



RozWell International Pupil Attendance Policy 2011-2012

Introduction:

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude and ability that he/she may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

RozWell International Academy takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

This policy has been developed by the Principal, Teachers, and in consultation with pupil's Parents and Guardians.

It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

The policy will aim to raise and maintain levels of attendance by:

- ◆ Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- ◆ Raising the awareness of the importance of a differentiated and relevant curriculum
- ◆ Promoting opportunities to celebrate and reward pupil's successes and achievements
- ◆ Raising awareness of the importance of good attendance
- ◆ Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

Statements of expectations:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

What is expected of the Pupils:

- ◆ To respect themselves and others
- ◆ To do all they can to attend school regularly and punctually
- ◆ To inform a trusted adult if they feel that they are being bullied
- ◆ To encourage friendship and a sense of belonging
- ◆ To be happy and encourage others to feel happy

Parents have the prime responsibility for ensuring that their child attends school regularly and punctually. They have a legal responsibility to ensure that their children attend school regularly, and stay in school for every lesson after they have registered.

Parents should also make sure that the children arrive on time, properly dressed and clean; with the right equipment and in a fit state to benefit from the education offered to them.

Parents must ensure that they carry out their duty to secure suitable education for their children.

If a child is in the care of foster parents or any other carers either than with their parents, it is important that the carers recognise their parenting role where attendance to school is concerned.

What is expected of the Parents:

- ◆ To keep requests for their child to be absent to a minimum
- ◆ To offer a reason for any period of absence, preferably before the absence or on the first day of absence
- ◆ To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness
- ◆ To work closely with the school to resolve any problems that may impede a child's attendance
- ◆ To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special / exceptional circumstances.
- ◆ To be aware of curriculum requirements and be especial vigilant with regards to attendance during important academic times such as end of unit assessments, exams or the numeracy and literacy hour
- ◆ To support their child and recognise their successes and achievements

The school will endeavour to provide an environment that is conducive in educating every individual pupil. School attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount.

The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions.

A register of attendance has to be taken once at the start of the morning session and once during the afternoon session. The register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised.

What is expected of RozWell International Academy:

- ◆ To create a school ethos that pupils want to be part of
- ◆ To meet the legal requirements necessitating specific percentage of attendance
- ◆ To give a high priority to punctuality and attendance
- ◆ To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- ◆ To consistently record authorised and unauthorised absences within legal requirements
- ◆ To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- ◆ To encourage open communication channels between home and school
- ◆ To develop procedures for the reintegration of long term absentees
- ◆ To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

RozWell International Academy Procedures for Recording and Monitoring Attendance

Recording:

The class teacher will take a register recording who is present and absent from school at **7.50am**. At **8.50am** the register is taken to the school office. Any late pupils should then enter the school through the main entrance and report first to the PA's office.

If any pupil arrives late the PA or office staff will ask the parent to sign a "Lates book" that records the name, class, time and reason for lateness. If a child arrives unaccompanied by a parent the PA or office staff will complete the record asking the pupil to offer a reason. All staff need to be aware that any child arriving late **MUST** register at the PA's office for purposes of fire regulations.

The register officially closes at **9am** and any pupil arriving after this will be marked absent for the session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an Authorised or Unauthorised absence.

During the morning the absences from that morning and the previous afternoon will be recorded onto the electronic registration system and all the present pupils marked present. The offered reasons for any lates from the previous day or any absences will be assessed and the appropriate code entered into the system.

The register is returned back to the class teacher before the start of the afternoon sessions and the register is again taken at 1:20pm.

Reasons for absence may be offered verbally by phone but **must** be followed by a letter on the child's return to school. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within legal requirements which identifies the following reasons as acceptable reasons for an authorised absence.

- ◆ The child is ill or is prevented from attending by unavoidable cause
- ◆ The child is absent on days exclusively set apart for religious observance in their particular faith
- ◆ The child is absent 'with leave'. This refers to leave being granted by the school, not by the parent, and would normally relate to no more than 10 school days in any 1 year.

A reason for a period of absence is always required. The school will contact parents who have not offered a reason and after a three week process will mark the absence as unauthorised if no reason is provided.

	1st Day of Absence	2 Days after period of absence	1 week after period of absence	2 week after period of absence	3 weeks after period of absence
PARENT	Contacts school with reason by phone and/or letter	Parent provides a letter stating reason for absence	Parent returns slip from letter with reason.	Parent returns slip from letter with reason.	Parent contacts Head Teacher with a reason.
SCHOOL	School may phone parent to inform them that the child is not in school and enquire about a reason why.	School sends an informal letter via the child requesting a reason for absence.	School sends a more formal request via the child requesting a reason for absence.	The Principal contacts the parent with a formal letter informing them that the child's absence will be recorded as Unauthorised.	The register is marked as an unauthorised absence if no response from parent.

Attendance codes

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Code Meanings:

/ Present (AM) Present In for whole session
\ Present (PM) Present In for whole session
B Educated off site (Not dual registration) Approved Educational Activity Out for whole session
C Other authorised circumstances Authorised Absence Out for whole session
D Dual registration Present Out for whole session
E Excluded Authorised Absence Out for whole session
F Extended family holiday (agreed) Authorised absence Out for whole session
G Family holiday (not agreed) Unauthorised Absence Out for whole session
H Family holiday (agreed) Authorised Absence Out for whole session
I Illness (not med/dental etc. appointments) Authorised Absence Out for whole session
J Interview Approved Educational Activity Out for whole session
L Late (before register closed) Present Late for session
M Medical/Dental appointments Authorised Absence Out for whole session
N No reason yet provided for absence Unauthorised Absence Out for whole session
O Unauthorised absence Unauthorised Absence Out for whole session
P Approved sporting activity Present Out for whole session
R Religious observance Authorised Absence Out for whole session
S Study leave Approved Educational Activity Out for whole session
T Traveller absence Authorised Absence Out for whole session
U Late(after registers closed) Unauthorised absence Late for session
V Educational visit or trip Approved Educational Activity Out for whole session
W Work experience Approved Educational Activity Out for whole session

Monitoring

The Principal will review the attendance of all the schools pupils on a termly basis and any pupils identified as cause for concern or less than 85% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending.

The pupil's attendance will be closely monitored and if after a two week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the Principal to discuss the issue and hopefully resolve any issues preventing the pupil from attending. If the parent/s do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to withdraw the pupil will be made.

The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school strategically manage attendance issues.

Requests for leave of absence

If a parent wishes to request a period of leave they are required to write to the Principal. If the request is denied the school will inform the parent of the reason by letter and the request will be noted in the electronic register. Leave of absence will **not** be offered to pupils for family holidays except under special / exceptional circumstances.

Official Register

A copy of the electronic register will be printed monthly providing a paper version of the electronically stored information for the previous term. The register will also have an audit trail of changes printed with it to provide a 'history of change' for the registration period printed. The monthly printouts will be bound together to form a years record and stored for a period of 3 years in a secure location.

Strategies used to promote good attendance and punctuality

- ◆ Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- ◆ Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.
- ◆ Pupil attendance figures will be published with the annual academic reports.
- ◆ Positive verbal reinforcement is given to pupils who have been absent from school for a period of time and an education action plan developed to help them catch up with any missed curriculum and promote future attendance.