



## Attendance Policy

### Aims and targets

Waverley Studio College expects the highest attendance from all students at all times. Absence from school leads to loss of learning and affects academic achievement. Waverley Studio College supports students and their families to ensure that excellent attendance is achieved.

Students are informed of school, year group and form group attendance achievements on a weekly basis. Families and students are informed of individual attendance achievements at least three times a year during Learning Review Evenings.

---

### Rights and responsibilities for attendance

#### **The Legal Framework for Attendance**

There are legal obligations on:

- The parent to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and the school to enforce attendance.

#### **Parents are expected to:**

- Ensure their children attend school and arrive on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school on the first day of absence for their child.
- Provide a written explanation of absence, including dates of absence as soon as their child returns to school.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

#### **School is expected to:**

- Provide an education suitable to the child's age, aptitude, ability and any special educational needs.

- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- Establish good working practice with the Education Welfare Service, based on clear expectations.
- Work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection, child employment, and youth offending.
- Take a formal register all students twice a day. This is done on the schools CMIS system at 8.40am and 1.45pm for the secondary phase
- Where ever possible inform parents of a child's absence if the parents have failed to inform the school.
- Inform parents of attendance concerns for their child.
- Work with students and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.
- Inform the schools IFST of students who persist with poor attendance and work with the IFST and the family to improve this.

**The Local Authority, through the Integrated Family Support Team is expected to:**

- Negotiate with the school attendance targets.
- Support the school in improving attendance, through whole school initiatives and individual student interventions.
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

Waverley Studio College has a weekly allocation of 4.00hours of IFST support.

This time is spent providing intervention and support for the students with the most difficult attendance issues. This is achieved through:

- Weekly meetings between IFST and teacher i/c attendance to consider case load, monitor improvement and refer new cases.
- Phone calls are made on the day of absence by the admin staff
- School Attendance Review Meeting with individual families
- Home visits for students with attendance concerns
- Inter-agency contact to ensure the provision of appropriate education for individual cases.
- Working with the school to deliver the Spotlight programme to improve attendance and where necessary facilitate court action.

Procedures to promote good attendance

The following tables show specific procedures to maintain and encourage excellent attendance at school.

Daily procedures	By whom	Outcomes / action
Parents ensure students arrive at school on time	Parents/carers	
Parents inform the school by 8.35am if their child is absent that day.	Parents/carers	Support staff update registration codes.
Students arriving late to school register at Student reception. Late slip is issued which student take to their lesson	Student and support staff	Absence mark on CMIS amended to a late mark by support staff
Subject teachers record attendance at school using electronic registration on the e-portal facility of CMIS (the schools information management system). This is done at 8.40am and 1.45pm. Supply teachers are provided with a paper register to be marked, this information is then transferred onto CMIS	Subject teachers and support staff	
1st day absence phone calls/text messaging, are made to inform parents of their child's unexplained absence for that day	Support staff	Reasons for absence passed onto form teachers. Support staff update attendance codes.

Weekly procedures	By whom	Outcomes / action
Attendance statistics produced by class, form, year group and school	Support staff	Entered into Attendance Overview spreadsheet to allow for monitoring and analysis
Attendance statistics and graphs produced and shared in assembly, displayed in form rooms and on school attendance notice boards (nobody does this for primary)	Learning Coaches	
Absence codes for individual students are updated using e-portal to show reason for absence	Form teacher and support staff	Information provided here is used to provide targeted interventions as appropriate
Individual attendance achievement reports are produced by class/form	Support staff	Report shared with staff i/c attendance and Learning Coaches to identify specific concerns
Analyse attendance data and information to identify cases of concern and develop appropriate interventions	Learning Coaches	Targeted intervention for individual concerns
Referral made to IFST for individual students	Staff i/c attendance and HoH's	
IFST meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for students and families.	IFST, staff i/c attendance, support staff	

