



# ATTENDANCE POLICY

Based on the original NLC Policy and updated to incorporate C&MSS

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## **PREAMBLE**

Netherhall Learning Campus (NLC) was federated in April 2008. NLC's constituent bodies include Netherhall High School, the Creative & Media Studio School (C&MSS), Rawthorpe Junior and Rawthorpe Infants schools. Unless specified the following policy is applied uniformly across the whole of the federation. This policy supersedes all policies of NLC's predecessor institutions.

All schools in Kirklees are required to have an Attendance Policy. This policy is based on the Council's guidance in this specific area.

### **1.0 Roles and Responsibilities**

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the Deputy Head.

### **2.0 The Role of the Governors**

- 2.1 The Governing Body supports the Principal in implementing the NLC Attendance Policy. It will consider all representations from parents/carers regarding the policy and will liaise with the Principal to ensure that the policy is implemented fairly and with sensitivity.
- 2.2 It is the Governors' responsibility to ensure that the Attendance Policy meets all regulations and legislation concerning attendance at each of the Federation's schools.

### **3.0 Suggested Audience and Distribution Channels**

All learning and teaching support staff  
Parents/carers  
Students  
Employers and Partners  
Governors

Registers  
Formal meeting Schedule (Minutes and Agendas)  
CPD and Inset days  
Half Termly Newsletter  
Email  
School Website/Intranet  
Open Evenings

### **4.1 *Related policies, documentation & further reading***

This policy is part of a suite of policies which should also be referred to:

- **NLC Behaviour policy**
- **NLC Learning Support and Pastoral Care**
- **NLC Child Protection Policy**

## **5.1 NLC Attendance Policy Rational**

The staff at all three schools are committed to supporting the pupils and their parents in achieving the fullest possible attendance, giving due consideration to legitimate absence. We acknowledge that the legal responsibility for school attendance lies with the parent/guardian. However, it is essential that pupils attend regularly and punctually to ensure they develop to their full potential.

## **5.2 NLC Attendance Policy Aims**

At NLC our aim is to encourage students to attend school every day on time, this will support our mission statement of 'Success for all'. We do this by.

- Ensuring that the pupils attend school on a regular basis.
- Providing systems to enable staff to identify lateness and/or poor attendance
- Acting upon information gained from systems in place
- Setting up procedures to support the pupils who are late or have poor attendance
- Providing data and information to parents/guardians about individual pupil's lateness/attendance at school
- Celebrating success, whilst supporting families who have difficulty getting their children to school
- Being a welcoming school, with a positive learning environment that provides security and safety for all.
- Having a clear, high expectation of all our students and staff.
- Providing a broad balanced curriculum designed to meet the needs and interests of individual students.
- Providing well-planned lessons, formative marking and supportive relationships.
- Providing a range of extra-curricular activities that encourage students to develop their talents and interests.
- Recognise good and improving attendance

## **5.3 Campus Procedure**

- The school will constantly review its practises and procedures to ensure they meet legal requirements
- Teachers have responsibility for marking registers and recording reasons for absences where this information available
- Teachers, support and administration staff will monitor attendance on a day to day basis, including the completion of attendance charts and the passing on of information to all concerned including the Campus Nurse
- Unexplained absences will be investigated initially by school by contacting parents/guardians by telephone/text or letter or a combination of these
- Recurring absences will be dealt with by each school in conjunction with the Attendance and Pupil Support Service
- All three school will celebrate good attendance in age appropriate ways
- Pupils' punctuality will be monitored through school strategies and support will be given to pupils who are frequently late
- Records of attendance will be updated weekly to ensure clear identification of non-attendees
- Data will be used to assist regular review of strategies and procedures
- Details of attendance will be published in the School Profile and Governors will be informed each term ensuring legal requirements are met
- All parents/guardians will be informed about LA procedures and legalities regarding term time absences and the criteria by which decisions will be make (see pamphlet for specific details)
- Where term time absence is taken, consideration may be given to the issuing of a Penalty Notice in line with the Kirklees Code of Conduct

## **Conclusion**

Good attendance is essential to ensure the continuous raising of standards. Continuous monitoring will ensure that practice and procedures are meeting the needs of the schools and their families. This Attendance Policy will be reviewed, assessed and refined on a regular basis by all Staff and Governors to ensure that it is effective and workable.

This document sets out the practices that are used within the school to monitor, encourage and reward good attendance and how we support students to improve their attendance and punctuality to lessons.

