance administrator on all aspects of attendance data and management.
- To have a general overview of all aspects of attendance data and management.
- To have a general overview of all aspects of attendance management.

### 3. Director of study

- To ensure that parent/carers and all students are fully aware of all matters and routines related to attendance. These should especially include:
  - Procedures and timings of registration
  - Lateness procedures
  - Return of absence letters
  - First day absence enquiries
  - Requests for leave of absence
  - The role of the education social worker
- To ensure that all form tutors and team members are fully aware of any procedures and routines related to attendance.
- To ensure that all form tutors and team members are fully aware of the documentation related to attendance and how it is used.
- To ensure that all registers are taken to schedule and to appoint attached staff to take registers during the absence of the form tutor.
- To ensure that form tutors have all relevant stationery related to attendance.
- To monitor form group attendance on a regular basis using data supplied by the attendance administrator.
- To liaise with form tutors on all matters related to attendance and to assist in difficult cases related to:
  - Truancy and unauthorised absence
  - Parent/carer liaison
- To liaise with the education social worker and LEA in all matters related to attendance.

- To keep up to date statistics related to attendance and to supply the attached deputy headteacher and senior management team with the relevant statistical information on a monthly basis. This will be done in liaison with the attendance administrator and senior teacher.

#### 4. Form tutors

- To take the register in accordance with set guidelines and to maintain the register file in good order.
- To promptly pass all letters/evidence for non-attendance to the attendance administrator for processing. Please ensure letters are dated.
- To liaise with the attendance administrator on all matters related to recording from attendance on the SIMS attendance module.
- To keep an overview of the form/individual student attendance and to respond to any trends, discrepancies or individual needs that may arise from this.
- To ensure close contact with all parents/carers in all matters related to attendance especially:
  - Persistent lateness
  - Non-response to requests for absence letters
  - Unauthorised absence
  - Requests for leave of absence (in liaison with director of study)
  - Absence enquiries after the first day of absence
  - The sending of letters related to attendance issues.
- To keep a careful overview of form/individual student statistics in liaison with attendance administrator.
- To respond to enquiries about attendance made by the attendance administrator.
- To maintain a monthly graph for the forms' attendance which will be displayed in the form room. (This should be used as a discussion point for helping forms/individual students improve/maintain good attendance.)
- To liaise with the director of study on all matters related to attendance and the recording of attendance statistics.

#### 5. Attendance administrator

- To regularly scan the form registers.
- To ensure that registers are printed in advance.
- To liaise with school administrator on issues related to the updating of the school roll.
- To enter codes for student absence once the letters/evidence are presented.
- To file all absence letters/evidence in central individual student files (access to these will be available to the form tutor, directors of study,

deputy headteachers, senior teacher, headteacher and educational support worker).

- To ensure that the directors of study and deputy headteachers have a copy of the daily late sheets.
- To provide form tutors with a weekly printout of any outstanding letters/evidence for non-attendance.
- To provide directors of study, the deputy headteachers and senior management team with a monthly attendance data for all form groups.
- To assist the director of study and deputy headteachers in the collation of attendance statistics related to the DfEE, LEA and school governors' reports.
- To have an overview of the maintenance of the school registers and to liaise with the directors of study should there be any concerns about their usage.

#### 6. The education social worker

- Overall monitoring of the school registers.
- Ensuring that the school is working within agreed LEA/DfEE guidelines.
- Liaising with directors of study on all matters related to student attendance/absence.
- Liaising with parents/carers when there are serious issues related to attendance/absence, which need to be promptly dealt with or require giving parents/carers help and advice.
- Seeking legal advice when it proves necessary to start prosecution procedures against parents/carers for their child's non-attendance at school.

### PROCEDURES

- i) registration in the morning as in lateness policy
- ii) registration in the afternoon as in lateness policy
- iii) monitoring individual student attendance:
  - absence from school
  - student sickness during school time
  - students out of lessons
  - class attendance

### ABSENCE FROM SCHOOL

When filling in a register ensure that the procedure for the SIMS register is followed. Notations for other types of absence (for example, work experience or school trips) will be carried out by the attendance administrator on production of letters/evidence from the form tutors.

All registers must be returned to the designated area at the end of each registration. Students who arrive after 9.20am must bring a letter of absence from their parents/carers the next day. In a few cases it may be prudent to enquire about a student's lateness even if before 9.20am.

All absences should be covered by a letter from the parent/carer or by form tutors evidence of enquiry. When an absence letter is not received this has to be followed up. A pro-forma letter should be send by the form tutor to the student's parent/carer. (See below) This letter makes a direct request for information about the student's absence. All returns need to be carefully checked and filed.

