

Plymouth Studio School Attendance Policy 2017/18

As approved by Governors:	22 November 2017
Current until:	22 November 2020
Post holder responsible for review:	Principal and Full Governing Body

Intent

- Plymouth Studio School is committed to providing a full and rounded educational experience for all students. We recognised that one of the ways that this can be achieved is by promoting and supporting excellent attendance for all of our students. Problems which may impede punctuality and regular attendance will be identified and challenged.
- Good attendance and punctuality is vital to enabling students to do of their best, achieve well and as a future life skill. We actively promote and encourage 100% attendance from all students.
- Parents have a vital role and a legal responsibility to encourage and ensure good attendance and punctuality at Plymouth Studio School. We recognise the need to work with parents to set high expectations. We will identify, investigate and communicate any attendance concerns – or concerns which may lead to reduced attendance to parents as quickly and as clearly as possible.
- Plymouth Studio School is committed to promoting the Equalities Act with all practices related to attendance and punctuality.

Please Note:

It is only the Principal who can authorise absences from Plymouth Studio School

Principles

Plymouth Studio School will:

- Ensure that all staff are aware of and trained where necessary in Registration procedures and that these are adhered to.
- Complete registration accurately for lessons.
- Stress to parents the importance of calling on the first day of absence and at regular intervals if necessary thereafter.
- Promote with their children the importance of attendance at school and the wider benefits this will have in the future
- Ensure that attendance rates are part of the reporting to parents and communicate effectively with them.
- Ensure that students feel supported to attend Plymouth Studio School
- Support students who have lower attendance
- Work closely with Education Welfare Officer to improve attendance

Parents should:

- Ensure their child attends school regularly and punctually
- Contact the school on the first day of absence and regularly thereafter if their child is sick
- Provide written evidence of medical appointments and treatment where required so to do by Plymouth Studio School
- Seek to ensure that appointments are outside the school day

Aims and objectives

The aims of this policy are:

- To establish and maintain high levels of attendance and punctuality in our students;
- To establish routines in attendance and punctuality that students will take with them into the world of work.

Objectives for students

- Attend school regularly and on time striving to achieve 96% or more attendance.
- Arrive on time for all lessons and be appropriately prepared for the school day.
- Inform a member of staff of any problem that may hinder or prevent attendance at school.
- Inform your tutor of any future planned absences.
- Be aware of their current attendance percentage and the impact of attendance on attainment.

Objectives for Parents

- Ensure their children attend school regularly, as required by law.
- Contact the school whenever their child is unable to attend school on the first day of absence.
- Ensure that their children arrive on time and are well-prepared for the school day.
- Keep in contact with school with confidence and inform the tutor or member of SLT responsible for attendance if any problem occurs which may hinder their child's regular attendance in school.
- Seek to attend meetings in school to discuss their child.
- Complete a request form for any absences not related to illness

Objectives for tutors at Plymouth Studio School

- Regular, efficient and accurate recording of attendance, am.
- Early and sensitive action on any problem notified to us.
- Reward good and improved attendance of all students.
- Promote positive staff attitudes to students returning after absence.
- Implement procedures on reintegration depending on length of period of absence.
- Work towards ensuring all students feel supported and valued.
- Contribute to the operation of a systematic approach to gathering, analysing and acting upon attendance data in order to target attendance-related issues.
- To identify students and groups of students whose absence is giving cause for concern and to target resources to work towards the resolution of any difficulties being experienced.
- To promote an effective whole-school approach to the management of attendance where members of the school community are aware of their roles and responsibilities through the school Attendance Policy

Objectives for teaching and support staff at Plymouth Studio School

- Regular, efficient and accurate recording of attendance, am and pm.
- Early and sensitive action on any problem notified to us.
- Promote positive staff attitudes to students returning after absence.
- Implement procedures on reintegration depending on length of period of absence.
- Work towards ensuring all students feel supported and valued.
- To identify students and groups of students whose absence is giving cause for concern and to target resources to work towards the resolution of any difficulties being experienced.
- To promote an effective whole-school approach to the management of attendance where members of the school community are aware of their roles and responsibilities through the school Attendance Policy
- Implement procedures on reintegration depending on length of period of absence especially with catching up with missed work.
- Teach engaging and effective lessons which make students want to attend lessons

