



Midsomer Norton Schools Partnership

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LST: TGI/MAM

ATTENDANCE POLICY

When the school, parents and students are working together to maximise attendance, this helps to foster positive relationships, high self-esteem, continuity of study and high achievement.

Students are expected to attend school every day that the school is open (100% of the time) unless they are unable to do so due to illness or unavoidable cause.

Good attendance is recognised through positive comments from teachers, support staff, tutors and certificates are awarded etc. See [APPENDIX 1](#) for schools that have individual reward systems to promote good attendance.

Daily Procedures for monitoring attendance:

Registers and monitoring of attendance is the responsibility of the tutors/classroom teachers in the first instance. Tutors/classroom teachers will ask pupils for letters explaining absence, look for patterns of absence or poor attendance. In addition they will comment on regular good attendance. If tutors/class teachers have problems in obtaining letters authorising absences or are concerned about any aspect of attendance, the pastoral team (secondary)/senior staff (primary) should be notified and will make contact with the parents.

If a pupil is absent without any contact from parents the pastoral team/classroom teacher should try and make contact with the parent.

In our primary schools some of the procedures may vary, but the principle of ensuring the best possible attendance remains, as does the meticulous tracking and following up of absence.

Regular attendance reviews

There are usually fortnightly meetings between pastoral team members/senior staff in primary and the assistant head teacher to review attendance. These meetings are to review attendance and any agency interventions required. In addition actions that need to be taken including referrals to EWO or other agencies and Medical Action Plans. The following groups of students are reviewed at those meetings:

- pupils referred to the EWO;
- pupils with attendance under 90% (Persistent Absentees);
- pupils with attendance under 96%;
- pupils of "at risk" groups eg. ethnic minorities, SEN, LAC, FSM, Other PP;
- school refusers;
- end of year review to establish students that need to be retained on first day calling or monitoring for the next academic year.

In secondary schools fortnightly meetings are also held with the EWO and Assistant Head to review caseload and plan additional interventions.

In primary schools EWO will meet regularly with senior staff to discuss issues and take appropriate action.

Action taken following reviews

From the end of term, if a child's attendance falls below 96%, the school will contact parents by letter to highlight the importance of good attendance and that their child's attendance has fallen below the school target.

Where attendance is a cause for concern, usually when attendance falls below 96%, the pastoral team/senior staff will liaise with the tutor/classroom teacher.

The following actions will be taken in accordance with the review procedures;

- contact made with parents, usually by letter;
- if there has been no improvement, a second letter is sent informing parents that further absences will not be authorised unless supported with evidence;
- if there is no improvement or still cause for concern, a second letter / contact is made inviting parents in to meet with Pastoral Team/Classroom Teacher as appropriate;
- if there is still no improvement or still cause for concern, either a further meeting will be held or a referral made to the EWO. Parents will be notified of a referral;
- possible request for information from the GP, school doctor or school nurse;
- referral to outside agencies if appropriate;
- legal action including issuing of penalty notice requests.

Additional support that may be used:

- school nurse;
- mentoring particularly with Pastoral Team/Classroom Teacher;
- referral to outside agencies e.g. psychologist, CAHMS, Social services, Compass, Parents Support, reintegration support, careers advisors, Youth Connect, CMES, WPA (Wansdyke Play Association), Behaviour Panel, GP.

Absence during term time:

Absence during term time will not be authorised unless there are **very** exceptional circumstances and never at the following times:

- KS1 & KS2 SATS assessments;
- beginning of KS3 as pupils find it difficult to settle;
- Year 9 Assessments;
- KS4 due to examination preparations;
- if the pupil should be taking external examinations including GCSE module examinations;
- if attendance is under 96%;
- if there would be more than 10 days absence in any academic year.

If absences are not authorised, and they are still taken, the matter will be referred to the Children Missing Education Service and a penalty notice requested. If unauthorised holiday is taken no further absences will be authorised without medical evidence.

Further details of this (including cost) are included on the Penalty Notice Parents Information Sheet.

Procedures: A Leave of Absence Form can be collected from the main school offices. This should be completed by the parents/carers and passed to the pastoral team/classroom teacher at least two weeks ahead of the absence. The pastoral team/classroom teacher will review the attendance and pass to the Headteacher with regard to formal authorisation. If the absence is authorised this will be marked in the register and a letter will be sent to that effect.

If the absence is not authorised the parent will be notified in writing by post or email.

The Headteacher, will be responsible for overseeing the Penalty Notice Request.