Dear Parent/Carer

Name of Pupil.....

Was late for school on (date).....

S/he did not arrive until (time).....

Please can you give the reason for this lateness

.....

.....

Signed (form tutor)

Date.....

Should none of these procedures produce a satisfactory reason for absence the matter will be dealt with in consultation with the director of study and if necessary with the attached education social worker (ESW).

Where a student has to depart early for an appointment they must bring a letter from their parent/carer making a request for this. In the absence of a letter, form tutors should check the request with the parent/carer.

When leaving school, students should sign the departure book. Should a student return from such an appointment, they should follow the lateness procedures. ([link here](#))

### STUDENT SICKNESS DURING SCHOOL TIME

When a student is clearly not well enough to stay in a lesson they should be sent, with a note, to the medical room. Should it prove necessary to send a student home this will be done in discussion with the relevant director of study, or, if unavailable, a senior member of staff.

If at any time a student is found in the medical room without a note from the teacher, they should be sent back to that person immediately. In the case of a medical emergency, the priority must be to seek prompt medical attention. In this instance the student welfare assistant will inform the director of study.

### STUDENTS OUT OF LESSONS

It is essential that any student leaving a classroom should have a good reason to do so and a permission note. (Staff should refrain from allowing students to go to the toilet during lesson time and only do so when it is clear that there is an urgent necessity.)

### CLASS ATTENDANCE

Class teachers should maintain class registers and be vigilant in detecting absconders from lessons. They should notify the form tutor of any unexplained discrepancies and then follow up this absence from lessons themselves.

If unchecked, casual absence from lessons can deteriorate into serious truancy problems. Where necessary departments should give punishments for truancy from lessons. It is vital that colleagues are punctual for registration and lessons.

### REWARDS

Develop a system of rewards for individual and class punctuality.

# **LATENESS POLICY**

## **RATIONALE**

Regular attendance and punctuality are a pre-requisite for student achievement and a vital preparation for adult life. This can be achieved most effectively where there is an emphasis on developing good relationships with students and showing responsiveness to their needs.

## **AIMS**

The aims of the policy are:

- To improve punctuality and to give it a higher profile within the school
- To improve the ways in which lateness is monitored
- To create a positive system of rewards and sanctions
- To develop a greater awareness amongst students of the long-term benefits to be gained from being punctual

## **STAFF RESPONSIBILITIES**

### **Deputy headteacher is responsible for:**

1. Monitoring the extent and pattern of lateness within the school.
2. Co-ordinating strategies that promote punctuality amongst students.
3. Producing a duty list of senior staff to support punctuality/monitoring.

### **Directors of study are responsible for:**

1. Monitoring all lateness within their key stage group and where appropriate liaising with the department co-ordinators/heads of department and subject tutors.
2. Keeping the deputy headteacher aware of individual students who are experiencing particular problems with punctuality.
3. Developing strategies to promote punctuality within their year group using reward and sanctions to achieve this. This includes the administration of the early report system.
4. Keeping parents/carers informed of problems related to punctuality.

### **Form tutors are responsible for:**

Monitoring the extent and pattern of lateness for individual students in their tutor group and where appropriate, informing parents/carers to ensure improved

punctuality. They will also keep the director of study fully informed of individual student lateness and assist in using reward and sanctions to achieve this.

**Department co-ordinators/heads of department and subject tutors are responsible for:**

1. Monitoring all lateness within their curriculum area and where appropriate liaising with directors of study and form tutors.
2. Developing strategies to promote punctuality within their lessons, using rewards and sanctions to achieve this.

**N.B.** Subject tutors will countersign late slips indicating the time of arrival. Both on the slip and in the class attendance register then ensure that the slip is returned to the form tutor's pigeonhole by the end of the school day. This will enable form tutors to discuss with a student the reasons for lateness at the following form registration.

**The Attendance Administrator will undertake to:**

1. Ensure that all registers return to the designated following registrations.
2. Enter the lateness on the lateness register daily.
3. Ensure that students arriving late after period 1 are registered late in reception and issued with a lateness slip for their lesson.

**PROCEDURES**

**Registration – morning**

Students should aim to be in school by 8.40am. They should move to their form rooms by the time that the bell rings at 8.45am and be ready for registration at 8.50 am. Students who arrive after 8.50am (8.50-9am is the Registration period) will be marked late and be accountable for this to their form tutor.

**Registration – afternoon**

Afternoon registration begins at 1.50pm when a bell will be rung. Students and staff will move to their rooms at this time. Any students who arrive after 1.55pm will be deemed late.