## **6.0 High School Attendance Policy**

### **6.1 The System**

At Netherhall we use the SIMs.net Lesson Monitor system for registration. Students are registered in the morning in their tutor groups and each lesson throughout the school day. It is a legal requirement for staff to mark the am (Tutor Time) and pm registers on time and accurately. The afternoon registration is carried out by the class teacher at the start of period four. It is the class teacher's responsibility to complete these registers promptly; the system takes the lesson register and marks the students accordingly for the pm session. This enables a fire register to be run off promptly at the start of the session.

The SIMs.net system has been extended to the C&MSS, which runs on the same system as noted above. At present the system does not need to be re-configured to accommodate extended school days and up to 51 weeks of curriculum delivery, but as the C&MSS expands and grows this will be implemented.

### **6.2 Registration**

Tutor time starts at 8.45 with registers being closed at 9.00. All children arriving during this time should be given an electronic present mark indicated by a forward slash. All children absent at this time are marked as absent. Children arriving after 9.00 receive a late mark. This is done by marking an L. The register is automatically sent when it is saved at the end of Tutor Time registration. Those arriving after tutor time are encouraged to sign in at the school office to gain their mark. The office staff must ensure that this information is recorded for the attendance and welfare officer.

Registration in the afternoon is done at the start of period four (first pm lesson).

All teaching staff use sims.net to register each lesson marking down presents, lates and absences.

The same principles apply to the C&MSS students but with the added provision that it may not be Period 4 but Period 5 that is the first pm lesson. It is also the intention that this process will be unobtrusive within the C&MSS, as the school is typified by the self- motivation of its students and the adult environment of trust that needs to pervade the school day.

### **6.3 Absence report forms.**

Each week the Attendance Officer prints out the absent report forms. This contains the dates and sessions of any absence that is yet to be classified. The tutor is responsible for completing/updating the online (through sim.net) absence report forms based upon any letters or phone calls they may have received from the parents/carers of the student. Tutors **must not** mark an absence as unauthorised. All unauthorised absences are decided by the Attendance and Welfare officer or SMT based on contact with parents. Tutors who have concerns about individual pupils attendance should refer these to the Attendance and Welfare officer. In the case of the C&MSS, the Learning and Support Coaches, through the Group and individual coaching sessions, will support this function of the Attendance Policy.

## 6.4 The Attendance and Learning Coaches (C&MSS)

The Attendance Manager and Learning Coaches play the most significant part in managing the attendance system of the school. The staff is expected to:

### Attendance Manager:

- Create a fire register as soon as registers are returned and to make sure that the fire register is placed in the office.
- Print out absence list and prioritise home contact to ensure that any unexplained absence is followed up as soon as possible.
- Amend student records on the system once reasons for absence have been established following contact home.
- Amend student records once a decision has been taken to designate an absence authorised or unauthorised.
- Provide a weekly attendance printout showing whole school, year group and class averages. (including graphs / charts).
- Work with achievement managers, pastoral teams and students to promote and reward good attendance.
- Liaise through a fortnightly meeting, with Campus Attendance Team, Kirklees APSO, School Nurse, ANT and Learning Mentors to agree priorities/strategies re. individual students attendance.
- To complete Attendance Referral Forms based on highlighted major school concerns.
- Help the school to achieve its annual attendance target.

### Learning Coaches:

- Will support the Attendance Manager in dealing with C&MSS students regarding attendance matters
- Will be responsible for monitoring their students attendance
- Will be responsible for highlighting concerns and reporting these to the Attendance Manager
- Will liaise through regular meetings with the Director of C&MSS and Assistant Head teacher (KS5 Curriculum) to agree priorities/strategies re. individual students' attendance.

## 6.5 The Kirklees Attendance and Pupil Support Officer (APSO)

- Contacts the families of those who have been referred.
- Meets with the families of those children who have been referred to discuss and encourage good attendance and to ascertain the reasons for student absence.
- Works in partnership with the school to improve individual school attendance.
- Helps the school to achieve its annual attendance target.
- Refer students to other support agencies and networks as appropriate.

In the C&MSS this role is augmented/supported by the Assistant Head Teacher (Studio School Curriculum), Learning coaches and employers

## 6.6 Absences during term time.

- Absences during term time should be discouraged. An absence record of 90% represents 10% of missed teaching and learning time.
- New directives for the government will not allow schools to authorize holidays during term time.
- Parents needing to take their children out of school during term time must avoid examination periods.
- Parents wishing to take absence, for exceptional circumstances, during term time should write to the school to request permission. Parents will be contacted with a decision to authorise or not authorise the absence.
- The school reserves the right to issue a Penalty Notice in line with Kirklees Code of Conduct should unauthorised absences take place.

