



# Attendance Policy

## **Rationale**

At Olive High Boys we are unwavering in our drive to continue to improve the attendance of pupils in order to ensure that every child has the ability to achieve success. We demand the highest level of attendance from pupils so they may develop their full potential during their time at school.

It is our aim to promote and maintain a culture where excellent, attendance and punctuality is recognised and rewarded. Missing out on education has a significant effect on pupils life opportunities. Everyone associated with Olive High Boys – students, parents, all teaching and support staff and external agencies will do all in their power to ensure that excellent attendance and punctuality maintain an integral part of the school's work.

## **Duties and Responsibilities**

### **Principal**

- Oversee and monitor whole school attendance and punctuality, initiating whole school policies as required. This will be achieved by liaison with the Senior Leadership Team and other relevant members of staff, including Pastoral, Inclusion, PSA, EWO and the Attendance Admin Officer who together will form the Attendance Improvement Group (AIG).
- Chair for the Attendance Improvement Group
- Support the whole school community in promoting good attendance and punctuality.
- Liaise with the Educational Welfare Officer (EWO) and Student Managers (SM) to devise any necessary re-integration programmes for pupils who are persistent absentees (PA) or at risk of long term absence.

### **Student Managers**

- Monitor the attendance and punctuality for their year groups (including the monitoring of relevant sub-groups).
- Liaise closely with Progress Leaders and form tutors to reward positive attendance and support where concerns that require further action.
- Liaise with the Attendance Improvement Group where there are concerns about individual pupils or forms.
- Meet regularly with the EWO and PSA to sustain good communication and identify and intervene with individual pupils who are PA or at risk of becoming PA. Refer pupils if they are a persistent problem or have reached triggers.
- Act on daily information from staff concerning student absences or habitual lateness.

- Liaise with parents/carers where attendance and/or punctuality are a cause for concern by following the attendance and monitoring procedure.
- Intervene early to arrange and attend meetings with parents and relevant staff where there are attendance issues (e.g. subject truancy).
- Promote good attendance through assemblies
- Offer support and work closely with the parents/carers of pupils who are persistent absentees or at risk of becoming so.

### **Parental Support Advisor**

- Responsible for up-keeping and monitoring of attendance tracker.
- Visits undertaken on first day of absence and where there are on-going concerns.
- Pupils slipping below target (whole school target) to instigate action taken based on the individual student circumstances and discussions with SM team.
- Co-ordinates sending of letters – would liaise with Administration Assistant with responsibility for Attendance and ensure that this is recorded on whole school tracker.
- Organises meeting with relevant people – when no improvement is seen despite all previous interventions.
- Gathers the information regarding any barriers to a student attending school, but does not attempt to break down the barriers – information passed to SM.

### **Administration Assistant with responsibility for Attendance**

- Compile all attendance data and information for relevant staff.
- Make contact with parents/carers on the first day of absence for all students, even where the reason for absence is known.
- Contact parents/carers should any student leave the site without permission.
- Work closely with the SM, PSA and EWO to monitor pupils who present concerns.
- Liaise with the Attendance Improvement Group where there are concerns about individual pupils or forms. Issuing of Fixed Penalty Notice requests as per the LA guidance.

### **Form Tutors**

- Encourage all pupils to maintain excellent attendance and punctuality.
- Update the Form Attendance Boards weekly.
- Direct any correspondence from parents/carers with regard to absences to the Administration Assistant with responsibility for Attendance.

- Keep an overview of students' attendance; follow up unexplained absences and check patterns of absence and poor punctuality by monitoring Student Planner.
- Liaise with SM to pass on concerns about individual students.

### **Subject Teachers**

- Take register at the start (within the first 10 minutes) of the beginning of the school day and within 10 minutes after lunch.
- Pass on any concerns about absentees from lessons to the Administration Assistant with responsibility for Attendance as soon as possible.
- Use the Student Planner to record any issues with punctuality – pass on any concerns to the appropriate form tutor.

### **Educational Welfare Officer (EWO)**

- Work closely with relevant staff to establish caseload and feedback information on work in progress.
- Liaise with the Attendance Improvement Group where there are concerns about individual pupils or forms.
- Liaise with SM to ensure communication is up to date.
- Attend school attendance meetings organised by SM to monitor individual students' attendance.
- Organise all panel meetings where necessary.
- Carry out home visits.
- Monitor PA students' re-integration with the SM after long term absence.