**Monitoring individual student lateness**

Students who arrive late, after 9am in the morning, will report to the designated senior teacher during Period 1. They will be registered as late and will be directly accountable for this. A lateness slip will be issued to the student (lateness slip at

the end of this section) that will be handed in to the subject tutor on arrival at the lesson. The subject tutor will countersign this late slip and ensure that it is passed on to the student's tutor by the end of the school day.

After period 1 students who arrive late must sign the lateness register in the reception and fill out a lateness slip and get it signed by the receptionist. They then report directly to lessons where the same procedure for handing in the lateness slip applies.

All students **must** produce a lateness slip for whatever time they arrive in school late, either morning or afternoon. Students who are late, without an authorised reason, more than once in any school week will be placed on early report which will be organised by the director of study/form tutor.

A slip outlining early report will go home to parents/carers. Students who are continually late will be monitored carefully by director of study who will consult with the senior teacher in these cases.

Lateness to lessons is the responsibility of the subject tutor who has to apply an appropriate sanction, for example detention or additional work and has to inform the parent/carer. Department co-ordinators will monitor lateness in line with their department policy guidelines.

## **REWARDS**

The system of rewards for good timekeeping will be given a high profile. These will include:

- Use of student planner by form tutors
- Use of merit awards by the pastoral teams
- Commendation letters from directors of study
- The award of certificates for 100% punctuality.

# LATENESS SLIP

DATE.....

TIME STUDENT ARRIVED.....

DESIGNATED SENIOR TEACHER.....

SUBJECT TUTOR.....

RECEIVED BY STUDENTS SUBJECT TUTOR.....

.....

## REGISTRATION

The register is a document, which can be requested as evidence in a court of law. Under such circumstances, it will be assumed that the register has been filled in accurately and according to strict procedures.

## THE REGISTER

- Every class teacher must have a register, which contains all the names of the children in that class.
- The name of the class teacher and the school must be on the front cover.
- The surname, forenames, home address with full postal code and date of birth of each child must be entered in biro (not fountain pen or rollerball since these inks run and can be damaged at rainy fire drills).
- All registers must be returned to a single location (for example, the school office) in the school after **each** registration.
- The register must be retained for three years after the last entry.
- The register must be marked each time a class meets, before each session (am/pm).
- If the class does not meet, a vertical line and the reason given at the foot of the column must cancel the space occurring.
- Each column must be dated 'week ending.....' before an entry is made.
- An entry must be made for each child on a roll, at the time of calling the register.

## REGISTRATION

- When you take the register use a black pen to indicate whether a child is present using "/" for morning or "\" for the afternoon, or a red "0" if the child is absent.
- If the child comes to school in late, amend the red "0" with a black "L", for example "L" for morning or "L" for afternoon.
- Notes must be obtained for all absences.
- Telephone messages must be passed to the class teacher.

The following codes are to be used and entered in black inside the red circle.

- B receiving part-time and /or temporary education at an off-site unit or other than at the school where registered (including link courses, consortium arrangements etc)
- E excluded from school
- H annual holiday for which leave has been granted in advance in accordance with Education (School and Further Education) Regulations 1981.

N	absent through sickness and a note received from the parent, guardian, or another responsible person. (These notes should be retained at the back of the attendance register)
P	approved sporting activity
R	day or religious observance in the religious body to which the parents belong
T	medical or dental treatment as notified in advance
V	educational visit

## **Late arrival**

If the pupil arrives at school after the period set aside for in a late book kept for this purpose (amend as necessary i.e. in the office). This entry includes the time of arrival and the reason for being late.

The office will amend the registration marks of pupils who arrive later at the end of the morning and afternoon session by entering "L" into the red "0".

## **Absence and absenteeism:**

Registers must be checked for each class. Pupils returning from absence must bring a note from their parents. If this is not forthcoming after one request only, notify the headteacher. The office will send standard absence enquiry letter.

## **Registration of late pupils**

- The register is marked at the start of the registration period.
- Any pupil unable to make a response to his/her name being called as a "0" recorded.
- Pupils who arrive subsequently are converted to an "L".
- The register is sent to the school office at the end of the registration period.
- Pupils subsequently late must report to the office.
- A record is kept of name of child, time and reason for lateness.

Dear Parent

Your child.....(name) was absent from school on  
the following dates:.....

Please write below the reason for this absence and return the whole letter to  
school by return. This information is required so that we can record your child's  
absence as an authorised absence.

Yours faithfully

Headteacher

.....

REASON FOR ABSENCE