

# Stoke Newington School & 6<sup>th</sup> Form

## Attendance, Punctuality and Registration Policy

Attendance and punctuality are agreed to be crucial to a student's learning, progress and engagement with school. Attendance at registration is crucial for a student's engagement with the school. We want to make sure that students know this and know that someone will take their absence very seriously. Students who are late should be asked to think about what to do differently so it does not happen again.

The form tutor is well placed to be the first person involved as they know the student best and know the parent/carer. They will be the first to notice an attendance or punctuality issue.

All staff have an important role to play in providing positive role models through encouragement and engagement with the students and parent/carers, accurate record-keeping, regular follow-up, monitoring, consistent use of procedures, rewards and sanctions.

### Registration procedures

All year groups will use the registration system.

**Registers must be completed between 8:40 and 8.45am and at the beginning of lesson 5 for all students in yrs 7-13.**

Cover for registers will be organised by the person responsible for cover. All staff who are not tutors must be available to cover registration.

Tutor group folders must be collected daily from the General Office by the tutor or a nominated student and must be sent back to the General Office at the end of morning registration by one of two appointed pupils per tutor group.

### Absence codes

The following are codes for authorised absence:

- I      Sickness/Ill
- S      Study Leave
- E      Excluded from school
- C      Other circumstances authorised by the school
- M      Medical treatment or hospitalisation
- R      Religious festival

The following should be counted in the totals as present:

- J      School journeys
- L      Late

- V Educational activity off site(visit or trip)
- W Work experience

The following are unauthorised absence:

- O Unauthorised absence
- N No reason has been provided yet
- G Family Holiday not agreed

#### **Pupils arriving late (after 8.55am) for the morning session.**

- The pupils should report to the reception area to get a late slip. This should be given to the lesson teacher or tutor so that the lateness can be recorded on the computer. They will also serve a late detention the same day at lunchtime for 15 minutes in the theatre supervised by the Leadership Team member on lunch duty in the North Wing of the school.
- The general office will not record lateness on Bromcom.
- The general office keeps a record of lates each day to inform the late detention and a summary and analysis of lates over each half term.
- Students with two or more late entries will receive a late detention organised by the YCC for 30 minutes. Failure to attend this will mean attending a School Detention. Students who fail to attend the lunchtime detention also get a YCC late detention.
- Students in KS4 who are late two or more times in a week will have their Lunch Passes taken by the YCC and returned after a week.
- The general office will complete First Day Calls and record every student who is recorded absent to registration and /or lessons.
- Form tutors are expected to call home if any child is late more than twice in one week. The purpose of the call is to ensure the parent knows this is unacceptable, the importance of punctuality and to encourage them to have a different approach to getting to school promptly.
- Form tutors and YCCs must arrange to see in person any parent/carer whose child is late more than three times in a week. The purpose of the meeting is to ensure the parent/carer knows this is unacceptable, the importance of punctuality and to encourage them to implement a different approach to getting their child to school promptly.

#### **Dealing with absences**

- Parent/carers of students who are absent and do not bring a note will be sent a letter by reception requesting an explanation for their absence. All notes from parents should be dated and filed. Absence codes should be entered on Bromcom or the letter sent to the office for them to record.

#### **Lesson truancy or lateness to lessons**

- The subject teacher is responsible for imposing a sanction for those students who are late to lessons without a note from another member of

staff. Further sanctions may be imposed using the school system of escalation via HoDs. Any truancy must result in a Referral Form being completed. Any truancy must result in a phone call home by the subject teacher. Any truancy of more than one lesson must result in a meeting being called with the parent/carer by the YCC.

SLT and staff responsible for movement round the school will impose a 30 minute subject detention on students found being unnecessarily late for lessons.

#### **Punctuality in the afternoon**

Any student late back from lunch has their lunch pass taken away immediately for a week - the person on the gate removes the lunch pass and the office keeps them for a week.

#### **Late entry to school via a fence**

Lunch passes removed for two weeks+ placed in the inclusion room at lunchtime. Any member of staff spotting a student doing this should warn the student and pass names to SLT member with responsibility for Behaviour via a Referral Form.

#### **On and off roll**

- Tutors and YCCs may not remove pupils from the school roll. They should pass this information to the Deputy Head with responsibility for attendance or to the Office Manager.

#### **Home addresses and telephone numbers**

- Tutors are responsible for checking this information at the beginning of each half term and taking the details from pupils who move mid-term. Where there are changes, tutors should notify reception.