½ term and term procedures	By whom	Outcomes / action
Analyse attendance data to monitor trends and progress	Learning Coaches	
Assemblies to promote attendance and share terms data and progress	Learning Coaches	
Assemblies as required in response to specific attendance concerns of a particular cohort of students	Learning Coaches	
Individual attendance certificates shared with students and families, at Learning Review Day's and parents evenings (no one does this for primary phase)	Learning Coaches	Mentoring and advice on attendance issues provided to all families
Reward draws and attendance certificates presented in achievement assemblies	Learning Coaches	
Home visits by Learning Coaches to discuss attendance concerns and issues with individual families	Learning Coaches, with students identified by teacher i/c attendance	Reviewed data inputted by support staff and registration codes amended as appropriate.
Review success and impact of attendance strategies for the term	Learning Coaches	Amend and refine interventions as appropriate

### Strategies for promoting excellent attendance

#### **Incentives and rewards**

Certificates are presented each half term and term to reward those who achieve excellent attendance. These are Gold for achieving 97+% attendance, Silver for achieving 95 – 97% and Bronze for achieving 90 – 95% attendance. Students achieving 100% attendance are entered into a termly prize draw for a voucher reward.

#### **Sharing attendance data**

Secondary phase students are informed on a weekly basis of attendance achievements.

The form for each year group achieving the highest attendance, year group attendance and the number of students achieving 100% attendance are shared in the House assembly. This data also included a progress arrow to show the difference from the previous week.

Attendance graphs for form achievements within a year group and for the whole school by year group are displayed in each form room and on the school attendance notice board. The form achieving the highest attendance in a week receives a coloured version of their graph.

---

This develops healthy competition between form and year groups to improve attendance. It also engages the form teacher in conversation with their forms about attendance.

### **Home visits**

As well as discussing attendance issues and concerns with families who attend meetings at school regarding student behaviour, Learning Coaches make home visits during each holiday to identified students with attendance concerns. This pro-active strategy helps to develop positive relationships with parents concerning attendance. Patterns of absence and reasons for absence are discussed, necessary intervention action is identified and targets are set to improve attendance. Meeting notes are made and attendance is monitored over the next half term.

### **Parent/teacher consultation evenings**

Individual attendance certificates are shared with students and families at all parents' evenings. This provides an opportunity for form teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. This is then monitored by the form teacher. If there is no improvement in attendance, the student is referred onto as a concern to the staff i/c attendance.

### **Spotlight**

The school is working with the IFST to implement Spotlight action.

This is a formal legal system which involves fining parents for their child's poor attendance over a specified period of time. The action is taken with an identified cohort of students (a year group). All families are written to by the IFST outlining Spotlight. Formal meetings are held after a specified period of time for students with continued poor attendance. Targets are set and attendance is monitored for a further specified period of time. IFST court section issues fines to families whose students have failed to improve their attendance.

### **Extended Holidays**

All students should take their holidays within the school holiday. There are occasional circumstances where the school may grant permission for an extended holiday.

In such cases parents should submit a written request to Ms Darr (Principal). The school may then approve the request, for a maximum of 10 school days. A letter is sent to the parents informing them of this decision, and also of the consequences of extending this leave without permission, which may result in the child being removed from the school roll.

### **The school curriculum**

By providing a varied and interesting curriculum, with many extra-curricular opportunities the school is encouraging excellent attendance. Diversity Days are an example of such positive activities, which provide extended opportunities to broaden a student's horizons and experiences.

### **The school environment**

The school has a clear behaviour policy, including anti-bullying to ensure that students have a safe and welcoming environment, where learning can happen successfully. Waverley Studio College promotes

through its core objectives Humanities, Equality, Aspiration and Respect, thus provide a learning environment where all are encouraged to achieve their full potential.

**Policy adopted by Waverley Education Foundation Board of Trustees on:**

**\_\_6th\_\_/\_December\_\_/\_2016\_\_\_\_\_**

**Policy to be reviewed on: \_5th\_/December\_\_/\_2017\_\_**

**Signed:**

X \_\_\_\_\_

Chair of Trustees

X \_\_\_\_\_

Principal