



QUEEN MARY'S HIGH SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

Aims:

The Governors of Queen Mary's High School are committed to providing a full and effective education for all our students. We will do all we can to ensure that all students attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Rationale:

Regular and punctual school attendance is essential to enable all students to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of students.

Principles:

We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co-operate with each other.

	Expectations
Students We expect that all students will:	Attend school regularly and arrive on time (by 8.45am). Registers will close at 8.50am. <ul style="list-style-type: none"> ▪ Tell a member of staff (e.g. Form Tutor, PAM, Attendance Officer) about any problem which is making it hard for them to attend school regularly and on time.
Parents/Carers We expect that all parents/carers will:	Encourage their children to attend school every day and on time <ul style="list-style-type: none"> ▪ Ensure that they contact school as soon as possible whenever their child is unable to attend school. ▪ Ensure that their children arrive in school fully prepared for the school day and provide the school with up to date home, work and emergency contact numbers and not arrange family holidays during the school term. ▪ Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.
School Parents/carers can expect that the school will:	Provide a good quality education appropriate to their child's needs via a published timetable which necessitates regular and punctual attendance. <ul style="list-style-type: none"> ▪ Accurately complete attendance registers at the beginning of each session using SIMS ATTENDANCE. ▪ Record late arrival accurately on SIMS and ensure that the school's sanctions policy is followed with regard to the allocation of demerits and detentions (where appropriate). ▪ Make every reasonable effort to contact the parent when their child fails to attend school without good reason. ▪ Deal discretely and properly with any problem notified to the school by the parent. ▪ Make every effort to encourage good attendance, punctuality and

Promoting Good Attendance and Punctuality:

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- following-up absence on the first day wherever possible
- undertaking attendance checks at appropriate times
- recording good attendance on students' records, e.g. school report
- acknowledging individual's improvements in attendance
- providing feedback on individual attendance data to students and, where necessary, parents
- encouraging informal liaison between the school, EWO and other agencies wherever possible
- welcoming and supporting children returning to school after a long term absence and, where necessary, provide support via our Learning Mentor
- reward attendance for individual students on an annual basis
- encouraging improvement
- collecting data on attendance for the whole school and by year group and making this available to governors and to parents
- emphasise the importance of punctuality and good attendance during the induction process for new students via individual meetings with the Head Teacher and information given to parents during the evening events

Responding to Non-Attendance:

When a pupil fails to attend school without a satisfactory explanation, or if attendance levels fall below 90%* we will:

- contact the parent on the first day of absence wherever possible by telephone
- send a letter to the parent/carer or make a home visit if there has been no response and the unexplained absence has exceeded 3 school days
- send a letter home to the parent/carer of a student where attendance is a concern
- discuss the matter with school's Education Welfare Officer, with a view to a further home visit and possibly a formal referral if the pupil or parent/carer fails to respond
- record all holidays taken in term time as unauthorised absence and write to parents to express concerns (where such an absence is for more than 3 days a Fixed Penalty Notice will usually be imposed)

The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The Personal Achievement Manager (PAM) will be responsible for deciding upon the programme for return and for the management of the programme.

Staff will be notified of the return of a long-term absentee through the daily briefing and consultation with individual staff as appropriate.

(* unless the school has been made aware of extenuating personal circumstances)

Punctuality and Lateness:

Registration times are 8.45am and 1.35pm and students must be in their form rooms by 8.45am and their teaching rooms by 1.35pm. The morning register will close at 8.50am.

Students arriving after 8.55am should sign in at reception where they will be recorded as late and a demerit will be awarded. Four demerits (awarded for any reason) will result in a 1hr school detention.

Students arriving after 9.15am will be marked as having an unauthorised absence until a satisfactory reason is provided by parents.

Students who are persistently late for school will have a meeting with the school's EWO to identify any issues which need to be addressed.

The intention is that a strict line on punctuality will lead to improved attendance in the long term.

Roles and Responsibilities:

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the importance of the education being provided.

Role	Responsibility
Governors	To ensure that the school has in place a whole school attendance and punctuality policy. To receive regular reports from the Head teacher in respect of attendance data and trends. To monitor the effectiveness of the whole school policy.
Head Teacher	To oversee the whole policy. To have particular regard to the equalities aspects of the policy as they pertain to gender and ethnicity and to those students who are Looked After. To report to governors on attendance issues on a regular basis.
Personal Achievement Managers	To receive the analysis of attendance and punctuality data from the attendance officer. To report to the Head Teacher on attendance and punctuality matters and trends as necessary. To ensure effective liaison with the EWO.
Attendance Officer	To collate attendance and punctuality data for each year group. To oversee the registration process and ensure that registers are completed accurately and on time. To ensure that all reasons for absence are recorded in the register. To follow-up any unexplained non-attendance by contacting the parent/carer –first day call wherever possible. To initiate contact with parents/carers in the case of prolonged and unexplained absence. To liaise with the Education Welfare Officer on a weekly basis.
Class Teachers / Form Tutor	To complete registers accurately and on time. To inform the PAM of any concerns.

Review:

This policy will be subject to review and evaluation after one full year of operation and thereafter subject to changes in local and national policy, but at least every two years.

Signed:-

Headteacher:

Chair of Governors:

Date: