



ATTENDANCE STRATEGY

2016

Approval	Staff/Parents/Carers
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	Principal: Mr Mark Bennison Signed : _____
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CONTENTS

	Page
1. Introduction	3
2. Associated Policies and Procedures	3
3. Monitoring, Reviewing and Evaluating our Practice	3
4. Principles	4
5. School Procedures	5
5.1 Proactive School systems	5
5.2 Tracking, Monitoring and analysing Attendance	5
5.3 Safeguarding	6
5.4 Lateness and Punctuality	6
6. Referral to the Early Intervention Services	6
7. Children Missing Education	6
8. Staff Training	7
9. Appendix B – Attendance Interventions	11
10. Appendix C – Roles and Responsibilities	12

1. Introduction

Avanti House School operates a unique approach towards improving levels of attendance and works in partnership with both our pupils and their families, in order to ensure that school attendance is the best that it can be. We recognise that good attendance can be influenced by a number of factors, and these are as follows:

- Emotional wellbeing, self-worth and self-esteem of our pupils;
- Relationships at different levels, extending into the home environment;
- Different forms of communication between different individuals and at each level;
- Pupil attitudes and engagement in their learning;
- Behaviour management systems which are employed to motivate pupils for good or better attendance levels;
- Staffing structures within schools;
- Pupil and/or family awareness;
- Tracking and monitoring systems;
- Health;
- Responses and consistencies in approaches;
- Ethos and culture of the organisation.

We believe that all pupils will only achieve academic excellence, character development and spiritual enlightenment, if they attend school on a very regular basis. Taking into consideration the above key factors and by adopting a *proactive, personalised and holistic* approach, specific interventions are carefully planned in order to address any attendance issues in a timely manner.

2. Associated Policies and Procedures

This strategy should be read in conjunction with other closely associated policies and procedures:

Child Protection and Safeguarding;
Teaching and Learning Guidance;
SEN & LDD Policy – Special Educational Needs;
Health and Safety;
Anti- Bullying and Cyber Bullying;
Home School Agreement.

Our approaches towards attendance are also reflected in the following:

- Staff Behaviour Guidance Pack;
- Staff/Pupil Induction Process;
- Student Home School Books;

3. Monitoring, Reviewing and Evaluating our Practice

Yearly

This strategy and associated procedures will be monitored formally on a yearly basis, as an integral part of the schools Policy and Information List. It will also be informed by any legislative guidance and associated recommendations.

Everyday Practice

Associated procedures will be reviewed as an integral part of our everyday practice and this is reflected in the following:

- Attendance monitoring;
- Senior Management Team Meetings;
- Staff Meetings;
- Parent/guardians/carers Meetings;
- Tutor Meetings;
- Head of Year reviews and meetings;
- Assemblies – Motivators;
- Frequent communication between secondary staff who have responsibility for attendance
- Our approaches towards the curriculum.

The information that is generated as an integral part of the above procedures will be reviewed on a daily and weekly basis and feeds into all aspects of teaching and learning and the continued professional development of all staff.

When legislative changes occur with regard to any statutory, or non- statutory guidance and good practice recommendations are circulated, the Lead Professional responsible for monitoring and reviewing this strategy, is expected to bring these changes to the attention of the Principal and Governing Body for their consideration. Any further adaptations are consequently included and brought to the attention of all stakeholders.

All members of staff have clear responsibilities and roles with respect to attendance (see Appendix C).

4. Principles

We believe that in order to achieve the aims of the school and to enable effective teaching and learning to take place, good attendance is a necessity. The Avanti House School is based on inclusive principles which recognise and respect diversity, strive to promote equality and give both rights and responsibilities equal weighting.

This Attendance Strategy aims to develop in our students an acceptance of responsibility for their own attendance as they mature and grow. It also identifies ways in which we endeavour to remove barriers to ensure good or better attendance.

We seek to create an effective learning environment in the school, which encourages good attendance at all times, by promoting:

- The pupils self-esteem and self-worth;
- Healthy lifestyles;
- Self-reflection and taking ownership where possible for their levels of attendance;

- Positive relationships based on mutual respect;
- Respond consistently and calmly to positive or negative behaviours.

We seek to support this process of personal development by ensuring that:

- Our systems are proactive in their approaches and demonstrate early intervention and prevention strategies
- We create a safe and caring learning environment which is free from disruption, violence, bullying and any form of anti-social behaviour and is a 'fun' learning environment for all;
- We work in partnership with our parents/carers and local community to develop a shared approach towards improving or supporting good or better attendance.

