

SIR JOHN CASS FOUNDATION AND REDCOAT SCHOOL & SIXTH FORM COLLEGE



Attendance Policy

Ratified by SLT:	Oct 2017
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SLT Responsible:	Iain Cameron

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Aims

Sir John Cass Red Coat School recognises the strong correlation between achievement and attendance. In order to maintain high levels of attendance, there is a clearly defined process communicated to all stakeholders.

- The importance of good attendance is an integral part of the home/school agreement.
- There are clear procedures for the reporting of absence.
- The taking of holidays during term time is strongly discouraged.
- In the Sixth Form Live Register is used to monitor attendance for registration and lessons.
- In the main school (Years 7-11) E-Portal is used to monitor attendance for registration.
- Attendance figures are reported annually and appropriate targets are set for the following year.
- Attendance figures are monitored on a regular basis by the Pastoral Team.
- The school works co-operatively with external agencies to deal with problems of irregular attendance/children missing education.
- The school keeps accurate records of all exclusions and, in accordance with statutory guidance, report them to the Governing Body and the LA. We take appropriate action to reduce these.
- The school monitors the attendance of looked after children, those from ethnic minorities, *Pupil Premium Students, vulnerable students and those students with a SEN status*

Statutory Duty

The Education Act 1996 requires parents/carers to ensure that their children receive efficient, full time education by regular attendance at school.

Schools are responsible for recording pupil attendance twice a day – morning registration and afternoon registration.

Attendance targets + strategies

Aim:

To maintain / improve the attendance rate for the school and Sixth Form College and to reduce unauthorised absence.

Strategies (Main school):

The school will use the following strategies to support attendance:

- Attendance is monitored by the form tutor, Head of Year (HoY), Head of Key Stage and the school liaison officer.
- Concerns regarding attendance will be referred to the school's attendance officer.
- **Attendance Officer** meets with target pupils and their parents to set and then monitor attendance targets.
- When attendance falls below 90% a referral will be made to the Local Authority allocated AWA (Attendance Welfare Advisor). **The Attendance Officer** and the school's AWA meet weekly to discuss cases.
- The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more including term time holidays.
- Pupils persistently truanting internally are put on daily attendance spot check.
- Half termly letters are sent to parents/carers of pupils whose attendance falls below 90% for the half term.
- Termly certificates are presented to pupils with 100% attendance.
- Pupils achieving 100% attendance for the school year are rewarded with a day trip in the last week of term. On average 100 pupils each year achieve 100% attendance.
- The school will work with the AWA and parents to improve attendance. If support strategies /

intervention do not result in improved attendance, the school will support the AWA in providing evidence for possible court proceedings.

- The AWA may issue Fixed Penalty Notices (FPNs) to parents/carers.
- Parents / carers to receive communication regarding attendance at parents evenings and academic review days.

Aims (Sixth Form):

- To improve the overall attendance percentage of students at Sixth Form to above 98%.
- To make attendance and punctuality a priority for those associated with the Sixth Form including students, parents and teachers.
- To provide support, advice and guidance to parents and students.
- To develop a systematic approach to collating and analysing attendance related data.
- To further develop positive communication between home and Sixth Form.
- To improve student progress through high levels of attendance.

Strategies (Sixth Form):

Attendance is monitored by the form tutor, HOY, Head of Key Stage and the Sixth Form Attendance Officer. Attendance is reconciled between Live Register (Swipe Card System) and Lesson Registration. Both internal and external truancy is monitored daily.

Concerns regarding attendance are discussed weekly by the HoY, Head of Key Stage and the Attendance Officer.

- STEP 1: The Attendance Officer will email subject teachers with the names of students who need to be targeted within their subject. Teachers are required to record their intervention on e-portal.
- STEP 2: Attendance Officer will email the relevant Head of Department (HoD) asking them to step in and take some action. HoDs are expected to communicate with parents; this can be a phone call or parental meeting with details recorded on E-Portal.
- STEP 3: Referral to HoY and parental meeting held. Any student who fails to make improvements within the subject of concern will be placed on report and monitored daily. Parental meetings will be held.
- STEP 4: Referral from HoY to SMT. Parental meetings. Final warning.

