



Policy Title: Attendance Policy	Effective Date:	March 2024
LT Member Responsible: John Rumble	Review Date:	September 2024
Governors' Committee Responsible: Culture and Community		

1. Rationale and Aims

- 1.1 Regular attendance and punctuality at school is important for the well-being and future prospects of children. There is a clear link between good attendance at school and attainment. **The pupils with the highest attainment at Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. **It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.**

Where parents decide to have their child registered at a school they have an additional legal duty to ensure that their child attends that school regularly. This means that their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

- 1.2 Sheldon seeks the co-operation, involvement and support of parents in its efforts to encourage, recognise and reward regular attendance within the school.
- 1.3 The School will seek to encourage good attendance and punctuality with the pupils through tutorial work and assemblies. Rewards will be given to pupils with particularly good attendance and improved attendance. The importance of regular attendance will be stressed to parents through Parent Forum Meetings, Parent Teacher Consultations, School Newsletters and the School Website.
- 1.4 Sheldon key staff for attendance are:

The tutor plays a key role in monitoring and encouraging good attendance. Attendance will be discussed regularly in tutor time and in 1:1s with pupils.

Staff	Title	Role	Contact
Mr John Rumble	Assistant Headteacher	Strategic leadership of attendance	jrumble@sheldonschool.co.uk
Mrs Lisa Hughes	Attendance Administrator	Day to day administration of attendance	lhughes@sheldonschool.co.uk

Mrs Karen Colley	Pastoral Support Worker – Y7	Support with attendance for Y7	kcolley@sheldonschool.co.uk
Mrs Julie Mcquillan	Pastoral Support Worker – Y8	Support with attendance for Y8	jmcquillan@sheldonschool.co.uk
Mrs Dee Oxley	Pastoral Support Worker – Y9	Support for attendance with Y9	doxley@sheldonschool.co.uk
Mrs Elaine Wallis	Pastoral Support Worker Y10	Support for attendance with Y10	ewallis@sheldonschool.co.uk
Mrs Lorraine Crouch	Pastoral Support Worker Y11	Support with attendance for Y11	lcrouch@sheldonschool.co.uk
Mrs Jenny Coombs	Pastoral Support Worker Y12/13	Support for attendance with Y12/13	jcoombs@sheldonschool.co.uk
Mrs Paula Humphries	Sixth Form Administrator	Support for attendance with Y12/13	phumphries@sheldonschool.co.uk

