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Aldridge School An Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share in this commitment.

### Version Control

<table>
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<th>Author</th>
<th>Date</th>
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<td>0.1</td>
<td>SLT</td>
<td>5-10-2016</td>
<td>Pre-Edited Document</td>
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<td>SLT</td>
<td>7-10-2016</td>
<td>Minor adjustments</td>
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<td>CW</td>
<td>9-12-2016</td>
<td>Lateness fully defined</td>
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<td>1.2</td>
<td>SHS</td>
<td>1-11-2017</td>
<td>New attendance protocols and punctuality rules</td>
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Our Aims

Aldridge School values, recognises and respects each student’s individuality. We believe that every student is entitled to the highest possible quality of education. Therefore, Aldridge School is committed to providing a full, rich, efficient and appropriate education for all its students. To this end, the school is committed to giving the highest priority to attendance and student development. It is policy of Aldridge School to celebrate achievement and it is recognised that regular school attendance is a critical contributory factor to a productive and successful career.

Full and/or improved attendance will be actively promoted and encouraged for all of our students.

Irregular attendance undermines the student, school and the community as a whole, impairs student’s academic progress and may place them at risk of involvement in anti-social and/or criminal behaviour.

We aim, with this policy on attendance and punctuality, to enable maximum student attendance by asking parents to support and encourage their children to take full advantage of their educational opportunities by regular and punctual attendance at school.

1. To establish and maintain a high level of attendance.
2. Make attendance a priority for staff, students, parents and governors.
3. Ensure attendance procedures are effective and consistent.
4. Ensure the marking of registers is completed accurately and within agreed timescales.
5. Attendance data will be used to provide an effective monitoring system, for analysis to identify students or groups of students whose absence is giving cause for concern and to target resources.
6. To promote an effective whole-school approach to the management of attendance where each member of the school community, including staff, governors, parents and students is aware of their roles and responsibilities and makes an effective contribution.

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The Law

The law relating to school attendance is detailed in the Education Act 1996. Part 1, Section 7

In brief, parents have a duty to ensure that children of compulsory school age receive an “efficient full-time education” which is suitable for their “age, ability and aptitude” and “any special needs” they may have “either by regular attendance at school or otherwise”

Responsibilities

We expect our Students to:

- Attend school regularly and on time, arriving by 08.35.
- Be punctual for all lessons, be appropriately equipped and ready to learn.
- Students will not leave the school without permission.
- Inform a member of staff of any problem that may hinder their attendance at school.
- Students will ensure form tutors know when they are attending lunch time activities and so get their mark.

We expect our Parents/Carers to:

- Encourage their children to attend school regularly.
- Contact the school whenever their child is unable to attend school on the first day of absence, before 9.30a.m. and each day subsequently unless a different time scale is agreed. We cannot assume absence, you may send your child back to school and they do not arrive.
- Ensure that their children arrive on time, properly dressed and equipped for the school day.
Keep in contact with school and inform the appropriate staff member of any problem that occurs which may hinder their child’s regular attendance discipline or behaviour in school.

Keep contact details up to date.

Be prepared to attend meetings in school to discuss their child’s progress and attendance.

Not arrange family holidays during term time

The school will:

Ensure accurate recording of attendance, a.m., p.m. and each session.

Make early contact with parents when a student is absent and where no appropriate reason has been provided.

Take action on any problem notified to us.

Reward good and improved attendance and punctuality of students.

Promote positive attitudes to students returning after absence.

Reintegration procedures may be implemented depending on the length of the period of absence.

Carry out regular analysis of attendance and targeted support.

Provide work for students who will be absent for lengthy periods of time to help them keep up to date and ease their return to school.

Attendance and Safeguarding: Poor school attendance can be an indication that a child could be experiencing a safeguarding issue. Ten continuous days absence should be considered as a trigger point to raise the absence with our EWO / make a safeguarding referral. Clearly, if you have any concerns in relation to absence of any length/pattern and feel that it may be linked to safeguarding make a referral as specified in the Child Protection Policy.

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Registration

- Staff to ensure that registers are accurately completed and saved within 10 minutes of the start of the session.
- If the electronic register cannot be taken during the lesson, a paper register will be taken and sent to A block reception as soon as possible.
- Identify, within each lesson, any students who clearly should be present in the lesson but are not and inform the House office as soon as possible.
- Monitor carefully the attendance of individuals within a class and alert the subject / Faculty Leader and the Attendance Officer where patterns of non-attendance are detected.
- When a student is known to have truanted from your lesson, follow this up by making sure they have caught up the missed work in detention time if necessary.
- Students who are late to P1, P3 and P5 will be sent to House Offices to collect a late slip. Staff should update registers from N to L.
- Students who are late to P1 will complete a 10-minute detention at break time on the same day.
- Students who are late to P3 and or P5 will complete a 10-minute detention at break the following day.
- Consequences for repeated lateness to school are covered in the Behaviour Policy.
- House office will update registers following communication from parents where students will be absent.
- Pastoral Staff will contact every absentee with no reason provided on the same day via text message (see Attendance Procedure)

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Authorised/un-authorised absences

Absence from school may be authorised if it is for the following reasons:

- Illness;
- unavoidable medical/dental appointments;
- days of religious observance;
- exceptional family circumstances, such as a bereavement.

Absence from school will not be authorised for:

- shopping;
- looking after brothers, sisters or unwell parents;
- minding the house/awaiting deliveries;
- birthdays’/day trips.

Planned Absences

Headteachers may not grant a leave of absence for pupils from school during term time unless there are exceptional circumstances.
It is for the school to determine whether or not they agree to an absence during term time, which the Headteacher may then authorise.