Full details of procedure for the Sixth Form are listed on pages 8-11 of this policy.

Attendance Target:

The attendance target for the main school and the 6th form college in the academic year is 100% with a minimum requirement of 95%.

Student absence reporting process – Main school

Time	Action	Person Responsible
1st Day of Sickness Absence	Notify school by telephone between 8.00 and 8.30 am by leaving a message on the dedicated attendance line. Give an indication of anticipated length of sickness absence.	Parent/Guardian
Return to School	Student marked present in register; overwriting possible medical entries where the student has returned earlier than expected.	Form Tutor

Reports are produced on a monthly basis of students with less than 90% attendance or prolonged unexplained absences for the attention of the school's attendance officer, Head of Year and AWA.

Student absence reporting process – Sixth Form

	Action	Person Responsible
1	Complete request for Authorised Absence Record form with proof of absence (if applicable e.g. medical)	Student Parent/Guardian
2	Agreement from teaching staff in support of evidence	Student
3	Final clearance of absence and form signed off	Head of Year 12/13
4	Absence authorised and code input on Live Register	Attendance officer

The school has safeguarding duties under section 175 of the Education Act 2002 in respect of its pupils, and as part of this will investigate any unexplained absences.

Lesson attendance

Lesson Times

- A register is taken in every lesson by the class teacher.
- The teacher will mark students as present, absent or late.
- Registers are taken at the start of the lessons.
- All lateness to lessons is challenged and followed up on by subject teachers.
- Students are not usually permitted to leave lessons.
- Students leaving a lesson for any reason should have a note written in their planner by the subject teacher.
- Students who need to leave the school during the day for medical appointments or other reasons are required to submit parental explanation or medical appointment card in advance. The student should then sign out at reception.

Leaving during the school day

Students are expected to stay in school for the duration of the day.

If students need to leave school during the day (for any reason) they should bring in a note from their parents / carers. This should then be signed by the Head of Year or Head of Key Stage before they are authorised to leave. If a student fails to bring a note in to school they will only be allowed to leave school if their parents / carers inform the school by telephone and collect the student directly from reception.

If a pupil is taken ill during the school day, they will only be allowed to leave if parents / carers authorise this.

Sixth form students are required to swipe in / out at any time they enter / exit the building throughout the day.

Deletion of a compulsory school age pupil from the admission register

The amended Education (Pupil Registration) (England) Regulations 2006 set out the circumstances under which a pupil of compulsory school age can be legally deleted from the admission register. Deletion can take place if a pupil:

- is registered at the school in accordance with the requirements of a school attendance order and another school is substituted for it, or the order is revoked by the local authority on the ground that arrangements have been made for the pupil to receive efficient full-time education otherwise than at school.
- has been registered as a pupil at another school, except where it has been agreed by the local authority that the pupil should be registered at more than one school.

- has ceased to attend the school and the headteacher has received written notification from the parent that the pupil is receiving education otherwise than at school.
- has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.
- has been granted leave of absence and has failed to attend the school within the 10 school days immediately following the expiry of the period for which such leave was granted provided that there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause and that both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child's whereabouts. The agreed "missing pupils" protocol will be followed.
- is certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the pupil nor his / her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
- the pupil has been continuously absent from the school for a period of not less than 20 school days and:
 - at no time was his / her absence during that period authorised by the headteacher
 - both the headteacher of the school and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is + they have followed the agreed "missing pupils" protocol and informed Children's Services and the police.
- has been detained as a result of a final court order or order of recall for four months or longer and the headteacher does not have reasonable grounds to believe that the pupil will return to school at the end of that period
- has died. In the very tragic circumstance that a pupil dies, the school will remove the child from roll upon notification of the death.
- will cease to be of compulsory school age before the school next meets and either:
 - the relevant person has indicated that he / she will cease to attend the school, or
 - the pupil does not meet the academic entry requirements for admission to the school's sixth form
- has been permanently excluded from the school.

