

WIGMORE SCHOOL POLICY

2.2b Pupil Attendance (High)

Introduction

1. Wigmore High School gives the highest priority to encouraging, monitoring and supporting the highest possible levels of pupil attendance. Every opportunity must be taken to ensure parents and pupils are aware of the importance of high attendance. The school takes every opportunity, through assemblies, newsletters, parents' evenings, the school website and meetings to stress this priority.
2. If pupils are to take full advantage of the educational opportunities offered at the School, they must attend School regularly. Irregular attendance undermines a pupil's educational progress and leads to educational disadvantage. It places the child at risk and in some cases it can result in the child being drawn into patterns of anti-social or criminal behaviour. Frequent occasional absence by several pupils in a teaching group will have an effect on the pace of learning of the whole group.
3. Although attendance patterns at Wigmore have traditionally been high, the senior staff and form tutors must continue to see the achievement of the highest attendance rates possible as one of their key tasks. Individual absences need to be carefully investigated and pupils and parents left in no doubt that unjustified absence will not be tolerated.

Encouragement of high attendance

1. Merits are given to pupils who have completed 100% attendance in any one term. A Head teacher's Gift Voucher is awarded for 100% attendance in any one year. This raises the profile of good attendance in assembly several times a year.
2. A statement of attendance is included in every pupil's end of year report and termly interim reports.
3. Form tutors use termly attendance data to discuss attendance with pupils in their tutor group.
4. A colour coded system is used for monitoring attendance (see Appendix 1). This is displayed in each form room and throughout the school to reinforce the expectation of 95+% attendance and the importance of excellent attendance.
5. All subject staff take a register each lesson and can quickly pick up patterns of absence from their classes. Pupils are very aware that a pattern of absence is quickly spotted.

Punctuality

Pupils arriving after registers have closed (9.00am) are marked as late. Punctuality is monitored by form tutors and heads of key stage. If there are concerns regarding punctuality parents are contacted and support given if necessary to ensure improvement.

Reporting Absence

1. It is the parent/guardian's responsibility to inform the School by 9.00am on the first day of absence, the reason for their son/daughter's absence. On the pupils return to school a note of explanation from the parent/guardian must be given to the tutor. Notification may be sent to the school prior to the day of absence, For example, if the child has a medical appointment.

In order to reinforce these responsibilities, the School will look for appropriate opportunities to communicate this attendance policy. The school website, pupil handbook and the school's regular newsletter provide opportunities to remind parents of the following:

- a. it is the parents' legal duty to ensure that registered pupils of compulsory school age attend the School regularly and that they risk prosecution if they fail in this duty.
- b. which categories of pupil absence can be authorised and which are always unauthorised.

2. If a tutor becomes concerned about a pupil's absence he/she must inform the Senior Deputy Head teacher responsible for attendance at the earliest opportunity. Concerns regarding attendance are raised at the staff's weekly pupil briefing. Where an individual pupil is discussed, subject staff are asked to give the pupil positive encouragement regarding attendance of their lessons.
3. Where a pupil is absent from School and no contact has been made by the parent/guardian the office will contact the parent/guardian during the morning to enquire about the absence.
4. If a pupil returns from absence without a letter or telephone call of explanation; the pupil will receive a reminder from the office.

Requests for leave of absence

The current law does not give any entitlement to parents to take their child on holiday during term time. As a school, we do not normally grant permission for any absence for the purposes of a family holiday. Absence from school due to a family holiday is recorded as unauthorised and the Education Welfare service is informed if the absence is for five school days or longer; they may then issue a penalty notice to parents. Where a fine is issued for an unauthorised holiday and paid, the attendance of the pupil will be monitored and additional unauthorised absences, including holidays, could lead to further legal action. In exceptional circumstances parents are asked to apply in writing to the Headteacher for permission to take a holiday during term time.

Monitoring of attendance

1. A weekly attendance meeting is held where the Senior Deputy Headteacher & member of admin team responsible for attendance discuss attendance and review the attendance spreadsheet to look for patterns and concerns.
2. If any pupil is absent for 10 consecutive school days (two weeks) and no reasonable explanation has been provided a referral will be made to the LA identifying them as a child missing from education.
3. Periodically throughout the year parents/guardians will receive a letter warning when attendance is becoming a concern (<92%), with a clause stating that the Education Welfare Service will be informed and a penalty warning notice (PWN) may be issued if there is no improvement. They will be encouraged to discuss the problem with Senior Deputy Head teacher.
4. Attendance support panels are held periodically where parents are invited to attend to discuss attendance concerns with the Senior Deputy Headteacher and if appropriate the School Nurse and / or family support worker.
5. If a welfare problem at school is identified, the appropriate Head of Key Stage will be involved and where appropriate, the pupil's academic work and social development will be closely monitored.
6. Pupils will be counselled/supported as necessary. Parents will be kept informed of progress in school, if necessary. Daily monitoring reports will be used to support an individual where appropriate.
7. The Head teacher will include the percentage attendance figures for each year group and the overall School attendance figures in his termly report to the Governors.

Person Responsible	Sarah Steer
Last Updated	September 2017
Review Date	September 2018

Attendance Targets

100%	Gold Standard
95+%	Green Standard This is expected standard. You have every chance of achieving in all your subjects
92% - 95%	Amber Standard Not good enough. You are putting your educational achievements at risk
<92%	Red Standard This is "The Danger Zone". You are unlikely to achieve your targets