

## PVCS Attendance Policy

PVCS recognises the vital role good attendance plays in a student's school life and academic achievement. We expect pupils to attend regularly and punctually in order to take advantage of the educational opportunities available to them. The continuity of regular attendance will enable a student to progress in a structured and progressive manner and so achieve their individual goals. We must encourage good attendance and discourage poor attendance.

### AIMS

1. To improve upon levels of attendance.
2. To involve parents and other agencies in order to improve attendance and to provide support, advice and guidance to parents and pupils.
3. To recognise needs of individuals following significant periods of absence.
4. To further develop positive and consistent communication between home and school.
5. To implement a clearly defined system of rewards and sanctions.
6. To define clearly roles and responsibilities in monitoring attendance.
7. To have a system whereby data is gathered and analysed regularly.
8. To work closely with the E.W.S. and other agencies.

### PRINCIPLES

Good attendance will be promoted by:

- Providing a welcoming and caring ethos, characterised by positive relationships and mutual respect.
- Applying Whole School Attendance Policy consistently
- Establishing and maintaining a high profile for attendance and punctuality.
- Inspiring and motivating teaching.
- An appropriate and relevant curriculum which includes all pupils.
- All parties to have an understanding of legal requirements, school expectations and roles and responsibilities.
- An emphasis on working in partnership with pupils, their families, the Education Welfare Service and other support agencies.
- An acceptance by all members of the school community that there is a shared responsibility for promoting good attendance.
- Frequent positive reinforcement of the importance of good attendance.
- Effective registration and response to absence procedures.
- Effective procedures for the early identification, communication and action on attendance problems.

### PROCEDURES

1. Paper register to be completed every morning by tutor during registration.
2. Teaching staff complete registration of **every** class taught, using Lesson Monitor as early as possible in that period. Where the electronic system is not available, a paper copy should be taken and entered as soon as the electronic system becomes available.
3. Park View staff covering for absence should take the class register electronically.
4. Supply staff will be given a class list and they should complete this and send to the main office to be entered on the system.
5. Latecomers after 9.15 a.m. to report to Main School Reception and names recorded in the late book. Letters to be sent to parents for persistent offenders. These will be identified by Learning Co-ordinators/Guidance Managers.
6. **At North Lodge** Tutors to send a First Day Absence form to the Main Office informing Guidance Manager/Administrator of absences. **NB.** First day absence pupils are listed on the inside front cover of tutor registers and are identified by their poor attendance/truancy record.
7. **At Church Chare** the Guidance Manager will check on attendance of first day absence students using entries made by teachers during lesson 1.

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8. Guidance Managers/Administrators to make first day absence calls during Periods 1 and 2 each day.
9. We will also move towards a system of using e-communication to inform parents.
10. Students to record individual attendance in planner. Data displayed on school notice board on a weekly basis.

### EXPECTATIONS, ROLES AND RESPONSIBILITIES

- Pupils are expected to attend school every day, unless absence is unavoidable. This is usually due to illness or an *extreme* domestic emergency.
- Absences can only be authorised by a teacher or authorised representative of the school. A satisfactory explanation from parent/carer by telephone notifying us on the day of absence will be acceptable.
- Unexplained/unjustified absences will be unauthorised after two weeks in accordance with DFES guidelines.
- Any attendance below 92% is unsatisfactory and when this occurs, Learning Coordinator/Guidance Manager will check for any particular patterns. Initial intervention will be a one-to-one interview with pupil.  
If attendance continues to drop, parents will be contacted and if necessary, an appointment made for an interview with Learning Coordinator/Guidance Manager. Attendance below 85% is regarded as a serious cause for concern and will result in involvement from the Education Welfare Officer.
- Where absence is known in advance, parents are asked to advise us in writing. For all other absences, parents/carers are asked to contact school by telephone, before 9 a.m. on the first day of absence.
- Details of the school's expectations concerning attendance are included in pupils' planners and the school prospectus. Expectations and procedures are also explained at parents' consultation evenings both before and after pupils start at the school.
- Pupils are reminded of expectations and their own responsibility for their attendance at regular intervals by form tutors and senior members of staff.
- The role of the EWO is given a high profile within the school through assemblies, participation in meetings and a weekly presence in school.
- Within school, responsibility for promoting good attendance is shared by all staff. Tutors, Learning Coordinator/and Guidance Manager have specific responsibilities.
- The lead professional who is a member of the Leadership Team, will monitor all aspects of attendance including an annual review of the policy.
- Annual Attendance Conference is held with targeted Year Groups.