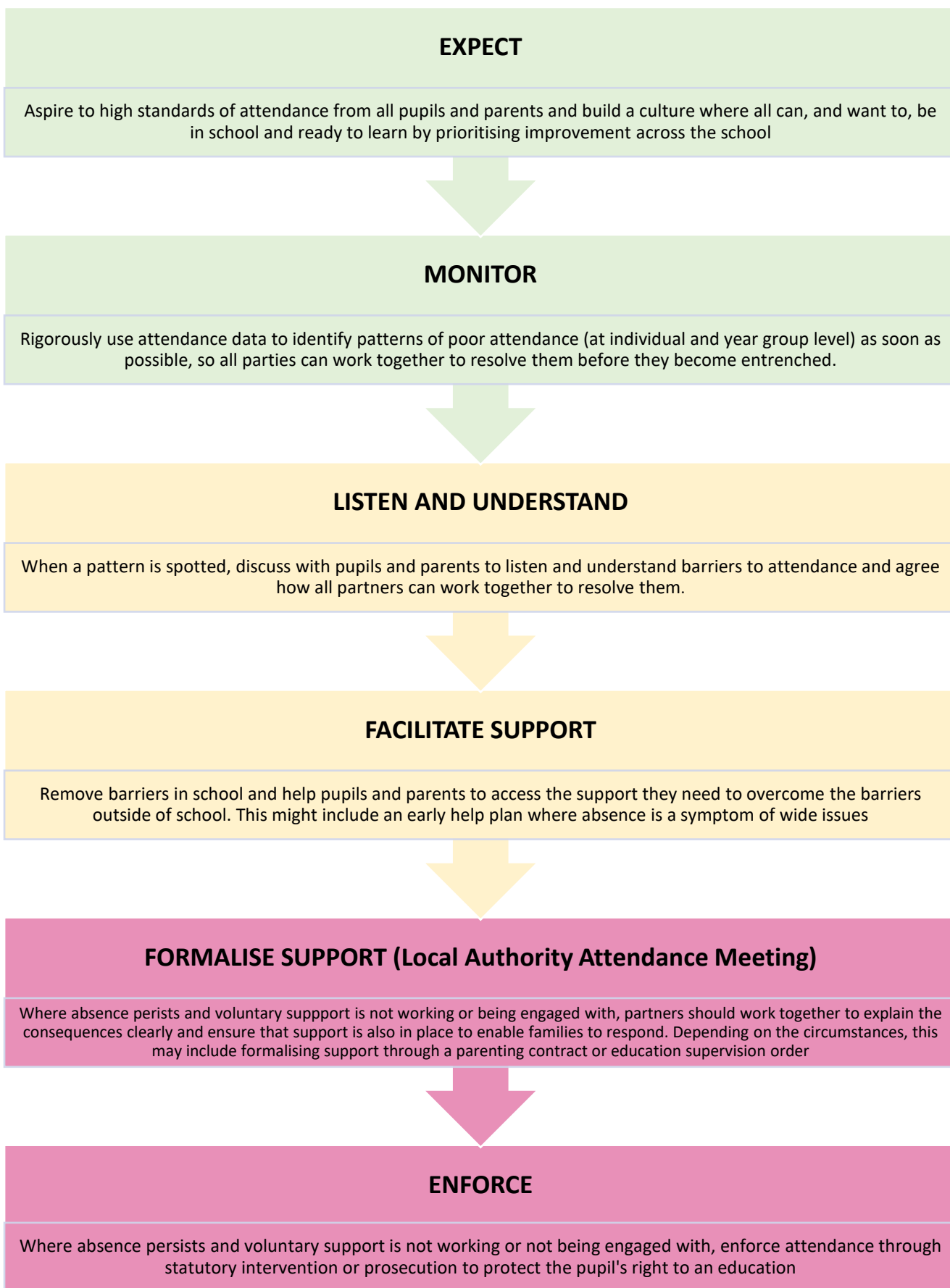
Working together to improve attendance

It is essential that all stakeholders work together to ensure good attendance at school. This includes successfully identifying the root causes of absence and removing barriers to attendance at home, in school or more broadly.

The pupils will analyse their own attendance on a weekly basis and will be rewarded for good levels of attendance and for improvements in attendance. This will be through praise points and entry into a prize draw held at the end of each term in the celebration assembly.

Year Heads will also promote attendance through assemblies and their weekly tutor notes. Tutors will be encouraged to praise the students that have made improvement with their attendance.

Working together is very important. The plan for this is summarised in the following flow chart.



2. Expectations and daily routines

2.1 Day to day

<u>Pupil</u>	<u>Parent</u>	<u>School</u>
<ul style="list-style-type: none">• If you arrive in school early, the Refectory is available to sit quietly with friends.• Pupils should attend school every day unless too ill to do so or prior permission has been given for leave of absence• Pupils should arrive in school by 8.25am.• Registration starts promptly at 8.30am• Registers close at 8.50am. Arrival after this time is an unauthorised absence for the morning session.• Attend all lessons on time• If arriving at school later than morning registration, sign in at Student Reception• If leaving school for an appointment, bring a note from parent/carer and sign out at Student Reception	<ul style="list-style-type: none">• Ensure that your child arrives at school on time.• Ensure that your child attends school every day unless too ill to do so• The parent/carer should call the absence line on the first day of absence by 8am.• If the child is going to be absent for more than one day, the parent/carer should call to update on the absence line.• If a parent would like to discuss the circumstances around an absence, they should speak to either the child's tutor, Head of Year or Pastoral Support Worker.• Pupils should only be absent from school where they are too ill to attend or if permission has been granted for leave of absence prior to the absence. A Leave of Absence Form should be completed for this. Leave can only be authorised in exceptional circumstances. It is highly unlikely that leave of absence will be granted for a family holiday.• If a child is taken out of school without authorised leave of absence, a fixed penalty may be issued.	<ul style="list-style-type: none">• We will have staff on duty around school from 8.10am to meet and greet students on arrival.• Open registration at 8.30am• Close registration at 8.50am. Any pupil arriving after 8.50am will be marked as a U code. This is an unauthorised absence• If a pupil is marked absent and no call has been received, a text message will be sent to the parent. If there is no quick response, a follow up phone call will be made. Parents/carers will be reminded that it is their responsibility to inform the school if their child is off school.• The headteacher is the only person allowed to authorise leave of absence. This is delegated to Mr J Rumble (Assistant Headteacher) or another member of the Leadership Team.• The school may issue a fixed penalty notice, if leave of absence is taken without authorisation.• Class teachers will take a register in every lesson. If a pupil is not present and has been present earlier in the day, this will be reported to Student Services. They will investigate and if the child is not located, parents will be contacted for safeguarding purposes• Morning tutor time is used to check students' uniform and that they are ready for school, in terms of equipment etc. There will also be some tutor group activities around topical themes