### **Student registration requirements**

There are four broad classifications in attendance registers:

**Present** – the student is on the premises at the time of registration.

**Authorised Absence** – an absence authorised by the school which includes illness, medical appointments, bereavement or other circumstances where the school deems attendance to be inappropriate.

**Unauthorised Absence** – an absence where the student does not have good cause to be missing from school. Unauthorised absence can be defined in the following ways:

**Late** - the student has arrived on the premises after registration

Truancy – this is action by pupils who fail to attend school when they should, including leaving the school premises after registration. It also includes action by parents/carers who initiate unauthorised absence by pupils or who collude with it. Shopping trips, day trips or absence to look after someone else would all constitute examples of unauthorised absence.

School refusal – this is chronic non-attendance over a period of time, usually an indicator of wider family, psychological or behavioural problems.

The school will aim to highlight and resolve any difficulties regarding a student's attendance as early as possible, using our rigorous monitoring and intervention procedures and pastoral support programmes to help solve any problems. If necessary, the Educational Welfare Officer will be involved in more complex cases.

## **Attendance Procedures**

### **Registration**

- Registers must be taken promptly at the start (within the first 10 minutes) of each lesson and during form time. Staff must contact the Administration Assistant with responsibility for Attendance as soon as possible if there are any concerns about absentees.
- Anyone taking pupils out of school for any reason must supply the Administration Assistant with responsibility for Attendance with a list of names and email the list to the appropriate PL, SM and teaching staff.
- Staff must inform colleagues of any pupils taking part in events in school that require pupils to be off timetable.

### **First Day Contact**

- Administration Assistant with responsibility for Attendance will organise first day contact, even when the reasons for absence are known. This will involve telephoning/texting/emailing all parents/carers when contact hasn't been made.
- There will be occasions when school staff visit homes when we have concerns about persistent or sporadic absence.

### **Outstanding Absences**

- Any outstanding or unexplained absence will be followed up by the Administration Assistant with responsibility for Attendance or Student Managers via contact with parents/carers.
- Until contact is made the absence will remain unauthorised.

## **Exit/Entry to School during the Day**

- Pupils who need to leave during the school day must bring a letter from home and/or an appointment card. Pupils should bring the note from home to Administration Assistant with responsibility for Attendance
- Pupils must sign out and sign back in at the Attendance Office on their return.
- We would encourage all appointments to be made after school hours, so as not to impact on your child's learning.

## **Late arrivals**

Pupils who arrive after 8.00am are considered to be late to school and will be placed in the after school punctuality detention (15 minutes) if deemed necessary. They will be expected to sign in at the door after 8:00am with the Administration Assistant with responsibility for Attendance.

All these procedures are very important as in the event of a fire drill it is vital there is an accurate record of who is on site at any time. It is equally important that all Olive High Boys staff sign in and out using the registration system located in reception.

## **Attendance Concerns**

The Attendance Improvement Group will meet monthly to discuss attendance and punctuality concerns. During this meeting the attendance of all pupils will be tracked and the school's Attendance Intervention Protocol will be followed to ensure consistency across the whole school. The protocol has been developed around early intervention and constant communication with parents in order to maximise and maintain good attendance.

- **Medical Concerns and appointments** – we would ask that if there are concerns of a medical nature that would impact on the attendance of your child that parents/carers make us aware of them as soon as possible. We will support any medical needs. We would encourage medical appointments to be made out of school hours at all times, but if this is not possible would encourage parents/carers to send their child to school both before and after their appointment.
- **Long term absence** – pupils who are long term absentees for whatever reason, often find the return to school problematical. There are both academic and social difficulties which pupils may need time to overcome. For some pupils this may involve a personalised re-integration programme. The programme will be devised by the appropriate member

of staff and may include the use of, a partial timetable, pastoral support from the behaviour support team, PSA or other member of staff. Parents/carers will be involved throughout the reintegration process and staff will be informed of the re-integration plan. .

- **Leave of Absence Requests and Holiday Absence** –From September 2013, government guidance states that **no absence should be authorised** in advance except as a result of 'exceptional circumstances'. Bereavement and life threatening illness are considered to be exceptional circumstances Leave of absence forms can be downloaded from the school website or obtained from the school office. Where a parental request has been refused, and parents/carers continue to take their child out of school, this absence will be recorded as unauthorised. The school responds to all holiday requests with a letter to inform parents/carers of the school's decision. Please note that unauthorised absence can result in a Fixed Penalty Notice being issued.

