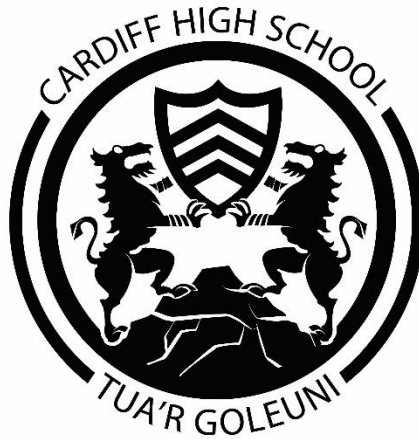


CARDIFF HIGH SCHOOL



# Attendance Policy

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## Policy 4.2

## **CARDIFF HIGH SCHOOL**

### **ATTENDANCE**

#### **Introduction**

The governors and staff of our school recognise our duty to promote high attendance with our learners. We aim to ensure that the ethos and culture of the school is such that it engenders a positive attitude to attendance. We will record and investigate each case of absenteeism in order to reduce its impact on pupils' progress and welfare, as prescribed in the 1996 Education Act and circular 3/99 Pupil Support and Social Inclusion.

#### **Staff responsibilities for promoting pupil attendance**

##### **Assistant Headteacher (Wellbeing & Inclusion):**

Has responsibility for:

- Monitoring whole school attendance and reporting on it as appropriate
- Leading new initiatives aimed at improving attendance
- Line Management of the Wellbeing and Attendance Officer in dealing with attendance issues
- Tracking persistent non-attendance and continual non-attendance and developing strategies

##### **Heads of Lower/Middle/Upper School**

Have responsibility for:

- Ensuring attendance issues are given a high profile with staff, pupils and parents within the key stage
- Monitoring consistency of procedures within the appropriate key stage
- Meeting with Achievement Leaders and discussing attendance issues once each week (including referrals to Wellbeing and Attendance Officer and EWO, where appropriate)
- When appropriate, being directly responsible for at least one attendance target group (negotiated with Achievement Leader)
- Supporting Achievement Leader in implementation of detention system for punctuality
- Receiving feedback from Wellbeing and Attendance Officer on a weekly basis
- Exploring alternative provision with external agencies when needed

## **Achievement Leaders**

Have responsibility for:

- Celebrating excellent and improved attendance via end of term celebration assemblies/certificates and letters home
- Responding to Form Tutor concerns about attendance and contacting parents as appropriate
- Ensuring all pupil absences are followed up
- Monitoring punctuality to school by analysing late lists provided by Wellbeing and Achievement Officer
- Imposing sanctions for pupils truanting
- If a pupil is seen off school site without prior notice either phone parents in person or ask the office to leave the message that son/daughter is not in lessons. If no parental contact can be made then staff are to call the police if deemed necessary
- Monitor attendance regularly using the relevant management information system
- If appropriate, be responsible for a special attendance target group within the year group i.e. monitor a small number of pupils
- Implementation of procedures for providing work for absent pupils as defined in the relevant policy
- Providing information to Head of School for non-attendance including pupils that need to be referred to the Attendance Officer and, if necessary, the EWO

## **Form Tutors**

Have responsibility for:

- Promptly completing an accurate register during morning form time
- Once registers are completed all arrivals after this time are entered as a late
- Actively encouraging good punctuality and attendance in form tutorial time

## **Subject Teachers**

Have responsibility for:

- Maintaining accurate class records of attendance
- If any pupil arrives late at class, enter them as a late and record the time of arrival and if necessary, refer to appropriate member of staff
- Investigating and reporting any suspicious absences from class
- Reminding pupils who have been absent that it is their responsibility to catch up on work missed
- Provide work if a pupil is removed from your lesson
- Triggering a missing student alert should a member of the class be missing when they have been marked present earlier in the day.

## **ALNCO**

Has responsibility for:

- Providing strategies and support for those pupils with specific ALN needs who are struggling to attend school regularly
- Supporting the integration of ALN pupils school life after periods of long absence

## **Wellbeing and Attendance Officer**

Has responsibility for:

- First day calls to identified pupils in each year group
- Monitoring and tracking falling attendance
- Overseeing of the authorisation of absence notes
- Liaising closely with Assistant Headteacher (Wellbeing & Inclusion)
- Meeting with Assistant Headteacher, Heads of School, Achievement Leader and ALNCO on a regular basis to discuss ways forward in terms of improving attendance.
- Undertaking home visits to assess the situation with the family and agree a way forward
- Making links with appropriate agencies or alternative provisions and feeding back to Assistant Headteacher, Head of Lower, Middle and Upper School on a regular basis
- Arranging and facilitating meetings between parents, children and staff
- Instigating formal written warnings, fixed penalty notices and court proceedings for non-attendance where necessary
- Keeping up to date case work records and ensuring that any relevant documentation is filled out and stored in pupil's file

## **Fixed Penalty Notice**

In some circumstances, the school may request that the Educational Welfare Service issue parents/carers with a Fixed Penalty Notice under The Education (Penalty Notices) (Wales) Regulations 2013

A Fixed Penalty Notice (FPN) may be issued to a parent/carer as a result of their child's unauthorised absence/lateness to school.

A warning letter will first be sent if:-

- There have been 10 unauthorised sessions within one school term and the pupil has an attendance record of below 90%
- A child has been late (after registration has closed) on 10 occasions within one school term
- Parents/carers have failed to engage in attempts to improve attendance

- The police have regularly found a pupil to be absent from school without an acceptable reason

A Fixed Penalty Notice will be issued if:-

- There is one further unauthorised absence within 15 school days of a warning letter having been issued
- An unauthorised holiday is taken during term time and the pupil has an attendance record of below 90% – please note that no warning letter will be issued