Additional Notes:

- tutors/classroom teachers are to have print outs of pupils in their groups under 90% attendance and who need monitoring;
- pastoral team/senior staff are to have print outs of the pupils who are under 90% attendance - with notes;
- pastoral team/classroom teacher will have a file with the details of any pupil with under 96% attendance including action taken. Senior staff will oversee this to ensure consistency across the school;
- pastoral team/classroom teacher need to know which pupils require monitoring;

- if a child is absent and the parent has not made contact with the school, the pastoral team/classroom teacher/receptionist will telephone home;
- report to be done with relevant information about action taken;
- there will be an annual report on attendance broken down by categories: girls, boys, years, ethnic origin, looked after pupils, SEN, FSM. There will be a central copy of this report.

Child Missing Education Service:

- the CMES will be given details of pupils causing concern through poor attendance;
- the CMES will be informed of any exclusions;
- the advice of the CMES will be sought with “stuck cases”, possibly to involve eg meeting;
- the CMES may be invited to medical action plan and school attendance meetings;
- formal referrals will be made to the CMES when attendance drops below 90% or 20 absences or when there are extensive unauthorised absences;
- review meetings held with lower attendees in KS4.

Some schools in the Midsomer Norton Schools' Partnership have different reward system in place for promoting and rewarding high attendance.

Longvernal Primary School



- Autumn term – Medal and certificate for 100% attendance, awarded at celebration assembly
- Spring term – Medal and certificate for 100% attendance, awarded at celebration assembly
- Summer term – Medal, certificate and trophy for 100% attendance for whole year, awarded at celebration assembly

Midsomer Norton Primary School



- The 3 classes with the best attendance will be celebrated in our weekly celebration assembly and in our weekly newsletter
- At the end of each term there is a special reward for children who have achieved attendance at 100% for that term
- Children with 97%+ attendance, receive a special attendance certificate, signed by the Head Teacher to take home and keep. Certificates are presented each half term, to reward those who achieve excellent attendance.
- Only pupils achieving 100% attendance and 6 lates or fewer for the whole school year, are eligible for the end of year reward.
- Pupils are informed on a weekly basis of attendance/punctuality achievements. The class achieving the highest attendance/punctuality, and the number of pupils achieving 97% -100% attendance are shared in termly assemblies.

Norton Hill



- 100% attendance for terms 1& 2; terms 3 & 4 and terms 5 & 6.
- 99% attendance for the year.
- 100% attendance for the year which are awarded at celebration assemblies.
- Parent's whose Child has 10 sessions of unauthorised absence will receive a FPN warning letter. Any further unauthorised absences will result in a FPN.
- Tutor groups with the highest level of attendance at the end of the academic year will be rewarded a non-uniform day.

In monitoring of attendance at Norton Hill School parents/carers will be sent a letter notifying them when their child's attendance is below 96%.

Parents/Carers of pupils below 94% will receive a persistent absentee information letter and the guidance the school follows in relation to persistent absentees.

Parents/Carers of pupils whose attendance does not improve after the initial letter will be invited to meet with Pastoral staff to complete an action plan to improve attendance.

Parents/Carers of pupils whose attendance is a concern (below 90%) will be referred to the EWO.

