

LAURENCE JACKSON SCHOOL ATTENDANCE POLICY

Reviewed: Summer 2011
To be Reviewed – Summer 2013

Principles

Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for ensuring that attendance rates at Laurence Jackson School are maximised and that rates of persistent and unauthorised absenteeism are kept to a minimum.

Responsibilities

Parents are responsible in law for ensuring the regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance.

The school will encourage and value high attendance rates. The school will recognise the external factors which influence student attendance and will work in partnership with parents, the Education Welfare Officer and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

Roles

School

- Laurence Jackson School expects students to attend school regularly and to arrive on time prepared to learn.
- Laurence Jackson School will monitor attendance through daily registration and individual lesson registration.
- Laurence Jackson School will encourage good attendance and will investigate all unexplained and unjustified absenteeism.
- Laurence Jackson School will work closely with parents should attendance or punctuality give cause for concern.
- Laurence Jackson School will celebrate and reward good attendance.

Students

- Students will ensure that they attend school regularly and on time
- Students will attend all lessons punctually
- Students will not leave the school without permission
- Students will have individual records of attendance/punctuality provided by the school

Parents

- Parents/Carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and prepared to learn.
- Parents/Carers are responsible for immediately informing school of the reason for any absence by phone call on the first morning of any absence.
- Parents/Carers will avoid arranging family holidays during term time.
- Parents/Carers can expect the school to keep them fully informed of their child's attendance/punctuality record.

Procedures

Day to day procedures linked to Local Authority protocol and DCFS guidelines are detailed on the attached sheets.

Stage 1 (local authority)	Attendance	School Procedure	Person Responsible
1.1	Registration 8.30-8.45 1.15-1.20	<ul style="list-style-type: none"> • Students to be registered electronically am and pm registrations using history screen on SIMS • When SIMS not available paper register to be completed and returned immediately to office • The correct symbol should be placed on register (appendix 1). If reason not known then N should be placed on register – BUT this must be changed before 10 days 	<ul style="list-style-type: none"> • Form Tutor • Form Tutor • Form Tutor
1.1	Absence from school	<ul style="list-style-type: none"> • Parent to telephone school on first morning of absence to give reason for absence, correct symbol (I) for illness (M) for medical to be placed in register • Once (I) is placed in register it must continue to be used throughout period of absence during am and pm registrations and on all lesson registers until <ol style="list-style-type: none"> a) The Student returns to school b) There is further contact from parents to change the reason for absence c) Concerns are raised by the Student Manager over the length of absence • On return to school Student must bring a letter to confirm reason for absence • If note not brought on first day of return, message to parent to be placed in planner, by Student • Register to be checked to confirm correct symbol has been used throughout absence • Note to be retained as evidence, in Student wallet in form group file 	<ul style="list-style-type: none"> • Parent • Office Staff • Form Tutor/ Teaching Staff • Parent • Form Tutor • Form Tutor or Office Staff • Form Tutor
1.2	Unexplained absence	<ul style="list-style-type: none"> • First day contact to be made by phone or text message • Contact made should result in (I) or correct symbol being placed in register – continue using symbol as 1.1 above • If no contact made or no response from contact, school should contact parent a second time, no later than the 3rd day. If contact can not be made by phone a letter should be sent (appendix 2) 	<ul style="list-style-type: none"> • Office Staff • Form Tutor/ Teaching Staff • Student Manager
1.3	Concerns over absence	<ul style="list-style-type: none"> • Any concerns about the attendance of a particular Student should be discussed with the appropriate Student Manager • Concerns should be followed up by the Student Manager 	<ul style="list-style-type: none"> • Form Tutor/ Teaching Staff • Student Manager

1.4	Encouraging good attendance	<ul style="list-style-type: none"> • All Students should be aware of expected levels of attendance. • Students should be made aware of their individual level of attendance every two weeks via attendance list to Form Tutor • Rewards for continued excellent attendance ie above school target and for Students whose attendance improves significantly • Visual display in school to compare the attendance of each year group, updated every ½ term – admin corridor, plasma screen • Weekly monitoring of attendance within school until Students reach an appropriate level of attendance • Students whose attendance falls between 80% and 95% will be invited to participate in group work intervention • At the end of each term Students who achieve an attendance level of 95% and above will receive a certificate • At the end of the school year Students who achieve an attendance level of 95% and above will receive a certificate 	<ul style="list-style-type: none"> • Teaching Staff • Student Manager • Student Manager • Student Manager • Student Manager • Student Manager • Student Manager • Student Manager
1.5	3+ day unauthorised absence	<ul style="list-style-type: none"> • If unable to contact by phone, a letter will be sent (appendix 3) if there is no response within 3 days the Student Manager to visit the home and / or make contact with members of extended family 	<ul style="list-style-type: none"> • Student Manager
1.6	10 day unexplained/ unauthorised absence	<ul style="list-style-type: none"> • Absence of 10 days or more, where the reason is not known must be referred to the EWO or EWS team manager (LA will then follow the ‘children missing from education’ protocol) • Childs name place on school to school missing register 	<ul style="list-style-type: none"> • Student Manager • Office Staff