5. School Procedures

5.1 Proactive School Systems

Behaviour for Learning Policy

The school has a unique approach towards behaviour management and this supports the development of pupil ownership at all levels. The emphasis on the creation of an orderly, but fun and safe learning environment for all pupils, acts to encourage a deeper level of understanding and good or better attendance.

School Organisation

Secondary: All safeguarding areas are overseen by the Head of Inclusion who directly manages all aspects of attendance, with support from the Attendance Officer who all utilise the schools ICT Attendance Management and Analysis system.

Pupil Planners

Our Planner act to alert parents/carers as to how they can support good or better attendance; they also encourage self-ownership and a growing self- awareness. For those pupils who are old enough to take more responsibility for their learning and develop good or better attendance levels (Appendix A), in the secondary phase, a template for tracking absence is also included.

Parent/carer Support

Parents/Carers are supported not only at an individual level, but also in a more collective manner as a whole school. Parents/carers can speak to all members of staff regarding any concerns they may have about their child, however, the attendance is tracked daily by the **Attendance Officer and Head of Inclusion and Head of Years**. This work is overseen by the Head of Inclusion, who also offers regular meetings with parents/carers. Regular newsletters, parent workshops and updates, also act to support parents/carers with their child's attendance.

Pupil Support

Pupil attendance is tracked on a daily, weekly and half termly/termly basis. The school has a very strong Student Council who represent the pupils and this group of pupils meet regularly with relevant staff and Principal, in order to discuss any whole school or individual issues that are arising, which could impact on attendance. Individual support is offered to children via

our Intervention Programmes and personalised learning and group learning plans, as an integral part of the workings of the Inclusion Department. Support materials are also distributed to all staff to aid effective learning and engagement for all pupils who have any additional needs.

Whole School Developments

Whole school approaches towards teaching and learning, which act to engage all pupils on their learning journey, are also in place.

5.2 Monitoring, Tracking and Analysing Attendance Data

Attendance is monitored, tracked and analysed in meetings and as an integral part of our daily, weekly, half and termly practice. Individuals and specific groups of learners are identified and interventions to support good or better attendance are implemented (see Appendix B).

5.3 Safeguarding

All pupils who are registered on the schools Child Protection Register are monitored and tracked on a daily basis by the Head of Inclusion.

6. Lateness and Punctuality

The school works in a proactive manner with our pupils and families and recognises that persistent lateness to school impacts very negatively on a child's learning, however, the school also recognises that there will be occasions where this may be unavoidable due to external factors or family issues. The Inclusion team work with all families on an individual basis, in order to address any concerns surrounding the punctuality of pupils to school. The impact of actions are tracked.

7. Referral to the Early Intervention Services in accordance with Local Authority Guidance and Legislative Guidance

If attendance patterns demonstrate cause for concerns and school actions are having limited impact, the school will seek the advice of the relevant social services department and will complete a Common Assessment Form (CAF), in order to ensure a multi-disciplinary approach towards any attendance concerns. The formulation of a CAF could possibly result in warning letters to parents/carers of prosecution and the preparation and presentation of prosecution files to a court for non-attendance if attendance does not improve. If a child is absent without good reason (unauthorised absence), for a period of ten school days, or they demonstrate patterns of poor attendance the school will inform and work in partnership with the local authority and any associated agencies to address any issues.

8. Children Missing Education

Student leaving the school but future provision not known

In some circumstances, parents/carers tell a school that they are withdrawing their child but are unable or unwilling to say where or how their child will continue his/her education. For example, the family might be relocating but be unable to secure a new school-place for the child in advance. It is important that our families get the support they need to secure their child's education and in this instance, the school will inform the local authority as soon as

possible of the impending departure, in order that appropriate arrangements are put into place and where appropriate, the authority will inform the pupils' home-authority. Once the pupil has completed his/her final day, the school will follow local authority procedures with respect to the safeguarding of the child.

Failure to return after extended leave

Schools can only delete pupils who fail to return on the date they were expected back from extended leave **if they fail to do so within 10 school days**. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness, before attempting to delete the child from the register. The school and the local authority will make reasonable enquiry to locate the pupil before the deletion is made.