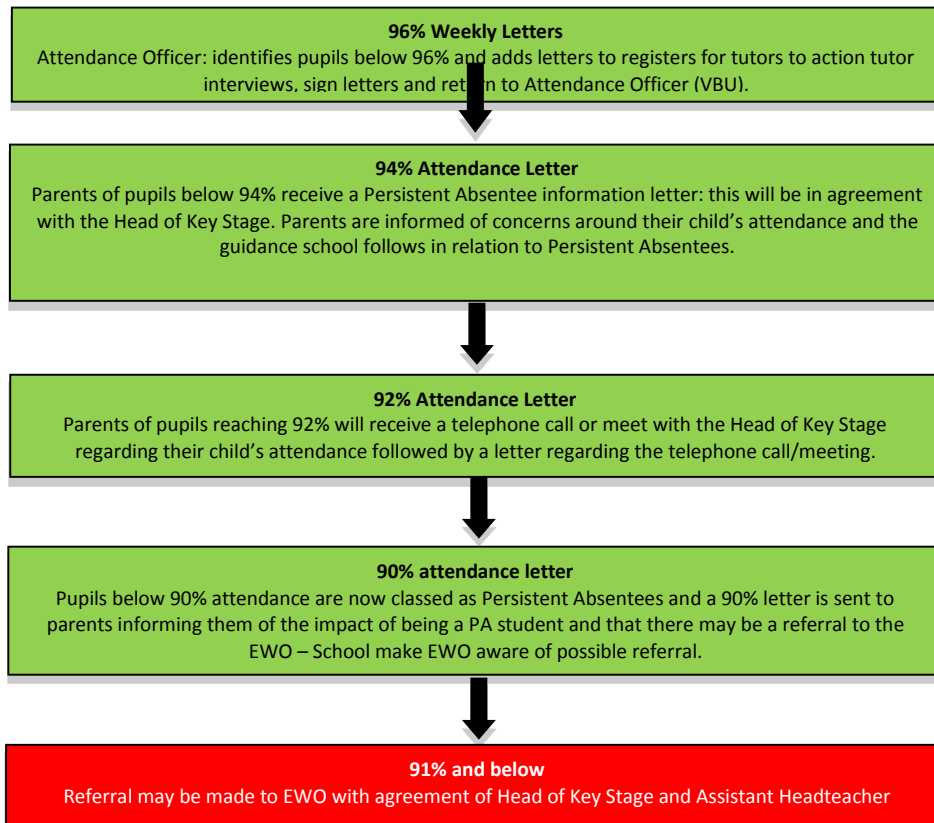
Somervale School



- A non-uniform day for 100% attendance in each term;
- 99% attendance for the year;
- 100% attendance for the year which are awarded at the annual celebration evening.

Please note that Somervale School are currently piloting a slightly different process for their regular reviews of attendance as follows;

- From April 2017- 94% letters will be sent to parents agreed with HOKS to address concerns.
- Warning letter re: Fixed Penalty Notice (FPN) will be issued after 5 sessions and FPN issued at 10 sessions of unauthorised absence.

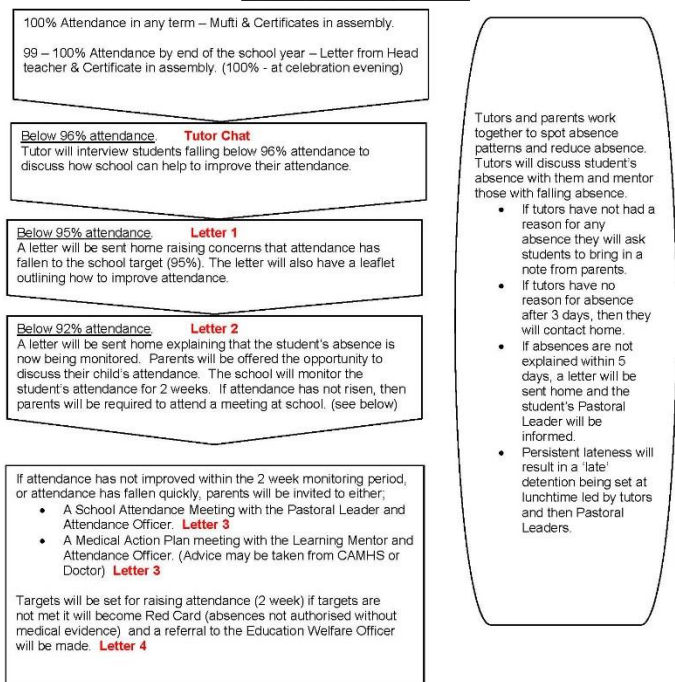


St Dunstan's

- A non-uniform day for 100% attendance in each term.
- 100% attendance for the year which are awarded at the annual celebration evening.



Attendance Flow Chart



Parents should notify the school by phone by 8.50 if their child is going to be absent that day. If parents have not contacted the school, and their child is not present in registration, the pastoral admin assistant will contact home to notify parents that their child is not present at school.

All houses will have an expectations assembly at the start of each year to highlight the importance of good attendance to school. It will also be revisited termly when celebrating the success of those tutor groups with the best attendance and punctuality.

Leave of absence will not be authorised except in exceptional circumstances. Sickness will be unauthorised after 3 days if there is no medical evidence. It will be suggested that sickness should mean 24hours off school.

Education Welfare Service

The Education Welfare Service Officer (EWS) meets with Pastoral Leaders, Learning Mentors and Pastoral Admin Assistant once a fortnight to review students whose attendance is causing concern and to discuss what actions and consequences have taken place. All actions are logged on the Red Cards for those whose attendance has fallen to that level.

EWS will look at lists of students below 96%, so that students whose attendance is falling are recognised quickly.

EWS may attend School Attendance meetings or Medical Action Plan meetings. (The school nurse may attend medical action plan meetings.)

If a student's attendance does not meet targets set in meetings held at school, the student's Pastoral Leader will consider whether a referral to the Education Welfare Services (EWS) is necessary and the Pastoral Admin Assistant will ensure that the referral is made.

Once a referral has been made the following process will take place.