Attendance Concerns Stage 2 (local authority)	Attendance	School Procedure	Person Responsible
2.1	Monitoring attendance	<ul style="list-style-type: none"> • Follow school monitoring procedure 1.1–1.6 to identify Students whose attendance is a cause for concern, between 80 & 95%. All action to be recorded in year group attendance file • Weekly 50 minute meeting with EWO to discuss cause for concern Students, plan of action discussed • Daily 50 minute follow up session to <ul style="list-style-type: none"> – Make contact with home to discuss concerns (phone call or letter) – Close monitoring for 2 weeks to assess improvement – Improve attendance, positive contact home (postcard, telephone call) resume monitoring process 	<ul style="list-style-type: none"> • Student Manager • Student Manager • Student Manager
2.2	Continued attendance concerns	<ul style="list-style-type: none"> • If after close monitoring for 2 weeks there is no improvement <ul style="list-style-type: none"> – Parents contacted (by phone, letter or home visit) to arrange a meeting to discuss concerns – Meeting to discuss concerns, plan of action created to ensure improved attendance 	<ul style="list-style-type: none"> • Student Manager
2.3	Reviewing attendance concerns - Improvement	<ul style="list-style-type: none"> • A review date should be set at the meeting, between 2&4 weeks 	<ul style="list-style-type: none"> • Student Manager • Student Manager
2.4		<ul style="list-style-type: none"> • Improved attendance should be acknowledged through positive contact home (postcard, telephone call) resume monitoring process 	
2.5	Reviewing attendance concerns – No Improvement	<ul style="list-style-type: none"> • Discussion with EWO at weekly meeting, possible outcomes <ul style="list-style-type: none"> – Further contact with parent to set new targets and another review meeting (this should be linked to offers of support or referrals to relevant outside agencies) – Referral to EWO 	<ul style="list-style-type: none"> • Student Manager
2.6	Referral to EWO	<ul style="list-style-type: none"> • If attendance remains a concern due to <ul style="list-style-type: none"> – Unsatisfactorily explained or addressed medical absences – Erratic attendance – Unauthorised attendance 	<ul style="list-style-type: none"> • Student Manager
Attendance Procedures Stage 3 (local authority)	Attendance	School Procedure	Person Responsible
3.1	Referral/initial assessment	<ul style="list-style-type: none"> • Weekly meeting with Student Manager to discuss issues and possible referrals 	<ul style="list-style-type: none"> • Student Manager
3.2		<ul style="list-style-type: none"> • EWO referral form completed 	<ul style="list-style-type: none"> • Student Manager
3.3-3.10	School to work with the LA EWO team to follow LA attendance procedures		

Attendance Procedures Stage 4 (local authority)	Attendance	School Procedure	Person Responsible
4.1-4.19	Planned Intervention	<ul style="list-style-type: none"> Led by EWO through liaison in school with Student Manager 	<ul style="list-style-type: none"> Student Manager
	School to work with the LA EWS team to follow LA attendance procedures		
Attendance Procedures Stage 5 (local authority)	Attendance	School Procedure	Person Responsible
5.1-5.7	Attendance case conference	<ul style="list-style-type: none"> School to work with the LA EWS team to follow LA attendance case conference procedures 	
Attendance Procedures Stages 6,7,8,9,10	Legal proceedings	<ul style="list-style-type: none"> LA EWS team may <ul style="list-style-type: none"> Start legal proceedings Stage 6 Issue a school attendance order Stage 7 Issue an education supervision order Stage 8 Issue parenting contracts Stage 9 Issue parenting orders Stage 10 	

Monitoring and Intervention Stage (local authority)	Attendance – Looked After Children	School Procedure	Person Responsible
(1.1-1.5) 4.1	Monitoring attendance	<ul style="list-style-type: none"> • LJS will follow procedures set out in monitoring attendance section, from 1.1-1.5 	<ul style="list-style-type: none"> • Overview by key person looked after children
4.2-4.4	5 day absence	<ul style="list-style-type: none"> • Referral made to EWO, using standard referral form • EWO will follow LA procedure, completing the initial assessment form 	<ul style="list-style-type: none"> • Key person looked after children
4.5	10 day absence	<ul style="list-style-type: none"> • EWO re-consulted, information also shared with <ol style="list-style-type: none"> 1. EWO team leader 2. Allocated Social Worker 	<ul style="list-style-type: none"> • Key person looked after children
4.6-4.7		<ul style="list-style-type: none"> • WO to pursue following LA procedures and involving school staff when/where appropriate 	<ul style="list-style-type: none"> • EWO and ESW team