If the pupil has a good reason to be absent, he/she will be marked authorised absence using the relevant Attendance Code. If, in the school's view, the pupil does not have a good reason, the parents/carers will be reminded of:

- a. the date the school said it expected the pupil to return;
- b. the parents' responsibility to ensure that the child attends school regularly;
- c. the possibility of legal sanctions against the parents/carers;
- d. the possibility of the school deleting the pupil from the school roll; and
- e. that the pupil must be marked unauthorised absence.

If, after making reasonable enquiry, the school is unable to contact the parents/carers or has any concerns about the pupil and his/her welfare, it will seek assistance from the local authority.

The outcome of both the school's and the authority's attempts to trace the pupil will dictate the next steps. If we are unable to find the pupil, the school will refer the case to the appropriate agencies. The school will delete the pupil from the school registers and, if it does so, it will transfer the student's information to the Lost Pupil database, as a safeguard against the child missing his/her education. If the pupil is located, the school will take steps to address the reasons for the pupil's failure to attend, accessing support from other agencies where appropriate.

Term Time Holidays

Avanti House School takes into consideration the faith element of our school and this is reflected in our school calendar. The school does not endorse holidays being taken during term time, unless it is an emergency..

9. Staff Training

Staff will have access to appropriate training and development sessions, in order to ensure that all members are able to support good or better attendance in a proactive manner.

Examples of communication messages to parents re: attendance

At Avanti House School we expect our children to attend school regularly and we will work with you, to ensure this is the case.

IT IS ONLY A FEW DAYS!

An attendance rate of 90% or above sounds impressive over the year, however, it actually means that your child only attends school 4.5 days out of every 5 days. If this continues up to the end of secondary school, they will have missed half a school year! How do you think that will eventually impact on their exam results and their life chances?

What to do if my child is feeling under the weather?

1. Tell a member of staff if they come into school.
2. Remember, they may need to visit a doctor if their symptoms are severe or get worse.

Question?

Can my child attend school if they are complaining of some common ailments e.g. slight cold or tummy ache?

Have a look at the **attendance table**; there is plenty you can do to prevent both your child and others from becoming unwell.

Attendance Table

Condition	Helping your child to attend school	Can my child attend school?
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Colds/Flu	<ul style="list-style-type: none"> -Make sure they learn to put their hand over their mouth when they cough or sneeze. -Encourage them to wash their hands regularly. -Encourage them to dispose of any used tissues hygienically – put them in a bin or down the toilet. -Make sure they eat a healthy diet with ample fresh fruit and vegetables. -You can give them different medicines to help clear a nose or soothe a sore throat. 	<p>Yes. Your child can attend school providing they do not have a high temperature or any other symptoms i.e. severe muscle cramps, high temperature, rash.</p> <p>Let your class teacher or a member of staff know that they are not feeling very well.</p>
Coughs	<ul style="list-style-type: none"> -Cool drinks to soothe the throat. -Take medicine to help soothe the cough. 	<p>Yes. Your child can attend school, but make sure they see a doctor if the cough worsens or has difficulty with breathing. If the cough does not clear up after 6 weeks see a doctor.</p>
Earache, Migraine and Headaches	<ul style="list-style-type: none"> -Your child may be sensitive to certain foods – talk to your GP or Nurse. -Do not allow your children to spend too much time straining their eyes i.e. too much television or computer work. -Take them for an eye sight test if they have not had ne for a while. -Get some medication from the chemist. 	<p>Yes. Your child can attend school, but do let your class teacher know who will keep a close eye on their progress.</p>
Stomach Ache	<ul style="list-style-type: none"> -Encourage your child not to miss their meals and to eat regularly. -Do allow them to eat too much of anything, especially things like sweets and sugary drinks. -Do things that will relax your child, as stomach aches can be caused by them feeling tired or could be an indication that there is something worrying them. 	<p>Yes. If you know what is causing your child's tummy ache and they have no other symptoms and have seen a doctor or nurse. ALWAYS refer to a doctor if their stomach hurts in one specific place.</p>