Children missing education

For the purpose of this document and in line with government guidance, a Child Missing from Education is defined as any child of compulsory school age (5 – 16) who is not on a school roll, nor being educated otherwise (e.g. at home, privately, or in alternative provision) and who has been out of any education provision for a substantial period of time (practice nationally is four school weeks or more).

Children with poor school attendance are often vulnerable and at increased risk of becoming children missing from education. Sir John Cass is committed to working to monitor the attendance of individual pupils causing concern, with the aim of reducing the risk of children missing education in the future.

RISK FACTORS

Children can go missing from school for a wide variety of reasons. Their personal circumstances or those of their families may contribute to disengagement from the education system if there are no systematic processes in place to identify them and ensure they re-engage with appropriate provision.

Possible reasons why children may become missing from education include:

- failure to register at school at age 5 or to make a successful transition
- failure to attend following exclusion or change in provision e.g. decision to home educate
- unsuccessful mid-year school transfer
- difficulty finding a school place following a change of address
- abuse or neglect
- bullying
- periods of homelessness or periods in a refuge
- transience/family mobility NB. Children of Gypsy, Roma and Traveller (GRT) Families + Families of Armed Forces
- family breakdown
- missing children / runaways
- disaffection resulting in parents withdrawing the pupil
- involvement in anti-social or criminal behaviour
- issues relating to radicalisation / extremism
- pregnancy
- children and young people supervised by the Youth Justice System

Attendance is monitored within the school by form tutors, heads of year and heads of key stage.

In the case of pupils missing from school and the reason for absence is unknown the following steps are taken:

- the tutor notifies the head of year and the school's attendance officer
- a referral is made to the local authority AWA
- a decision is taken regarding referral to Children's Services and / or the Police and Pupil Services.

When a child has stopped attending school and the reason is not known, steps must be taken to investigate the case and to ensure that the child is receiving suitable education.

Duty to inform the local authority of deletions

All schools must inform the local authority before deleting any pupil from the roll. In addition, attendance is monitored when this is poor and referrals are made regarding irregular attendance.

All schools must notify the local authority within 5 days about every non-standard leaver.

From September 2016 schools are also legally required to seek to track and confirm the destinations of all pupils who leave the school.

Granting term-time leave

Schools can also authorise a leave of absence during term time in 'exceptional circumstances'. A letter requesting leave for pupils should be sent to the headteacher.

SIR JOHN CASS SIXTH FORM COLLEGE

ATTENDANCE AND PUNCTUALITY POLICY

“Sir John Cass Sixth Form aims to encourage excellent levels of attendance and punctuality, with the intention of enabling all students to take full advantage of the educational opportunities available to them. We want all of our students to receive an education which maximises their opportunities to achieve their full potential”

Targets

- To ensure that all staff take responsibility for student’s attendance.
- To achieve a whole Sixth Form average attendance rate of 96% and over
- To reduce the number of PA (persistently absent) students
- To ensure that data is available and used effectively by staff

Statutory duties

The Sixth Form takes account of:

- The Education Act 1996 and 2002
- The Education (Students Attendance Records) Regulations 2014
- The Education (Pupil Registration) Regulations 2006
- Government guidance on Attendance and Behaviour
- The Sixth Form will always seek guidance from the Department of Education

Students’ responsibilities

Students:

- Should attend Sixth Form and all of their lessons on time, equipped and ready to learn.
- Must complete yellow absence form in advance of absence, if absence is known about and collect missed work from their subject teachers.
- Must ask parent/guardian to either phone in on Sixth Form absence line on 020 7790 6712 ext 172, if there is no answer then please leave voicemail or via email on each day of absence to sixthformattendance@sjcr.net by 8.30am latest.
- Must follow correct procedures in terms of lateness. If student arrives 5 minutes late they will be expected to attend a late detention on the same day for 1 hour with the Sixth Form Management Team.
- Should discuss any issues or problems concerning attendance and punctuality with their tutor or their HOY.

