



AVANTI HOUSE

EXCELLENCE · VIRTUE · DEVOTION

ATTENDANCE STRATEGY

2015-2016

Approval	Staff/Parents/Carers	Governing Body
Date approved	November 2015	November 2015
Date to be reviewed	November 2016	November 2016
Date reviewed	November 2015	November 2015
	Principal: Mr Mark Bennison Signed : _____	Chair: Mr Yuvraj Rana Signed : _____
Professional Lead	Operational: Attendance Officer: Mrs Angela Zeller Strategic Assistant Principal of Personalisation and Wellbeing: Ms Gina Richardson Head of Primary phase: Mr Richard Halliday	

CONTENTS

	Page
1. Introduction	3
2. Associated Policies and Procedures	3
3. Monitoring, Reviewing and Evaluating our Practice	4
4. Principles	4
5. School Procedures	5
5.1 Proactive School systems	5
5.2 Tracking, Monitoring and analysing Attendance	6
5.3 Safeguarding	6
6. Lateness and Punctuality	6
7. Referral to the Early Intervention Services	6
8. Children Missing Education	7
9. Staff Training	8
Appendix A – Home School Books Extract	9
Appendix B – Attendance Interventions	11
Appendix C – Procedures for Primary	13

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;

Special Educational Needs and Learning Disabilities Policy

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 Planners;
- RBL (Removing Barriers to Learning Panel Meetings)

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:

- Weekly RBL (Removing Barriers to Learning) Panel Meetings;
- Attendance monitoring;
- Senior Management Team Meetings;
- Staff Meetings;
- Parent/guardians/carers Meetings;
- Tutor Meetings;
- Collective Worship, Celebration Assemblies, Motivators;
- Frequent communication between primary and secondary staff who have responsibility for attendance
- Our approach 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 Appendices).

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 that 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 that encourages good attendance at all times by promoting:

- The pupils self-esteem and self-worth;
- Healthy lifestyles;
- Self-reflection and students taking ownership where possible for their levels of attendance;
- Positive relationships based on mutual respect.

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

- Our systems are proactive in their approach 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 underpinned by the school's values.
- 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

Climate 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

All safeguarding areas are overseen by the Assistant Principal for Personalisation and Wellbeing who directly manages all aspects of attendance, with support from the Attendance Officer and Inclusion Manager who all utilise the schools ICT Attendance Management and Analysis system.

Home School Communication Books/Planners

Our Home School Communication Books in the primary phase act to alert parents/carers as to how they can support good or better attendance. They also encourage self-ownership and growing self-awareness. For those pupils who are old enough to take more responsibility for their learning and develop good or better attendance levels 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, Head of Primary and Inclusions Manager, Form Tutors and Head of Years**. This work is overseen by the Assistant Principal for Personalisation and Wellbeing who also offers regular meetings with parents/carers.

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 that could impact on attendance. Individual support is offered to children via our Intervention Programmes and personalised learning programs, an integral part of the workings of the Inclusion Department.

Whole School Developments

Whole school approaches towards teaching and learning that 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 by our RBL 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 Inclusions Manager, Form tutors, Head of Primary and class teachers.

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 action taken is tracked via the schools RBL meetings on a weekly basis.

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

If attendance patterns demonstrate cause for concern 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

Students 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:

- the date the school said it expected the pupil to return;
- the parents' responsibility to ensure that the child attends school regularly;
- the possibility of legal sanctions against the parents/carers;
- the possibility of the school deleting the pupil from the school roll; and
- 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. All Form Tutors will be trained in monitoring attendance, punctuality, achievement and climate for Learning.

Appendix A

A note to Parents

The Importance of Good Attendance

If children do not attend school regularly they will:

- Experience difficulty in keeping up with their learning.
- Miss out on a variety of activities.
- Not be fully prepared for any school tests.
- Find it difficult to keep their friendships.
- Begin to lose confidence.

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.