Appendix B – Attendance Interventions

Attendance Interventions

Attendance Percentage	When	Action	Templates	Who?
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98-100%	Termly	<ul style="list-style-type: none"> ➤ Certificate and Excellence letter home. ➤ Office to provide 98-100% attendance list to Principal. ➤ Certificates distributed in whole school assembly. ➤ Entry into prize draw and Learning Privilege card. ➤ Students will receive 2 House Points for every week of 100% attendance. 	<ul style="list-style-type: none"> ➤ Letter E1 ➤ 100% Certificate 	Principal
96-98%	Termly	<ul style="list-style-type: none"> ➤ Certificate and post card home. ➤ Office to provide 96-98% attendance list to Inclusion Manager. ➤ Book token. 	<ul style="list-style-type: none"> ➤ Attendance -Post card ➤ 96-98% Certificate 	Head of Year
Attendance patterns demonstrate movement/change in attendance levels.	Termly	<ul style="list-style-type: none"> ➤ Congratulatory letter home. ➤ Attendance Sticker. 	<ul style="list-style-type: none"> ➤ Letter C1 – movement from one category to another. ➤ Categories: <p>-Red to Amber -Amber to Green -Green +</p>	Head of Year
General absence (not including holidays taken in term time)	Weekly reviews	<ul style="list-style-type: none"> ➤ Tracking of attendance at meetings: linking behaviour and attendance to learning and safeguarding. ➤ Pupils categorised and tracked according to absence levels: <p>-Red: Below 85% -Amber:85-90% -Green: 90-96%</p> <ul style="list-style-type: none"> ➤ Tracking of unauthorised absence. 	<p>-Red: L3 Invite Letter for parent/carer to come into school. Targets and interventions set with parent/carer.</p> <p>-Amber: L2 Letter home and offer of support to parent/carer/pupil.</p> <p>-Green: L1 Letter home.</p>	Inclusion Manager/Head of Year/key members of staff as required.
Absence due to term time holiday - unauthorised	Weekly reviews	<ul style="list-style-type: none"> ➤ Letter from Principal ➤ If more than one occasion, Parent/carer invited into 	<ul style="list-style-type: none"> ➤ C2 letter ➤ C3 Invite letter 	Principal

		school to meet with Principal.		
Lateness	Weekly Review	<p>Daily tracking from the attendance officer.</p> <p>Late stamp given each time by admin staff into school planner</p> <p>Once a child reaches three lates, a telephone call is made home by the Attendance Officer.</p> <p>If lateness, continues, the /classteacher will ask the parents/carers in for a meeting.</p> <p>If lateness persists, a formal letter will be sent and a meeting will be held with the Head of Year or Head of inclusion.</p> <p>If lateness continues, a formal meeting will be held with the Head of Inclusion .</p>	➤	

Appendix C Roles and Responsibilities

Head of Inclusion –

- To oversee the strategic direction and associated practice on attendance
- Meeting regularly with the Attendance Officer,, Heads of Years for updates on pupil attendance
- To report to the Principal, Governors and the LA/DfE as and when required.

- Teachers are clear as to their responsibilities over the maintenance of registers and other attendance issues
- All associated intervention strategies (see Appendix B) are carried out to the satisfaction of the Head of Inclusion

The Principal and Heads of Year Inclusion Manager have accurate information regarding attendance as required.

- To ensure attendance procedures are current and up to-date and reviewed on a termly basis, as an integral part of the safeguarding audit.
- Ensuring all interventions are acted upon as agreed by all staff involved with attendance.
- Meet with parents and support where there are attendance issues) and inform the class teacher as appropriate to monitor attendance and related issues.

Attendance Officer –

- To track, monitor and analyse attendance on a daily, half termly, termly and yearly basis and to include different groups of learners.
- To ensure that all data is managed effectively and any data is fit for purpose i.e. analysis of trends with different groups of learners, follows procedures and adheres to safeguarding requirements and DfE legislation.
- To support the Head of Inclusion in compiling, implementing and reviewing the Attendance Strategy
- ***Meet with the Head of Inclusion on a weekly basis to support the tracking and monitoring of attendance***
- Registers are checked accurately according to the attendance guidelines provided by the Inclusion Manager.

- The ICT attendance module is up to-date and provides relevant attendance data from when required.
- Termly and annual summary printouts of attendance are supplied as and when requested
- Those children arriving late and after the close of registration are recorded on the school attendance system
- Those children leaving or returning the premises during the day other than at the usual times e.g. medical appointments or other authorised circumstances are recorded on the school attendance system
- Registers are taken at the agreed meeting point outside the school building in event of an emergency evacuation and in line with procedures
- Attendance and punctuality are closely recorded

Teachers will:

- Ensure registers are recorded accurately after close of registration in the morning and afternoon, as defined by school procedures
- Inform the Head of Year 7,8, 9,10 and 11 and Inclusion Manager of any concerns regarding attendance
- Make themselves aware of patterns of non-attendance and lateness and inform the Head of Years and Head of Inclusion of any concerns.