Students’ ID card

Students:

- Sixth Form students are expected to wear ID at all times and ensure it is fully visible. This is in line with safeguarding policies.
- If a student forgets to bring his /her ID card then they call home to see if a family member can bring the ID card to college. Alternatively, students will be requested to go home and collect their card.
- If their ID card is completely lost, they will be expected to purchase a replacement card for £5.00

Parental/Carers’ responsibilities

Parents/Carers:

- Should work closely with the Sixth Form to resolve any problems which may impede their child’s attendance and punctuality.
- Should ensure that their children arrive at Sixth Form on time

- Should avoid making non-emergency medical/dental appointments for their child during Sixth Form hours.
- Should email the Sixth Form (sixthformattendance@sjcr.net) to inform staff of their child's absence on the first day, and to regularly update and follow this up by writing a letter to the HOY explaining why and when their child needs to be/has been absent.
- Should take family holidays during Sixth Form holiday periods and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances.

Sixth Form responsibilities

The Sixth Form will:

- Endeavour to provide an environment that is conducive to educating every student.
- Fulfil its statutory obligation to record and monitor the punctuality and attendance of students for both morning and afternoon sessions.
- Give high priority to punctuality and attendance.
- Develop procedures that enable the Sixth Form to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention.
- Use a variety of strategies to promote good attendance and punctuality among parents and carers.
- Develop a range of strategies to follow up intermittent and long term absenteeism and promote good attendance.
- Encourage open communication channels between home and the school.
- Promote good attendance through a range of rewards.

Staff responsibilities

Staff:

- Will ensure that they accurately mark their registers using Live Register for each lesson.
- Will ensure that they follow the college's attendance and lateness procedures and log their actions on e-portal.
- Will be proactive in providing a positive ethos which places a high value on attendance and punctuality.

Academic Coaching sessions

Tutors:

- Will register their students at 8.40am on the student's allocated day for academic coaching sessions by recording attendance and absence using electronic Google drive register within the 6 minutes of the session.
- If a tutor or attached tutor does not have access to the Google drive register they must take a paper register and hand it following the lesson to the Sixth Form Team, attendance officer/HOYs/SLT.
- Will ensure that students have a clear understanding of holiday procedures and the link between absence and academic progress.
- Will ensure that attendance statistics and criteria are regularly discussed with their form groups as a whole and with individuals on a one-to-one basis, where appropriate.
- Should notify HOY immediately if they are concerned about the absence of a tutee.
- Will liaise with the HOY about students who have long terms illnesses/issues which might affect their attendance.

Subject registration

- Staff will register their classes every lesson using the correct codes on the Live Register system. If there is an issue with Live Register then the teacher will need to inform the Sixth Form attendance officer straight away.

Sixth Form trips/Visits

- It is the responsibility of the trip organiser to hand the list of names to the Sixth Form attendance officer so that the correct code can be entered on Live Register in advance of the period of absence.
- For any lesson that students will be missing the trip organiser needs to inform students to collect work in advance from subject teachers.
- The trip or residential information should be entered in the weekly staff Bulletin in advance of the event and appropriate SLT permission secured before booking the trip.
- All trips booking procedures need to be followed.

Lateness

- If student arrives after 5 minutes for their lesson they will be expected to attend a late detention on the same day for 1 hour after school with the Sixth Form Management Team.
- A text message reminder is sent out by the Sixth Form attendance officer.
- If student misses their detentions for no valid reason, an extended detention is issued with parental involvement.
- Punctuality reports will be produced every 2 weeks by the Sixth Form attendance officer and shared with HOYs and designated SLT.

Personal, Social and Health Education

- Whole school PSHE lessons take place fortnightly. The schedule is shared with all students by their form tutor during induction. All students are expected to attend this compulsory lesson which is delivered by their form tutor. This is part of the Sixth Form agreement/contract when signed during the enrolment period.

Monitoring student absence

The Sixth Form recognises the need to monitor all student attendance closely and to put in place strategies to ensure that it meets targets.