#### **Attendance policy**

- Class teachers and tutors will take registers. Information on Bromcom will be used by YCC, tutors, school attendance officer (based in reception) to identify students whose education is suffering due to poor attendance. Any student whose attendance drops below 95% will be contacted by the form tutor. Students % attendance will be conveyed to parents who will be encouraged to work with the school to raise this to 100%.

#### **Responsibilities of the Governors**

- Governors have the responsibility for attendance at the school but this is delegated to the Leadership Team member for attendance. This person has the responsibility to report attendance figures and issues to the Governors via the Head teacher's report.

- To analyse figures for attendance, punctuality and persistent absentees, checking for improvements and progress towards targets.
- To receive reports from student surveys and analyse these for positive attitudes towards attendance and punctuality.

### **Responsibilities of Leadership Team (LT) and YCCs**

- YCCs and LT have responsibility to ensure that registration procedures are clearly set out in the staff handbook and that all tutors follow these. As part of their responsibility
- They should check that arrangements are made for the induction of new tutors and YCCs.
- YCCs will report attendance and punctuality figures fortnightly to their line manager, including analysis of any patterns of concern. In addition YCCs will report these figures half termly to the headteacher.
- YCCs will support and challenge tutors in meeting high attendance targets for their groups. YCCs will ensure they have the highest standards of practice in following up attendance and punctuality across all their groups.
- LT line managers will analyse attendance figures fortnightly with their YCC link as part of their line management meeting.
- They should regularly evaluate registration procedures to see if improvements should be made and if necessary update the staff handbook particularly before the new academic year.
- A member of the LT will have responsibility for attendance. Figures for the whole school will be collated for attendance, punctuality and persistent absentees. These should be used to inform action by Tutors, YCC and SAO.

### **Responsibility of parents and students**

- Parents and students are responsible for ensuring that students attend school and arrive in time for registration in their form room or in assembly at 8.40am.
- They should inform school via the homework diary, telephone or by letter the reasons for any lateness or absence
- Medical appointments should be arranged if possible after school and the medical card sent in to show the tutor
- Permission to be absent from school for any other reason should be sought from the YCC (permission for long term absence should be sent to the Headteacher)
- All students should report to reception if they arrive late after 8.40am. Late detentions will be provided for one or more occurrences.

### **Staff responsible for KS2/3 transition**

- The main responsibility is to prevent poor attendance or punctuality starting or to develop into a pattern. This will be achieved by :

- Regular meetings with YCC 7 to take new referrals and discuss new cases
- See students in school and to set achievable targets
- Telephone home or see parents at home/ school to discuss support
- Monitor registers with YCC 7 and identify potential truants/poor attendees
- Liaising with the Deputy Head responsible for attendance

#### **Responsibility of the Tutor and Joint Tutor**

- To welcome new students into the group and to provide them with a positive start to the day.
- They should identify and refer to the YCC those students who would benefit from Learning Mentor or SAO support.
- Tutors should keep the register up to date and initialise letters or calls parents as appropriate.
- Tutors should inform the office if they want attendance certificates to go home requesting explanations for absence.
- The school lateness policy must be followed to encourage all students to attend school on time.
- Tutors are allocated a period each week to deal with tutor issues and Record of Communication Forms must be completed and passed to the YCC for information and/or further action. It is expected that this is used for approximately six phone calls to parents or two meetings.
- Ensuring all notes are sent to the General office for filing.

#### **Responsibility of the office staff**

- To aid the gathering and distribution of information so that action can be taken to raise attendance and punctuality in school.
- Passing telephone messages to tutors and YCCs about student absence or lateness and recording them on Bromcom
- Carrying out attendance spot checks and sending appropriate letters to parents
- Contacting parents of certain students as requested by YCCs
- Managing First Day Calls
- Reminding teachers and cover teachers to take attendance registers

#### **Responsibility of SAO**

- To help the school so that all students attend school punctually.
- To meet with DH / YCC to take referrals and discuss cases
- To report on all action taken by the School attendance service and to liaise with other staff/ agencies
- Monitor progress of all students in the school
- To hold parents surgeries

### **Rewards**

- Attendance and punctuality certificates and possibility of spot prizes
- Improved attendance / punctuality certificates and possibility of spot prizes
- Attendance prizes / outings
- Merits to aid set attendance or punctuality targets
- Letter home about improvements
- Possibility of becoming a school ambassador for those with good attendance and punctuality in Year 10.

### **Sanctions**

- Late detention at lunchtime
- Letter or phone call home
- Detention by YCC
- Whole school detention
- Report
- Referral to SAO

### **Attendance and poor attendees**

- Letters home and/ or parents seen
- Report to tutor / YCC / LT
- Referral to SAO

Agreed by Chair of Committee:

Name:

Date:

Date of review: