

Weald School Attendance Policy

The Weald expects all students in Years 7-11 to attend school during every session when attendance is required, arriving punctually to each morning and afternoon session unless either medically unfit to do so or due to other exceptional circumstances. Pupils are registered in a formal session in the morning and at the start of Period 5 in the afternoon. They are also registered at the start of every lesson, using Lesson Monitor. The school day runs from 8.40-15.05, with registration from 8.50-9.10.

If a student is unable to attend school, it is the responsibility of the parents/guardians to contact the school on the first day of absence using the number 01403 787200 using option 1. Reason for absence should be given, together with an estimated date of return. When the student does return to school s/he should submit a letter from parents/guardians explaining absence. An email explaining the absence will suffice. Prolonged absence and/or frequent intermittent absences will be investigated by the West Sussex Pupil Entitlement team.

Truancy Call is used to inform parents automatically when their child is not present for the first lesson of the day and has not signed in late. If there is no response from Truancy Call, the absence is followed up by the Head of House.

Persistent or repeated absences during which there has been no appropriate explanation by parents will warrant intervention.

Pupils who are persistently late for school will be given an appropriate sanction.

The Weald School Policy, in line with the Education Act and Attendance regulations, is not to grant family holidays being taken during term time. Any other application for leave must be in exceptional circumstances. Request for leave forms can be requested through pupil reception and exceptional circumstances are determined by the headteacher. Students are **only** in school for 190 days each year. **There are 175 other days for holidays and other activities.** Unauthorised absence may lead to a referral for a Fixed Penalty Notice

When a pupil returns to school after a sustained period of absence, as a result of illness or for any other reason, the pupil and parents will be seen by the Head of House, and a suitable reintegration programme will be planned.

Where students are educated off site it is expected that a clear method of communication is established between the place of provision, home and school to allow attendance to be tracked and recorded. Any absences and records of attendance will be recorded on the student files. Patterns of absence will be analysed and followed up as outlined in the attendance procedures guidance.

Information to students and Parents in Student Planners:

Attendance and the Law

The law states that parents are responsible for ensuring their children's regular and punctual attendance at school. If you fail to attend regularly – even if you miss school without your parents knowing – the Local Education Authority (LEA) may take legal action against them. Parents can be the subject of legal proceedings in the Magistrates Court if this fails to happen. Each parent could be fined up to £2500 and/or three months imprisonment for each child who fails to attend regularly.

None of us wants this to happen.

Use the tables below to check both your attendance and your punctuality.

If your Attendance over the school year is...	this is how many school days you have missed	which is approximately this many school weeks	which is this number of lessons missed
95%	10	2	60
90%	19	4	120
85%	29	6	180
80%	39	8	240
75%	49	10	300
70%	58	12	360
65%	68	14	420
60%	78	16	480
55%	88	18	540
50%	97	19	600
45%	107	21	

Here is what happens if you are regularly late for school!

If you are this many minutes late for school each day	This is how many days teaching that you miss
5 mins	3.2
10 mins	6.5
15 mins	9.7
20 mins	13
25 mins	16.2

Attendance Procedural Guidance

We are all committed to providing the very best opportunity for the students at The Weald to achieve and develop into positive young adults. In order to do that it is vital that they have the highest attendance possible. The procedures below outline the steps that are taken to monitor and intervene to promote high attendance, providing support where required.

The following attendance patterns are monitored and analysed:

1. Attendance of individuals within a tutor group (daily/weekly)
2. Patterns of attendance (key individuals) within a house (weekly)
3. Overall attendance by year group and house (fortnightly)
4. Attendance of whole school and key groups of students (monthly)
5. Analysis of attendance by individuals and house (half termly)

Frequency	Action	Responsible
Daily	<ol style="list-style-type: none"> 1. AM/PM registers taken on time and accurately by form tutors and Period 5 staff. 2. Lateness entered, registers checked (intervention taken if necessary) and Truancy Call sent out. Responses monitored and actioned accordingly. 3. Students on "concern list" contacted directly if absent. 	<ol style="list-style-type: none"> 1. Form tutors and teaching staff. 2. Student Receptionist 3. Head of House
Weekly	<ol style="list-style-type: none"> 1. Register accuracy reported to SLT lead. 2. Review and sharing of attendance concerns in forms 	<ol style="list-style-type: none"> 1. Student receptionist 2. Head of House with form tutors (briefing) and with line manager (meeting)
Fortnightly	<ol style="list-style-type: none"> 1. Support staff run codes' report to clear and check for each House 	<ol style="list-style-type: none"> 1. Student receptionist
Monthly	<ol style="list-style-type: none"> 1. Overall attendance for house and year group run and analysed. 2. Attendance for key learner groups analysed with intervention planned 3. Information and actions for Heads of House 	<ol style="list-style-type: none"> 1. Attendance learning mentor and SLT lead 2. Attendance learning mentor and SLT Lead 3. Heads of House
Half Termly	<ol style="list-style-type: none"> 1. Overall attendance by % threshold by house analysed with actions planned 	<ol style="list-style-type: none"> 1. Heads of House and line managers (data provided)