Objectives for SLT linked to attendance

- Challenge and support regular, efficient and accurate recording of attendance, am and pm.
- Reward good and improved attendance of all students.
- Promote positive staff attitudes to students returning after absence.
- Lead on procedures on reintegration depending on length of period of absence.
- Commission and sometimes prepare reports for the regular evaluation of attendance procedures by Senior Leadership Team (SLT) and school governors.
- Work towards ensuring all students feel supported and valued.
- Lead on a systematic approach to gathering, analysing and acting upon attendance data in order to target attendance-related issues.
- To ensure (under the direction of the Principal) an effective whole-school approach to the management of attendance where members of the school community are aware of their roles and responsibilities through the school Attendance Policy
- Raise the profile of attendance and make it a priority for staff, students, parents and Governors.
- Research existing good practice in promoting attendance and inclusion.

Objectives for School Governors

- To evaluate the latest attendance data which is reported termly to the Governing Body
- In conjunction with the Principal, help set realistic but challenging targets for improvements in school attendance within the context of the family of schools, Local Authority and national data sets. Comparative figures for the last three years to be available for Governors.

Recording attendance

The following is a breakdown of when registers are taken:

Time	Activity	
8.45	Students should have arrived on School site	First warning sounds
8.45- 9.00	Tutor time	Students are registered
9.00	First lesson begins	

Students are marked late if they arrive in school between 9.00 and 9.30 Students who arrive in the College after 9.30 will receive a U.

- Only designated staff are able to take registration. Staff will be regularly reminded as to their legal duty to complete attendance data, using the correct registration codes. No student is allowed to undertake the process
- Parents should make themselves aware of all times of lessons and especially registration times in the morning to ensure their child's punctuality at school.
- Students who regularly arrive late will incur sanctions according to the steps set out in the school's behaviour policy. Where students are continuously late after registers close, parents will be invited to discuss the matter further.

Process for signing out in the school day

- Post-16 students must adhere to the signing in and out policy as per the Head of VI form instructions
- If a student is unwell, he or she should report to Main Office.
- If a student has an accident, they should report to the Main Office for their condition to be assessed. If necessary, parents will be informed for the pupil to be collected from Reception: this decision must be made by the appropriate First Aider.
- Students are not usually allowed to make their way home, but are recommended to be collected by an appropriate adult.
- Parents will still be required to write to the school with regards to the reason as for their child's absence.
- In exceptional circumstances, emergency services may be contacted if there is any delay in the parents arrival at school or in the interests of the welfare of the child, when parents will be informed as soon as is reasonably practicable in the circumstances.

Strategies for improving attendance

- Attendance in lessons will be discussed with parents by subject teachers at parents' consultation evenings.
- Strategies in line with the school's behaviour policy will be used to reinforce and reward individual students and groups of students.

Understanding types of absence:

- Every half-day absence from school has to be classified by the school (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.
- Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.
- Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its Educational Welfare Service using sanctions and/or legal proceedings. This includes:
 - Parents/carers keeping children off school unnecessarily truancy during the school day
 - absences which have never been properly explained
 - students who arrive at school too late to get a mark in the register
 - shopping, looking after other children or birthdays
 - day trips and holidays in term time
 - excessive illness without medical evidence

Advice for parents to support attendance

- Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are recommended to be resolved between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bed times
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school
- Retaining open and honest communication with Plymouth Studio School
- Being positive about school (even if your own experience was less than positive)

Persistent Absenteeism (PA)

- A pupil becomes a 'persistent absentee' when they miss 25 days schooling (50 sessions) across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.
- We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

Education Welfare Service

The Educational Welfare Officer will support the school by:

- Making home visits and will also be available in school to interview pupils and their parents.
- Making judgments in co-operation with school staff and other agencies in line with statutory duties in relation to school attendance.
- Providing interim welfare support to students and their families and through assessment of their needs, engage a multi-agency response to addressing those needs.
- Providing an independent approach to supporting the school community in particular with advice relating to the management of school attendance.
- Assisting the school in analysing data and identifying patterns of absence and punctuality.
- Carrying out duties with regard to statutory intervention in cases of irregular school attendance.