Strategies include:

- Providing parents with attendance and punctuality data at Academic Review Days and Parent Evenings.
- Providing subject attendance to HODS in once a fortnight.
- Reviewing attendance every fortnight with the Sixth Form Management Team.
- Providing form tutors with attendance data once a fortnight.
- Using attendance and punctuality data for Bursary and rewards.
- Contacting parents by phone and letter for concerns and arranging meetings with parents/carers to discuss their child's attendance and set targets for those who need to be disciplined due to persistent punctuality and/or attendance problems.
- Putting students on attendance/punctuality report
- Close monitoring of persistent absentees with the Sixth Form attendance officer
- Persistent absences could result in loss of free periods and students will be undertaking supervised study periods at the Sixth Form.

Actions to address attendance issues

- The Sixth Form Attendance officer and Management Team will monitor attendance and punctuality on a weekly basis and will intervene where necessary using the following system:

Stage	Actions	Description
1	Verbal warning and phone call home.	a) If a pattern of poor attendance/punctuality is noted, a meeting will be arranged with the student to discuss the issue by the Attendance officer with the HOY. b) Appropriate targets will be set. The student's attendance/punctuality will then be monitored closely for two weeks. Parents will also notified by phone call.
2	Parental Meeting with HOY. On report and letter home.	c) If no improvement is seen within two weeks, the student will be put on daily attendance/ punctuality check for two further weeks with the HOY. This will be reviewed at the end of each day by the HOY. d) A letter will be sent home to parents informing them of this step with attendance and punctuality data. A copy of the letter will be stored in the student's file.
3	Parental Meeting with HOS. On report, no free periods	e) If attendance/ punctuality remains poor, a meeting with the student, parent/guardian and Head of Sixth Form will be arranged. f) Student will be on report to Head of Sixth Form for 2 weeks and they will lose their free periods. We will start the supervised study period at the Sixth Form.
4	Parental meeting with Deputy Headteacher. Final warning.	g) If, despite all intervention work, there is no improvement and attendance is below 90%, the college reserves the right to withdrawing students from future exams based on poor progress and commitment to learning. If attendance falls below 85% this is deemed by the government to denote a persistent absentee and unless there are exceptional and extenuating circumstances, students will be withdrawn from their courses. Students in receipt of bursary will lose their entitlement.