Patterns of attendance and individuals who require intervention are identified and support put in place according to the guidance below which also outlines the responsibility of all staff in promoting and maintaining high levels of attendance:

Group/Individual	Action required
The Role of Tutors	<ul style="list-style-type: none"> • Ensure all attendance issues are dealt with during the morning registration period • Complete registers accurately. Take the register promptly. Any students arriving after the register has been taken are marked as late and this is to be followed up with a sanction. Save the register at 9:05am and close. • Be aware of the weekly attendance pattern for individual students and look for patterns of non-attendance or lateness and raise concerns regarding students with the Head of House. • Promote high attendance with the form group, celebrate it within the form and address issues with restorative practice language • Review the weekly patterns of the form with HoH in weekly briefing and support with information and intervention as required. • Update records when a note or letter is brought in, ensure students are seen after a longer period of absence by FT/HoH for a back to school interview.
The Role of Teachers	<ul style="list-style-type: none"> • Complete Lesson monitor registers at the start of every lesson. • Welcome positively any student who has been absent and assist pro-actively with their catching up, utilise the support of TAs or Learning mentors if appropriate. • For any student entering late to the lesson, update the Sims register and enter the minutes late and save. • Students arriving late on 3 occasions should receive a catch up sanction (this can be tracked with a quick use of the history button)
The Role of Heads of House (Line managers)	<ul style="list-style-type: none"> • Follow up short term absences with Form Tutor, for those on a concern list follow up directly on the first day of absence by phoning home. • Check and follow up any missing codes due to staff error/absence or alternative curriculum provision • Raise attendance progress and individual concerns with tutor team in morning briefings; follow up on late registers or errors in registers. • Discuss overall attendances patterns and individual concerns with line manager, using weekly monthly and half termly analysis to send out attendance letters of concern (90-95%) or action learning mentor support (less than 90%) in consultation with attendance learning mentor. • Discuss student concerns with line manager and set up “concern list” for more daily monitoring • Where a student is on a SAAP (school attendance action plan) assist the Learning Mentor in keeping accurate records and celebrating progress • When a student reaches below 90% attendance discuss with line manager whether to present a case file to pupil entitlement for referral and action. • Attend any meetings as part of a referral to pupil entitlement and work pro-actively and positively with outside agencies. • Follow up any student missing during the school day and ensure unexplained reasons are documented or sanctioned. • Ensure students returning from a sustained period of absence are seen. Students requiring reintegration to have a plan in place with appropriate support in liaison with the SENCO

Group/Individual	Action required
	<ul style="list-style-type: none"> • Refer to attendance in House assemblies, celebrate and promote awards for high/full attendance • Assist and mentor new form tutors in registration and attendance procedures. • Monitor punctuality of students and set up lateness reports as required. • Ensure amendments to registers are completed by the end of Friday every week • Engage with the attendance learning mentor in the analysis of house and key groups data each month to ensure the data is correct. • Plan with the attendance co-ordinator and line manager the intervention required as part of all of the above and also the half termly pastoral monitoring. Ensure intervention is put in place and impact is measured. • Where students are following personalised timetables ensure the coding on their timetable is correct so that it can be printed and stuck in their planner for accuracy
The role of pupil Receptionist	<ul style="list-style-type: none"> • Ensure the registers are completed and checked every day, return report to SLT Lead for intervention as required. • Retrieve and record all absence line messages and phone messages related to absence, send out Truancy call. Record and save all replies to ensure registers are accurate. • Run off a report on PPG absentees and share with HofH. • Provide the code reports for checking every fortnight • Liaise with the attendance learning mentor for the production of data for monthly and half termly analysis • Provide the data for the termly awards • Ensure the attendance letters and SAAP plans are drawn up and saved correctly. • Draw up the data and submit the returns for the reports to Local Authority • Liaise with SENCO re returns for data requests for vulnerable groups' attendance.
The SENCO	<ul style="list-style-type: none"> • SENCO to ensure they gather information on attendance issues from Head of House when IBPs/IEPs/PSPs are set up. • To be made aware of students on SAAPs. • To support students who are being reintegrated into school/lessons. The reintegration will be set up and monitored by the Head of House.
The Role of the Learning Mentors	<ul style="list-style-type: none"> • To work closely with the attendance learning mentor to establish the students who require Level 1 (Green) intervention (Head of House), Level 2 (amber) intervention SAAP and Level 3 referral (red) • To contact parents and set up the SAAP as per the procedural guidance for a SAAP, to monitor and review, ensuring progress and feedback is regularly shared with parents and Head of House • To share information as part of Learning Mentor role which relates to attendance • To work with the Head of House or SENCO as appropriate as part of any reintegration package for a student returning from a period of absence.
Attendance learning mentor	<ul style="list-style-type: none"> • Ensure Heads of House implement all aspects of the attendance policy/procedures