### HOLIDAY ABSENCE

#### Guidelines

Families can request the school to authorise absences for holiday leave for up to 10 days in any academic year. The decision remains with the Headteacher. Parents/carers are therefore advised to contact the school **before making any bookings** and to check exam timetables before planning any absences. Any holidays during term time are actively discouraged by the school. Decisions are made on an individual basis and take into account the impact on the child's education and the overall attendance pattern of the pupil. Holidays will not be authorised for any child whose attendance has fallen below 92%.

#### Standard Practise

Letters will be sent out to parents at the beginning of Autumn Term enclosing a holiday request form and stating:-

- Holidays will not always be authorised.

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- Holiday request form must be filled in.
- Holiday is only approved on the basis that attendance stays above 92%. Authorisation will be withdrawn if attendance drops below this figure.
- Parents may be invited into school to have an interview with the Head of Lower School/Upper School. Attendance from previous years will be taken into account.
- Parents who persist in taking their child out of school despite permission being refused by school will be referred to Educational Welfare Service and are at risk of receiving a fixed penalty notice from Durham County Council.
- If holidays are taken without the school having prior notice, then parents/carers are at risk of incurring a fixed penalty notice from Durham County Council.

### **MONITORING ATTENDANCE**

Each member of staff has a responsible role in the consistent and thorough monitoring of attendance and acting on information received. The school is committed to regular and systematic monitoring and review of its attendance policy. The emphasis is on the ongoing analysis of attendance and punctuality patterns and regular review of procedures is an essential part of this process.

1. Students to monitor own attendance by recording accumulative attendance in their planner each week.
2. Weekly meeting between Guidance Manager and E.W.O. to highlight particular issues.
3. Attendance Issues to be on each department agenda to highlight attainment and attendance. Concerns about particular students to be passed to Learning Coordinator/Guidance Manager.
4. Regular Police/E.W.S. Truancy Sweep.
5. Tutors/Subject Teachers to inform Learning Coordinator/Guidance Manager of concerns about attendance.
6. Regular Attendance Assemblies to be held.

### **REWARDS AND SANCTIONS**

We aim to actively promote attendance and associated rewards and effective sanctions. It is also important to ensure there is fair and consistent implementation of this. The importance of good attendance and punctuality is emphasised in a number of different ways:

1. Weekly Certificates for class in each year group with best attendance.
2. Award for 100% attendance included in rewards policy.
3. Letters/Certificates to students with improved attendance.
4. Attendance data is prominently displayed.
5. The importance of good attendance is explicitly addressed in PSHE Lessons.
6. Details of attendance and punctuality are included in reports to parents/carers.

### **SUPPORT**

Parents/carers are encouraged to contact the school as soon as possible if they have concerns about their child's welfare. Within school, a range of support strategies are utilised to remove barriers and improve attendance in individual cases. These include:

- Individual timetables.
- In-school Support from staff.
- Opportunities for counselling and feedback.

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- EWO Support.
- Anti-Bullying Service, including peer mentors and the connexions advisor.
- a welcoming ethos and a school which is safe and secure.
- Close working relationships with external agencies to provide extra support for pupils.
- A sensitive approach to the individual needs of all pupils.
- Involving all staff when reintegrating pupils.
- Involving parents as much as possible.

### **CODES TO USE ON SIMS**

/ \ Present

**B** Educated off site (NOT Dual registration)

**C** Other authorised circumstances (not covered by another appropriate code/description)

**D** Dual registration (i.e. pupil attending other establishment)

**E** Excluded (No alternative provision made)

**F** Extended Family Holiday (agreed)

**G** Family Holiday (NOT agreed or days in excess of agreement)

**H** Family Holiday (agreed)

**I** Illness (NOT medical or dental etc. appointments)

**J** Interview

**L** Late (before registers closed)

**M** Medical/Dental appointments

**N** No reason yet provided for absence

**O** Unauthorised Absence (not covered by any other code/description)

**P** Approved sporting activity

**R** Religious observance

**S** Study leave

**T** Traveller absence

**U** Late (after registration closed)

**V** Educational visit or trip

**W** Work experience

**X** Untimetabled sessions for non-compulsory school-age pupils

## **PVCS Attendance Policy**

**Y** Enforced closure

**Z** Pupil not on roll

**#** School closed to pupils