2.2 Persistent and severe absence

- Good attendance is where a student is in school for 96% of the time or more. Where a pupil's attendance rate drops below 90%, this is deemed to be persistent absence and equates to 1 day off every fortnight.
- At this point, further support for the pupil will be put into place
We fully understand that there are often valid reasons for absence and these barriers will be explored with parents and pupils in a School Attendance Meeting. Strategies will be explored to overcome these barriers.
We will take the individual needs of pupils into account, including Special Educational Needs and disabilities, as well as mental health needs and medical issues.
Where the student has an EHCP, either the SENDCO or Deputy SENDCO will be part of the attendance meeting. This will help to ensure that the individual needs of the pupil are being considered.
- Where necessary, reasonable adjustments can be made to provision, to make attendance more achievable. This is considered on a needs basis and will form part of the School Attendance Meeting.
- If the needs of the family and child are wider than just school attendance, an Early Support Assessment will be opened, to explore what further support can be put into place for the child/family. This can include engaging the support of wider support networks.
- In certain cases, attendance may form part of a Keyworker Support Plan, Child in Need plan or Child Protection Plan from Social Care. The school will attend these meetings and work collaboratively with the wider professionals and family to support them.
- In some instances, the school may request medical evidence to support absence from school due to illness. This will be discussed at a School Attendance Meeting. In this situation, absence due to illness will be unauthorised without such evidence.

Monitor (96 – 93%)

Reason	Action	Review
Attendance is between 96% and 93% with absences due to medical appointments or illness. Unauthorised absences may be on the attendance record	<u>The tutor should hold a 1:1 meeting</u> with the learner to discuss their overall attendance. Underlying issues will be discussed and logged on CPOMS. <u>Parents/carers will be notified when required.</u> <u>When unauthorised absences are on the record, contact</u> will be made with the <u>parent/carers</u> to address the issue and ensure reasons for the absence are communicated.	Attendance should be monitored each week by the tutor to ensure that it moves towards and above 96%. When attendance does not improve, learners will move to stage 1

	<u>A letter will be sent to parents/carers</u> to inform that their child's attendance is now being formally monitored.	
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Stage 1 – attendance falling – approaching 92% or below

Reason	Action	Review
<p>Attendance levels continue to fall (approaching 92% or below)</p> <p>Unauthorised absences remain on the attendance record</p> <p>There are patterns of broken weeks of attendance.</p> <p>There is regular absence due to minor illness</p>	<p>The tutor or Student Support Worker will <u>complete an absence questionnaire</u> with the student. This will help <u>establish the reasons for absence</u> from school. This should be uploaded to CPOMS.</p> <p><u>A formal phone call will take place with parents.</u> The outcome from the questionnaire will normally be discussed. Advice should be given around good school attendance. Any barriers should be identified and interventions implemented This phone call should be logged on CPOMS.</p> <p>Any unauthorised absences should be discussed and reasons established.</p> <p>Parents should be informed that if their attendance continues to fall, a formal School Attendance Meeting will be held.</p> <p><u>A letter will be sent to parents</u> to inform them that the learner has moved to Stage 1</p>	<p>Attendance should be monitored each week by the tutor to ensure that it improves.</p> <p>If attendance continues to fall, the learner will move to Stage 2.</p>

Stage 2 – Attendance has fallen below 90% (Persistent absence)

Reason	Action	Review
<p>Attendance levels continue to fall (below 90%)</p> <p>There are still unauthorised absences on the record</p> <p>There are patterns of broken weeks of attendance</p>	<p><u>Parents/Carers will be invited to a School Attendance Meeting (SAM).</u></p> <p>Any concerns around attendance and any support required will be discussed. This may parent support, academic support or pastoral support.</p> <p>Absence due to illness will only be authorised with medical evidence in place.</p> <p>The school will consider any barriers presented in the meeting that impact on positive levels of school attendance and will seek to support learners and families in finding a way forward.</p> <p>Where there are frequent absences due to illness, the school may request that medical evidence is provided from the GP before any further absences are authorised.</p> <p>Parents will be asked to sign a medical consent form at the SAM and the school will write to the GP with a copy of the attendance certificate.</p> <p>Parents should be informed that if attendance does not improve, a referral will be made to the Education Welfare Officer.</p> <p>Medical evidence can take the form of a dated prescription, a prescribed</p>	<p>Attendance will be monitored for a period of 4 – 6 weeks.</p> <p>A SAM Review will be held with parents/carers. Where concerns persist, the learner will move to Stage 3 (EWO referral)</p>

	<p>medicine package with the child's name on and the date of issue, or an appointment card, dated with the child's name on.</p> <p>Please note that the Headteacher or delegated staff member can authorise absence from school.</p> <p><u>A School Attendance Review Meeting will be held after a period of 4 – 6 weeks.</u></p>	
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Stage 3 – Attendance is below 90% and is continuing to fall