Unauthorised absences/Holidays

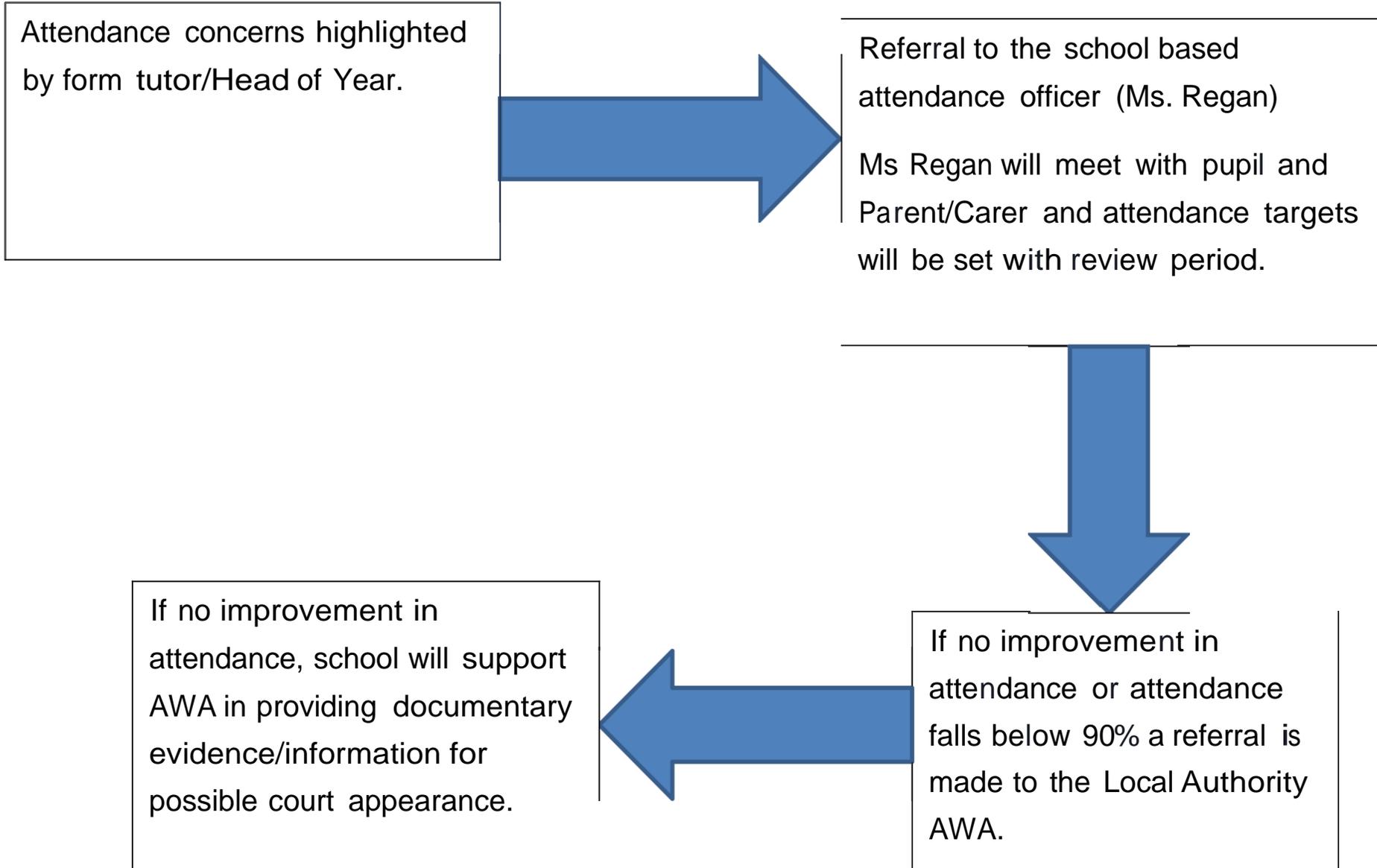
- Authorised absences include illness and emergency treatment during Sixth Form hours, funerals of close family.
- Absences which will not be authorised include: looking after siblings, birthdays, driving lessons, non-Sixth Form trips and other activities not deemed to be appropriate.
- Only the school, within the context of the law, can authorise or approve absence – not parents. The fact that a parent has submitted a note does not mean that the Sixth Form must accept the explanation as a valid reason for absence. Absence without a valid reason, or where there is no explanation is offered at all is recorded as unauthorised absence.
- Holidays will not be authorised during term time unless there are exceptional circumstances.

Rewards

- Certificates for all students with 100% attendance throughout the year presented on end of year assembly.
- Certificates every term for all students with 100% attendance
- Certificates for best attendees and most improved in each tutor group in the year on a termly basis;
- Vouchers awarded termly on a prize draw basis for improved and 100% attendees

Appendix 1

Referrals to the school based attendance officer



Sir John Cass Redcoat School



Appendix 2

OFF ROLL FORM

Pupil Name: _____

Date of Birth: _____

Class: _____

I recommend that the above pupil should be taken off roll as from: _____

Reason(s) are: _____

Destination School: _____

Head of Year's authorisation: _____

Head of Key Stage authorisation: _____

Date: _____

Attach to file and pass to A Mitchell (Admin Office)

School file sent to new school: Date sent: ___/___/___

Local authority informed: Date: ___/___/___

KS3: J Smith
KS4: P Johnson

Sir John Cass Redcoat School



Appendix 3

EXIT/OFF ROLL FORM (Sixth Form)

Fill out ALL sections of this form and submit to L Hussain, Deputy Head Teacher

First Name:														
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Surname:														
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Date of Birth:			/			/				
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Tutor Group:						
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Subjects Studied:

Date off Roll:			/			/				
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Reason for Leaving:

Signature of Deputy Head, L Hussain: _____ Date: _____