Monitoring Stage (local authority)	Lates	School Procedure	Person Responsible
	Registration 8.30-8.45 1.15-1.20	<ul style="list-style-type: none"> • A Student arriving late for registration should not be marked as late if they have been delayed due to circumstances beyond their control ie service bus delayed, traffic problems, car problems, poor weather conditions, delayed doing school activities (sport, music, meetings etc) • Students arriving during registration without a valid reason should be marked (L) as late in the register • Students who arrive in school late, but still during registration, should be registered in the form room and not at the school office • If a Student has not arrived by the end of registration (N) should be placed in the register 	<ul style="list-style-type: none"> • Form Tutor • Form Tutor • Form Tutor • Form Tutor
	After morning registration	<ul style="list-style-type: none"> • Students who arrive after the end of the registration session should sign in at the main school office; must state time and reason for lateness • Students who arrive before 9.30 to be marked with (L) in register • Students who arrive after 9.30 should be marked (U) which is an unauthorised absence 	<ul style="list-style-type: none"> • Office Staff • Office Staff • Office Staff
2.5	Monitoring late to school	<ul style="list-style-type: none"> • Weekly print out of late marks to be used to check for 3 lates; C3 to be issued • Follow lateness procedures 	<ul style="list-style-type: none"> • Student Manager • Student Manager
	Late to lesson	<ul style="list-style-type: none"> • 1 x late for lesson = department detention – C2 breaktime 	

Monitoring Stage (local authority)	Holidays	School Procedure	Person Responsible
11.3	Parent planning to take Student on holiday in term time	<ul style="list-style-type: none"> • Student to collect holiday form from main school office at least one month before the holiday • Parent completes form and return it via Student to the main office • Parent to ensure school work is carried out throughout the holiday absence • Office pass form to year group Student Manager to complete attendance information 	<ul style="list-style-type: none"> • Office staff • Parent • Office staff
11.3	Decision – unauthorised (absence) holiday	<ul style="list-style-type: none"> • School will follow the LA guidelines for not authorising holiday absence (see current Policy) 	
11.3	Decision – authorised holiday	<ul style="list-style-type: none"> • Symbol (H) placed in register 	<ul style="list-style-type: none"> • Office Staff
11.3	Decision – authorised approved activities (sports etc)	<ul style="list-style-type: none"> • Student to collect approved activities form (purple) from main school office • Parent complete form and return it via student to the main office • Parent to ensure school work is carried out throughout the approved activities absence • Office pass form to year group Student Manager to complete attendance information • Symbol (P) placed in register 	<ul style="list-style-type: none"> • Office staff • Parent • Office staff • Office staff
11.3	Decision - Headteacher's	<ul style="list-style-type: none"> • The Headteacher has the authority to authorise holiday in special circumstances (ie longer than 10 days) 	<ul style="list-style-type: none"> • Headteacher
11.4	Action – first unauthorised holiday	<ul style="list-style-type: none"> • Letter to parents stating absence unauthorised • Referral form to EWO completed (resulting in possible LA ‘holpol 1’ letter being sent) – at the discretion of the school • Symbol (G) placed in register 	<ul style="list-style-type: none"> • Office Staff • Student Manager • Office Staff
11.5	Action – second unauthorised holiday	<ul style="list-style-type: none"> • Letter to parents stating absence unauthorised • Referral form to EWO completed (resulting in possible LA ‘holpol2’ letter and fine being sent) • Symbol (G) placed in register 	<ul style="list-style-type: none"> • Student Manager • Office Staff

Monitoring Stage (local authority)	Truancy From Lessons	School Procedure	Person Responsible
	Student fails to arrive at school	<ul style="list-style-type: none"> • If a Student does not arrive to morning registration the 1st day contact system (monitoring attendance) operates 	<ul style="list-style-type: none"> • Office Staff
	During School	<ul style="list-style-type: none"> • Class teacher to register class electronically at the beginning of every lesson • If Student shown as present in a previous lesson and absent in this lesson, the department must follow up reason for absence, inform parent and place on subject report • Department to inform Student Manager, Year Leader, Form Tutor • Patterns of truancy to be identified <ul style="list-style-type: none"> – Within the same department, to be followed up with further contact with home and student, phone, letter and/or meeting. Reason for truancy to be identified and plan of action put in place – In 2 or more subjects, Students to be placed on attendance target report, parents informed of concerns and invited to discuss further 	<ul style="list-style-type: none"> • Teaching Staff • FL, SL, Teaching Staff • FL, SL, Teaching Staff • Student Manager
	Repeated truancy from lessons	<ul style="list-style-type: none"> • Meeting to be arranged with parents – possible involvement of PCSOs • EWO to work in partnership with PCSOs to do truancy sweeps 	<ul style="list-style-type: none"> • Student Manager

LAURENCE JACKSON SCHOOL HOLIDAY FORM PROCESS