We will consider every application individually;
At Aldridge School the governors have resolved that the Headteacher will not grant a leave of absence for a holiday other than in the most exceptional circumstances. This is not an entitlement and absences in term time will adversely affect your child’s attendance record. An application must be made in writing, with appropriate evidence, in advance of the intended absence.

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**Procedure following absence/lateness**

When a student is absent at morning registration, unless a message explaining the absence has been received, House office will attempt to make same day contact with the parent/carer of that student. This will be via the School Comms system and use parent/carer’s designated contact number.

Where it is found that the student is truanting the House office, the Attendance officer and parents will be informed.

**Attendance Matters**

Regular school attendance is an important part of giving you the best possible start in life. Pupils who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that you are reliable. Research suggests that pupils who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how your percentage attendance equates to the amount of school time missed.

Please note that pupils with attendance below 90% are considered to be ‘persistently absent’ under Government guidelines.

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>Equivalent Days</th>
<th>Equivalent Weeks</th>
<th>Equivalent Lessons Missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>9 Days</td>
<td>2 Weeks</td>
<td>50 Lessons</td>
</tr>
<tr>
<td>90%</td>
<td>19 Days</td>
<td>4 Weeks</td>
<td>100 Lessons</td>
</tr>
<tr>
<td>85%</td>
<td>29 Days</td>
<td>6 Weeks</td>
<td>150 Lessons</td>
</tr>
<tr>
<td>80%</td>
<td>38 Days</td>
<td>8 Weeks</td>
<td>200 Lessons</td>
</tr>
<tr>
<td>75%</td>
<td>48 Days</td>
<td>10 Weeks</td>
<td>250 Lessons</td>
</tr>
<tr>
<td>70%</td>
<td>57 Days</td>
<td>11.5 Weeks</td>
<td>290 Lessons</td>
</tr>
<tr>
<td>65%</td>
<td>67 Days</td>
<td>13.5 Weeks</td>
<td>340 Lessons</td>
</tr>
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</table>

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Since September 2015 the Government set the level for a pupil to be considered as 'Persistently Absent' at 90% or less. Any pupil who has attendance at 90% or below will have their details passed to the Education Welfare Service and parents/carers maybe liable to further action.

**Punctuality**

Students who arrive late to P1 / P3 / P5 will complete a 10-minute detention (either on the same or following day)

When a student is late on two or more occasions in a week, a detention of 30 minutes will be imposed (unless he/she is able to present a satisfactory explanation). This will increase to 45 minutes if the student fails to attend detention.

When a student is persistently late or absent, the Pastoral staff will contact parents/carers by telephone in the first instance. They will then be invited into school to discuss issues impacting upon their child’s attendance and punctuality.

We expect, where possible, parents to make medical, dental and optician appointments outside of school hours.

All notes from parents regarding a pupil’s absence will be stored on the child’s file after they have been initialled and dated by the House office and kept for twelve months.

**Lateness**

Lateness will be recorded after 8.40 am and attendance code L will be given. Lateness will be monitored by the Assistant Headteacher, Pastoral, the Head of House and the Attendance Officer. Parents will be requested by letter to meet with the Head of House and/or Attendance Officer to identify a solution to this problem.

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Every Minute Counts

<table>
<thead>
<tr>
<th>5 Minutes Late</th>
<th>10 Minutes Late</th>
<th>15 Minutes Late</th>
<th>20 Minutes Late</th>
<th>30 Minutes Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Days Lost</td>
<td>6.5 Days Lost</td>
<td>10 Days Lost</td>
<td>13 Days Lost</td>
<td>19 Days Lost</td>
</tr>
</tbody>
</table>

Strategies

Regular attendance at school is vital if students are to achieve their full potential. School currently has an attendance target of 95% and this target will rise as the DfE set increasingly challenging targets annually.

Data will be collected using SIMS registration system. The LEA and census returns will be submitted by the data manager. Data analysis will be carried out by the Attendance Officer.

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- Student attendance patterns will be monitored by Pastoral Support staff.
- Students whose attendance shows more than 3 days broken absence in the first 5 weeks of term and then any subsequent absence will be subject to intervention (see protocol below).
- Students whose attendance falls below 90% (PA) will be referred to the Education Welfare Officer.

Pastoral Support Assistant’s and the Education Welfare Officer will meet weekly to review case load and any ad hoc referrals. They will carry out truancy blitzes in conjunction with the Education Welfare Service.

We aim to encourage good attendance by:
- Promoting good attendance via monthly inter-house competition.
- Displaying results around school including Best Form and individuals.
- Certificates for 100% attendance to be given at the end of each term with prizes awarded to students with 100% attendance over the year.
- Attendance Reward Weeks.
- Attendance badge
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Y6 – Y7 Transfer Attendance Protocol

Transfer lists published beginning of March

During April/May ANS to visit main feeder schools:
Leighswold, Whetstone, Cooper and Jordan,
Bushell, St Michael’s, Blackwood and Church.
Discussion with Primary SENCO’s / Y6 teachers as to potential attendance issues and identify current PA pupils

June - Key Information return on all transfer students. Analysis of data to identify potential attendance issues / current PA students.

Data analysis to identify caseload – General attendance concerns and PA

General attendance concerns (-96%): Action:
1) Letter and information leaflet on importance of school attendance sent to parents from Aldridge School.
2) School visit presentations to include attendance focus.
3) Identified vulnerable pupils invited to attend ANS transition days.

PA concerns (-90%): Action:
1) Face to face meeting between parents/careers and Aldridge Attendance Officer.
2) Early involvement of EWO
3) Identified vulnerable pupils invited to attend ANS transition days.

On arrival at Aldridge identified attendance concerns invited to attend ANS Y7/6 week transition programme in Alder Centre. Immediate monitoring by Attendance Officer

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