

# GROVE

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## **ATTENDANCE POLICY**

**Amended January 2010  
(Further amended June 2010)**

Signed.....

Headteacher

Signed.....

Chair of Governing Body

Date.....

Review date January 2011

## **Attendance Policy**

The school believes that:

- there is a link between regular attendance and academic achievement.
- regular attendance encourages students to benefit from the whole range of curricular and extra curricular opportunities on offer.
- full attendance is a duty and a crucial factor in determining personal responsibility and a good work ethic.

### **Procedures:**

- Students in years 7 to 11 meet with their tutors at 8.40a.m. each day when their attendance is registered electronically. Afternoon registration is carried out by the class teacher at the start of lesson 5 (1.20pm) using the electronic system.
- Students arriving at registration after 8.40 a.m. are recorded as late to stress the need for punctuality.
- Students arriving after 9.00 a.m. must report to student reception where their arrival time is recorded and their attendance is registered.
- There is a designated Attendance Officer who makes a first day response by telephone to all unexplained absences. At peak times other members of the office team assist with this. All members of the office team assist with incoming calls.
- The Attendance Officer monitors the attendance of students raised as cause for concern by Heads of House. This is done electronically on a daily basis.
- Parents are required to inform the school of the reasons for their children's absence. Failure to provide a reason for absence will be picked up by the attendance officer who will attempt to make contact by telephone on the first day of absence, if there is no response a letter will be sent home to ask for the reason for absence.
- The responsibility for registering attendance at lessons lies with subject teachers who use the electronic system to register each student every lesson. Truancy from school is treated as a serious issue and will always be communicated to parents. Following truancy, the student will be tracked electronically for a period of time to ensure good patterns of attendance are re-established.

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- Students in Years 7-10 are required to stay on site at break and lunchtime. Parents of Year 11 students can give permission for their children to leave the site at lunchtime; a pass-card is issued to acknowledge this privilege.
- Heads of House monitor students' attendance on a regular basis. They will contact parents in the first instance, if attendance falls to 93%. If attendance becomes a cause for concern (between 90% and 87%) they will contact the parents as a priority to see if there are any issues and try to work with the parent to improve attendance.
- The Education Welfare Officer (EWO) monitors attendance regularly, meeting with Heads of House to identify any particular causes for concern. Where a student's attendance drops below 87% the EWO will contact the parent. If non attendance continues the Local Authority (LA) may prosecute or issue a fixed penalty fine.
- The EWO is available to offer support, acting as a link between home and school, working alongside parents and students to try to resolve problems and promote good attendance. In cases of long term absence through illness or school refusal, the EWO can play a part in helping to ensure that work is passed from school to home as well as helping with the return to school. The Individual Learning Centre (ILC) and the school's mentoring scheme can also be used to provide support and encouragement for reluctant attenders, promoting the benefits to be gained from regular attendance in terms of establishing good practice for future employment.
- Each year an Attendance Action Plan is agreed between the Headteacher and the EWO. Targets are set and these are presented to Governors for their agreement.
- Attendance statistics are recorded termly in the Headteacher's Report to Governors.
- We recognise national concern about families taking children on holiday during term time. The Headteacher is responsible for responding to all requests for holiday absence. There is a procedure set out for this and parents have been informed (see letter attached). The Headteacher will consider;
  1. The student's previous attendance (if below 90% request will not be authorised)
  2. The stage in the student's education (transition periods from Year 6 to Year 7 and from Year 9 to Year 10)
  3. The time of the school year with regard to examinations
  4. If the student has had any previous holiday (requests will only be considered if total is 10 days or less)

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Parents receive a school calendar at the start of the year which sets out key dates. This information is also available on the school website.

- To increase the profile of good attendance the house point reward for individual students has been increased. There is also a competition running between the Tutor Groups within each House and between the Houses. The half termly reward for the best attendance in each House is a tutor breakfast. There is a trophy for the best Tutor Group awarded at the end of the year.
- The new Tutor Reward (September 2009) presented each term recognises good attendance as one of the criteria.
- The attendance of Grove College students at individual lessons is registered by subject teachers electronically. Students are required to give full attendance and to commit themselves to further independent study. Where it is deemed that attendance has been insufficient to allow students to be adequately prepared for examination entry, the student may be asked to withdraw from the course or to fund their own entry fee.

During the 2007/08 academic year Heads of House, the EWO and the School Leadership Team raised concerns regarding attendance. Following discussions it was agreed to present proposals to improve attendance to Governors. At the request of Governors attendance was an item on the agenda for our regular meeting with the Headteachers of our feeder schools. In the discussion Headteachers shared their current policy. All schools were broadly in line.

The letter attached was presented to Governors for approval and sent out to parents during the summer term.

It is proposed to send this letter annually with the data checking forms at the start of each academic year. The letter also has the STOP, PAUSE, THINK guidance on the back.

Dear Parent/Carer

Following discussion with Grove Governors and local Primary Headteachers I would like to clarify the position with regard to holiday requested during term time.

**Holiday during term time is actively discouraged by the school and LA.**

As parents/carers you may be aware that the government has increased the focus on attendance as part of the drive to raise standards. Evidence shows that the higher a student's attendance the more likely they are to achieve their potential. Each year the school is required by the government to set a target for student attendance. As part of the monitoring process all our attendance data is regularly submitted to the LA and we have Education Welfare Officers attached to the school who work closely with our Heads of House.

In exceptional circumstances parents may request leave of absence, the procedure is as follows.

Parents should complete a request for leave of absence form (HT1) and return it to school.

On receipt of this request the following will be considered;

1. The student's previous attendance (if below 90% request will not be authorised)
2. The stage in the student's education (transition periods from Year 6 to Year 7 and from Year 9 to Year 10)
3. The time of the school year with regard to examinations (see note below)
4. If the student has had any previous holiday (requests will only be considered if total is 10 days or less)

Note on point 3 above.

Requests will **not** be authorised for Year 11 students. Due to the type of GCSE courses followed students in Year 11 have external exams throughout the year which form part of their final grade. This is also the case for Year 10.

School exams are held in May for all students from Year 7 to Year 10.

The Headteacher has the discretion to authorise requests for leave of absence in exceptional circumstances.

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