Group/Individual	Action required
	<ul style="list-style-type: none"> • Discuss the attendance with each Head of House and identify students causing concern, ensure they have action plans in place. • Monitor whole school attendance and implement the analysis of year groups and learner groups as per the frequent monitoring strategies • Discuss intervention with the-SLT lead and ensure recommendations are implemented. • Ensure Heads of House follow up the referrals for students below 90% and set up SAAPs for students as required with the Learning Mentors • Share attendance targets and progress from analysis with Heads of House • Ensure rewards for high / full attendance are initiated and given out promptly. • Ensure the statutory returns are completed and checked by the SLT lead. • Be aware and spot anomalies in the registers or attendance patterns • Liaise with relevant administrative and technical staff to ensure Sims Lesson Monitor is effective and functional, recommend and implement training as required to maximise its potential.
The Role of the SLT Lead	<ul style="list-style-type: none"> • Ensure the attendance policy and procedures are implemented fully by all staff. Review the attendance policy at regular intervals. • Attend referral meetings as requested by Head of House • Promote good attendance with parents and the wider community, the importance of it and their role in achieving it. • Ensure statutory returns are made. • Report attendance data and associated issues to the governing body through the Teaching and Learning Committee as part of the pastoral update. • Keep full and accurate year-on-year attendance data.
The Role of Parents	<ul style="list-style-type: none"> • Support the school attendance policy and make every effort to work in partnership with the school to ensure students attend and are punctual. • Inform the school of any reason for absence on the first day by telephone • Confirm absence reasons in planner or by letter • Inform the school of any reason that may affect the child's ability to attend school regularly (e.g medical condition) • Provide medical evidence of any prolonged/frequent absence due to illness • Support the student in being required to catch up learning after absence. • Acknowledge communication from the school regarding attendance by responding to letters or attending meetings in school as required. • Avoid taking holidays in term time; agree to school's attendance policy with regards to holidays in term time. • Avoid making medical or dental appointments in school time.
The Role of Students	<ul style="list-style-type: none"> • Attend every school session on time • Avoid medical/dental appointments in school time • Sign in at reception if arriving late to school • Bring a note in the student planner to confirm reason for absence on return • Ensure Form Tutor or Head of House is seen on the return to school

Group/Individual	Action required
	<ul style="list-style-type: none"> • Take responsibility for catching up any missed learning after any absence • Respond positively to strategies for improving attendance and punctuality • Accept responsibility for own actions and how this impacts on others
The Role of Governors	<ul style="list-style-type: none"> • To support the school's attendance policy • To have a named governor who has special interest in attendance • Attend school based meetings relating to attendance as required/invited to do so.

Truancy:

If Truancy of a student is confirmed The Head of House should ensure:

- The correct code is entered on the student's attendance record
- The school sanction is implemented
- The information is recorded on the student's school record
- Parents/carers are contacted by telephone and logged on Sims.
- Post registration truancy will be identified using Sims lesson registration records, Heads of House will monitor this as part of their daily/weekly checks. Students will be followed up with the appropriate school sanction.
- Students who need to leave the school premises during the school day must have a letter or note in the planner identifying the time/date and reason. This must be shown to the form tutor at AM registration and again when signing out
- Students leaving a lesson whilst on school premises during the day must have their diary signed by the member of staff to say why they are out of class with the reason and time.
- A student must never leave the school premises without the permission of parents/carers
- Students on a personalised timetable must have documentation in their planner giving details of the activities, venue, time and day.

Rewards:

The Weald School rewards high or full attendance in the following ways:

- Termly 100% attendance certificates and recognition in main assembly and through Houses
- 95% or higher attendance is a condition of a termly Weald Community Award
- All attendance certificates gain 5 additional house points per student to the house total
- Students with 100% attendance each term are placed in a lottery for a reward
- Learning Mentor awards for improved attendance/punctuality as appropriate in relation to SAAPs