### **Rewards and Incentives**

Outstanding attendance is acknowledged and rewarded throughout the year in a variety of ways. Attendance is monitored weekly and pupils achieving above year group targets are recognised. We are also keen to acknowledge the support of parents/carers in working with us to maximise outcomes for our young people.

| <b>Date approved by SLT</b> | <b>Date of next review</b> |
|-----------------------------|----------------------------|
| <b>01/09/26</b>             | <b>01/09/28</b>            |

## **Attendance Guidance for Parents/Carers**

**Raise your child's attendance - Raise their chances!**

**Attend today, Achieve tomorrow!**

At Olive High Boys excellent attendance and punctuality is our aim for every student. Full attendance maximises learning opportunities and parents/carers have a vital role in promoting good attitudes in attendance. Evidence shows that pupils who attend school regularly make better progress both academically and socially. We ask for support from parents/carers to:

- Ensure that their children are present at every opportunity
- Ensure that their children arrive on time
- Avoid allowing children to stay at home unnecessarily
- Avoid taking them out of school without authorisation.

We monitor attendance closely and will follow up unexplained absence with parents/carers, by telephone or by letter. The Department for Education's threshold at which a student is defined as 'persistently absent' is 90%. Where an attendance record reaches a concerning level, we will contact parents/carers to discuss ways in which the school can support you and your child.

The school attendance target of 95% is the minimum that we expect for all students. Every lesson counts and it is this commitment to learning that will have a positive impact on attainment and progress and as a result every student should strive to achieve 100% attendance. As 100% is our focus this is where we will target our rewards.

### **Reporting Absence**

#### **What to do if your child is ill:**

It is very rare that an illness is so severe that a child needs to be absent from school and we would encourage you to send your child to school whenever possible. However, if your child is too ill to attend school, parents/carers should contact the Administration Assistant with responsibility for Attendance as soon as possible.

Please give your child's name, Year Group and the reason for the absence, you must contact school each day that your child is absent. On your child's return following an absence, we request that parents/carers write a brief note explaining the absence which can be handed to the Administration Assistant with responsibility for Attendance or your child's form tutor.

### **What to do if your child has an appointment:**

We ask that, where possible, you make routine medical and other appointments out of school time. If this is not possible, we require notification in advance. Please telephone, email or provide a note from home or appointment letter/card to confirm the appointment. In most cases, your child should attend school before the appointment and return to the school afterwards. Pupils should bring a note from home to the Administration Assistant with responsibility for Attendance when it is time for them to sign out and sign back in on their return.

### **Phone call/messages to parents/carers:**

We take our safeguarding responsibility seriously. If the Administration Assistant with responsibility for Attendance has received no reason for absence and a student is absent from Period 1 (9 – 10) a call will be made daily to the contact numbers of parents/carers. Calls are made on a daily basis, even where your child has been absent due to illness on previous days. We cannot assume that your child is still ill unless you have notified us. We would not wish to put your child at risk by failing to contact you. Please ensure your child realises the importance of attending school on time and getting their attendance mark. Parents/carers can also help by ensuring that we hold up to date contact details.

### **Punctuality**

All pupils are expected to arrive to school on time and be ready and punctual to lessons. This is a minimum expectation. Pupils should arrive prompt by 8.20am to be in registration. Pupils are expected to be in Lesson 1 by 8:30am ready to start learning. Pupils who arrive after 8:30am are considered to be late to school and will be placed in the after school punctuality detention (15 minutes). They will be expected to sign in at the door until 9am and after this point pupils need to sign in to school with the Administration Assistant with responsibility for Attendance. We would ask that you ensure that your child arrives to school on time.

### **Leave of absence**

Absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, etc. which may result in the issuing of a Fixed Penalty Notice.

If parents/carers wish their child(ren) to be absent for other reasons, such as compassionate leave and special cases, a leave and absence application form should be completed. This form is available from the school office on request.

### **Elective Home Education**

Parents/carers wishing to home school are required to notify the school in writing of their intention to educate at home. The school has a statutory duty to inform the Local Education Authority.

The child will be removed from the school roll immediately based on the date of the letter sent into school.