Questions

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?
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.</p> <p>ALWAYS refer to a doctor if their stomach hurts in one specific place.</p>

Appendix B – Attendance Interventions

Attendance Interventions

Attendance Percentage	Action	Templates	Who?
100% Pupils	<ul style="list-style-type: none"> ➤ Certificate of Excellence letter sent home. ➤ Office to provide 100% attendance list to Principal. ➤ Certificates distributed in whole school assembly. 	<ul style="list-style-type: none"> ➤ Letter E1 ➤ 100% Certificate 	Principal
100% Tutor Group	<ul style="list-style-type: none"> ➤ Tutor group with 100% attendance for the term 	<ul style="list-style-type: none"> ➤ 100% Certificate 	Principal
Below 96%	<ul style="list-style-type: none"> ➤ HOY to contact parent by telephone to raise concern 	<ul style="list-style-type: none"> ➤ HOY telephone call home 	Head of Year
96% with no improvement	<ul style="list-style-type: none"> ➤ L1 letter home 	<ul style="list-style-type: none"> ➤ List given to Office to send home 	Head of Year
85% and below	<ul style="list-style-type: none"> ➤ L2 letter home 	<ul style="list-style-type: none"> ➤ List given to Office to send home ➤ Meeting 	Head of Year
No improvement	<ul style="list-style-type: none"> ➤ L3 Escalation letter 	<ul style="list-style-type: none"> ➤ Letter home ➤ Meeting 	Assistant Principal of Personalisation and Wellbeing
General absence (not including holidays take in term time)	<ul style="list-style-type: none"> ➤ Tracking of attendance at Removing Barriers to Learning (attendance, behaviour, achievement and progress) ➤ Pupils categorised and tracked according to absence levels: L1 -L2 - L3 ➤ Tracking of unauthorised absence. 		Assistant Principal for Personalisation and Wellbeing with Heads of Year
Absence due to term time	<ul style="list-style-type: none"> ➤ Letter from Principal ➤ If more than one occasion, 	Email letter with personal	Principal

<p>holiday - unauthorised</p>	<p>Parent/carer invited into school to meet with Principal.</p>	<p>holiday letter from Assistant Principal of Personalisation and Wellbeing</p>	
<p>Lateness</p>	<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 Form Tutor/class teacher 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 Primary</p> <p>If lateness continues, a formal meeting will be held with the Assistant Principal for Personalisation and Wellbeing.</p>		

Appendix C Primary phase pupils – Attendance procedures for those pupils based at Common Road, Stanmore

Primary Staff Guidance

Named Officers:

Richard Halliday: Assistant Principal (Head of School – Primary)

Meeting held weekly between key members of the primary and secondary phase.

Attendance

- Health and Safety Policy guides practice
- Attendance Strategy and associated whole school issues are directed by Gina Richardson at secondary level and Richard Halliday at a primary level.
- Attendance Procedures as follows:
 - a) Children self-register and teachers complete electronic register which is forwarded to Sonal Mistry.

At Avanti House: Sonal Mistry proceeds as follows:

- First Day response: Parents contacted if no reason received by 8.30am. Parents are asked to call school every day for any absence, if it is for colds, coughs etc. For other illnesses i.e. hospital/chickenpox etc. Sonal Mistry will mark a child absent for a specific date range as agreed with Richard Halliday.
- Follow up: This continues until the 3rd day, if no reason given then a letter is sent home to establish why the child is absent. If there is no response, Bronwen Hughes to follow the Child Protection Safeguarding Children Missing from School Guidance and Harrow procedures for CME, in consultation with Richard Halliday. Bronwen Hughes updates key members i.e. Richard Halliday on a daily basis.

b) Request to take term time holidays

- Letter or request received by class teacher. Parents are asked to email or write a letter to the Head of Primary Phase Mr Halliday who will then make a decision with regards to if the request for leave has been sanctioned. This will be done in consultation with the Principal. This information is passed to Sonal Mistry to mark onto the system with a note of authorisation and to Richard Halliday for the attendance files.
- Sonal Mistry forwards standard outcome letter to parents/carers and copies letter to Richard Halliday and the class teacher.
- Places copy of the letter on the pupil file.