Reason	Action	Review
<p>Attendance levels continue to fall is below 90% despite a SAM meeting and SAM review taking place.</p> <p>Unauthorised absences remain on the absence record (10 or more)</p> <p>There are continued patterns of broken weeks of attendance</p>	<p><u>A formal referral to the EWO will be made.</u></p> <p><u>Parents/carers will be invited to a Local Authority Attendance Meeting (LAAM) chaired by the EWO.</u></p> <p>The LT member responsible for attendance will attend.</p> <p>A full review of attendance, interventions and support will take place and an action plan for improvement will be made. Full consideration of factor surrounding attendance will be made.</p> <p><u>A LAAM review meeting will be held in 4 – 6 weeks.</u></p>	<p>If improvement to attendance is not made and sustained, the EWO will decide whether the Local Authority will take legal action.</p> <p>If sufficient improvement is made, the case will be closed and the school will continue to monitor the learners attendance.</p>

Reason	Action	Review
Attendance is between 96% and 93% with absences due to medical appointments or illness. Unauthorised absences may be on the attendance record	<p><u>The tutor should hold a 1:1 meeting</u> with the learner to discuss their overall attendance. Underlying issues will be discussed and logged on CPOMS. <u>Parents/carers will be notified when required.</u></p> <p><u>When unauthorised absences are on the record, contact</u> will be made with the <u>parent/carer</u> to address the issue and ensure reasons for the absence are communicated.</p> <p><u>A letter will be sent to parents/carers</u> to inform that their child's attendance is now being formally monitored.</p>	<p>Attendance should be monitored each week by the tutor to ensure that it moves towards and above 96%.</p> <p>When attendance does not improve, learners will move to stage 1</p>

2.3 School Attendance Meeting

The SAM is chaired by the Head of Year or Pastoral Support Worker and is designed to be a supportive meeting. At this meeting, the following will be considered.

- What is the pupil's current attendance percentage?
- How much of the absence has been authorised? How much is unauthorised?
- What are the barriers to the pupil attending school?
 - outside school
 - within the school environment
 - do the family need any additional support in the form of an Early Support Assessment?
- What intervention is needed to overcome these barriers and improve attendance?
- Actions are set for the pupil, parent and school.
- A review date is set for 4-6 weeks

2.4 Local Authority Attendance Meeting

This meeting is chaired by the Education Welfare Officer and will be attended by John Rumble (Assistant Headteacher) or another member of the leadership team.

Formal targets for improvement will be set. If no improvement is evident, this can lead to prosecution or a fixed penalty notice.

3. Use of Data and communication

3.1 As well as the daily monitoring of pupil absence and follow up of this, the school will also produce and analyse attendance data as follows:

Frequency	What information?	Purpose	Shared with
Weekly	Individual student by tutor group. Attendance rate for previous week. Attendance percentage for year to date Punctuality to school Minutes late to lesson.	Facilitate conversation between tutor and pupil. Identify where parental letter is required Identify where School Attendance Meeting is required	Tutor Head of Year Key Stage Lead
Monthly	Whole school attendance summary by year group. Broken down into Tutor Group, Year Group, Gender, FSM etc	Strategic analysis of school attendance data	Leadership Team Year Heads Governing Body
Termly (6 times per year)	Individual student by tutor group. Attendance percentage for the half term. Comparison with previous half term and year to date. Analysis of patterns of absence for pupils with <90% attendance		Tutor Head of Year Key Stage Lead Parents by letter summarising attendance and punctuality in the half term.

4. Working with the Local Authority and other schools in the local area

4.1 The school will work in collaboration with the other schools in the local area as part of an attendance network. This will involve discussion of strategies to remove barriers to attendance that families experience. In some cases, families will experience the same or similar barriers to attendance for multiple children who attend different schools in the area

4.2 The school will meet with the Local Authority in regular Targeting Support Meetings, at least once per term.

4.3 We will communicate the following information with the Local Authority:

- every time a pupil's name is added to or deleted from the school admission register outside the standard transition time.
- the name and address of any pupil who fails to attend school regularly or has missed school for 10 days or more without the absence being recorded as authorised.

- Pupil level attendance data. This will be automatically collected electronically.

5. Role of Governing Body

5.1 The governing body are expected to:

- recognise the importance of school attendance and promote it across the school
- Ensure all school leaders fulfill their expectations and statutory duties.
- Regularly review attendance data, discuss and challenge trends. Support school leaders to focus on improvement efforts on individual pupils or cohorts that most need support.
- Ensure school staff receive adequate training on attendance

5.2 The member of the Leadership Team responsible for attendance will provide a regular report for the Governing Body.

5.3 The Governing Body will scrutinise and approve the attendance policy on an annual basis to ensure that it is fit for purpose and appropriate for the strategic improvement of the school.