



NLC Attendance System

Principles

At Netherhall Learning Campus 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 –

- 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 interest 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.

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.

The System

At Netherhall we use the SIMs.net Lesson Monitor for registration. Students are registered in the morning in the tutor groups. It is a legal requirement for staff to make the am and pm register on time and accurately. The afternoon registration is carried out by the class teacher. It is the teacher's responsibility to complete these registers promptly. This enables a fire register to be run off promptly at the start of the session.

Registration

Tutor time starts at 8.50am with registers being closed at 9.00am. 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 9.00am receive a late mark. This is done by marking an L. The register is automatically sent when it is saved at the end of registration. Those arriving after registration must 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 the first afternoon lesson.

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

Absence Report Forms

Each week the Attendance Officer prints out the absence report forms. This contains the dates and sessions of any absence yet to be classified. The tutor is responsible for completing/updating the online 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 Deputy Head Teacher based on contact with parents. Tutors who have concerns about individual pupil's attendance should refer these to the Attendance and Welfare Officer.

The Attendance and Welfare Officer

The Attendance Officer plays the most significant part in managing the attendance system of the school. The Attendance officer is expected to:

- 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 home contact.
- 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 all school to promote and reward good attendance.
- Liaise through a fortnightly meeting with Campus Attendance Team, Kirklees APSO, School Nurse and any other relevant agencies.

The Kirklees Attendance and Pupil Support Officer

- Contacts the families of those who have been referred.
- Meets with the families of these 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.
- Refers students to other support agencies and networks as appropriate.

Holidays during Term Time

- From September 2014, the school can no longer authorise holidays during term time except in exceptional circumstances. The Government's position is that 'exceptional circumstances' will be a very rare occurrence.
- The school will not authorise any absence during term time for any pupil with less than 95% attendance.
- The school reserves the right to issue a Penalty Notice in line with Kirklees Code of Conduct should unauthorised holidays take place.
- A letter H will be entered onto the register if the holiday is authorised and the letter G entered for unauthorised holidays.

Students Reintegration following an Extended Period of Absence

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

- 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.