Classes during Holiday periods for C&MSS students will, as noted previously, be recorded and form the basis for an ongoing review of this policy. The time accrued towards their studies in these periods will be credited to awards in the first instance but may also require some hours of dispensation throughout the normal school year and timetable. This is yet to be determined by the Senior Leadership Team and Governors.

## **6.7 Students Re-integration following an extended period of absence.**

The reintegration of students following a period of absence should be managed on a case by case basis.

The principles of reintegration are set out below.

- Students may be reintegrated on a part or reduced timetable provided there is agreement between the school and the parents
- Timelines should be set up to work towards full integration and regular review meetings should take place as stepping stones towards a full timetable and attendance.
- Students may be given time in the HUB (LSU) to help establish a regular pattern of attendance and to gradually overcome barriers to attendance.
- Reintegrated students will be assigned a key worker. This will be either a learning mentor or a Behaviour Key worker depending upon the particular case.

## **6.8 Teachers support of students undergoing Re-integration**

- Smiling and being welcoming
- Avoid comments such as 'so you decided to join us' or 'long time no see' or 'where have you been'
- Provide a new text book without making a fuss or drawing attention to the student.
- Offering time to help them catch up.
- Where students are given time in the HUB work will be supplied to ease the reintegration back into class.

## **7.0 Expectations**

The School expects all Staff to comply with the provisions of this Attendance Policy, which will be monitored. Any staff member/student who falls short of the requirements within it will be advised of this fact by the appropriate member of the Senior Leadership Team and given the opportunity to improve. Continued failure to comply will be brought to the attention of the Deputy Head and the appropriated disciplinary procedures instituted.

## **8.0 The Role of Parents/Carers**

As noted in the policies principles, Attendance is key to every students overall ability to achieve whilst at school. To this end NLC:

- 8.1 asks all parents/carers who send their children to the NLC to be supportive in every regard of this policy and thereby support their children
- 8.2 expects all parents/carers to observe the legislative requirement and duty they have to ensure children in their care attend school and to report absences in a timely manner. Moreover, a school wants this requirement to develop into a mutually supportive partnership and where difficulties occur in meeting this requirement that parents/carers always feel able to come to the school/staff to jointly find a resolution to whatever attendance issues may arise.
- 8.3 with respect to the foregoing points, invites all parents/carers who would like the NLC to modify the Attendance policy, or seek special dispensation within its application, to make representation in the first instance to the Deputy Head, who with the Principal will look at all such requests sympathetically

## 9.0 Application of the policy to the Creative & Media Studio School

9.1 The monitoring of both on site and off site attendance will be progressively built into the NLC Attendance Policy throughout the review process and in line with the C&MSS school development plan and associated schedules.

The nature of the C&MSS does not allow for the rigid formulaic attendance reporting, however the attendance ethos of NLC will be paramount if the C&MSS students are to achieve. The concept and academic structures of C&MSS are based around self-management and self-motivation, to have an overt rigid registering program would hinder this set up and not allow our students to progress in the manor we would expect. To aid this SIMs.net will be used initially (on-site) as an unobtrusive way of monitoring attendance and progress. Attendance at workplaces will be coordinated manually initially by the C&MSS Business Manager but will be replaced in due course by provisions within the ICT strategy.

It is likely that the final version this will take the form of a mandatory log-in from an employers site utilising a registered IP address and identification protocol. These measures will make it difficult, if not impossible for a student mislead the school or employer. The Business Manager, Director of C&MSS and the Assistant Head (KS5 Curriculum) will monitor this and conduct weekly phone checks with employers to corroborate the monitoring data collected by the system. The system will be fully integrated with SIMS.net.

## 10.0 Monitoring and Review

10.1 The Governing Body monitors and reviews the NLC Attendance Policy by:

- seeking the views of all stakeholders, to ensure that they agree with and support the policy;
- considering, with the Principal, any requests from parents/carers for individual students to have special dispensation with regard to the Attendance Policy; and
- requiring the Principal or the Deputy Head to report to the Governors on the way the NLC Attendance policy is implemented.

## 11.0 Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved:

\_\_\_\_\_

(Chair of Governing Body)

Date:

Date of Policy  
review:



## **Appendices -**

**Copies of sample forms and attendance reports can be found with the paper copy or be accessed through the Attendance Manager.**