2. CP cases and SEN/LDD are immediately raised to the attention of Richard Halliday (PASSWORD PROTECTED) and followed up and recorded in attendance file (secure location with CP folder)

- Tracked on a daily basis and via RBL weekly meetings.
- School Attendance Intervention Strategy has been compiled as an integral part of the School Improvement Process.

Key information forwarded to KAPS:

- List of absentees – including reasons for absence will be compiled by Sonal Mistry and forwarded to Richard Halliday and Angela Zeller on a daily basis, which will be used as a fire register, a copy of which will also be forwarded to the school office.
- Overall % of absence for reception classes – flagging up SEN/CP cases

ALL COMMUNICATION IS PASSWORD PROTECTED WITH ATTENDANCE ISSUES.

Pupil Records

- All pupil records are held on the AH secondary site
- Lead Person in ensuring that records are updated in main office – Angela Zeller.

Medical/First Aid Arrangements

- Health and Safety policy guides every day site practice
- Appropriate signage around the school and in classrooms
- Staff follow general staff guidance – see updated staff handbook
- Folders held in office
- Pictures and information on pupils medical conditions are placed in each classroom (in the cupboards-marked first aid and in the First Aid room)
- First Aid Kits in each classroom with guidance
- Each classroom has a First Aider
- Pupils with allergies wear green lanyards to be easily identified by lunchtime staff and the eating area is clearly marked with green tape.

L1 2015

«Parental_addressee»

«AddressBlock»

Dear «Parental_Salutation»

RE: Attendance Levels: – Below 96% attendance.

I am writing to you because I am aware [Insert Child's Name] attendance has become a concern. It now stands at [insert percentage].

If children/young people do not attend school regularly, they may not be able to keep up with their school work and are less likely to perform well at examinations. Highlighting the importance of an excellent attendance record is something Avanti House sees as very important.

Please inform the school of the reasons for any absences that are not yet provided for. It is vital that you contact the school on the first day of absence and keep us updated if any absence is to continue for more than one day.

If we can support your child in any way with respect to their attendance, please do not hesitate to contact us. If we do not hear from you, we will continue to monitor «Forename»'s attendance on a weekly basis.

Please contact me with any queries.

Yours sincerely

[School representative]

L2 template 2015

Dear **[insert parent/carers name]**

Re: Second school warning letter

I notice that despite my letter dated **[date of first letter, insert name of child]** attendance continues to be of concern. **[insert name of child]** attendance is currently **[insert %]**.

Non-attendance at school for any reason is an important issue and something we take very seriously. I would like to invite you into school to discuss the current situation. Can I suggest **[date for meeting]**.

Regular school attendance is the responsibility of parents/carers. If a pupil's attendance has dropped to between 85-80% this equates to 108 missed lessons since September. I am sure you will agree that this is a cause for concern, particularly as attendance levels are so closely linked to progress.

I hope that we see **[insert name of child]** attendance improve dramatically. I would value you confirming your availability for the planned meeting.

Yours sincerely

Head of Year

Letter 3 Template

Dear [insert parent/carers name]

Re: Third school warning letter

I am writing to express concern over the irregular attendance of your child, <PUPIL NAME>, <DOB>. A record of his/her attendance accompanies this letter.

Under the Education Act 1996 parents have a responsibility to ensure their children attend school regularly and punctually. It is therefore my duty to give you warning that if further unauthorised absences are recorded, we may need to escalate this matter further which could lead to your child losing their place at Avanti House.

As part of the Avanti ethos we always seek to offer support and advice to families and to resolve issues in the most effective and supportive manner. Can you therefore please contact the school to arrange a meeting with me to discuss improving <Pupil's name>'s attendance.

Should you have any queries regarding this letter, please contact the school.

Yours sincerely

Gina Richardson
Assistant Principal for Personalisation and Wellbeing

«salutation»

Dear «salutation»

It is with great pleasure that I am writing to inform you of «forename»'s excellent attendance this term. I have recently reviewed our figures and «forename»'s percentage attendance is commendable at 100%.

I know from experience that there is a strong link between good attendance and academic progress and I am sure that this will help «forename» to fulfil «his_her» potential.

I hope you will take the opportunity to congratulate «him_her» and reinforce the excellent attendance habits «he_she» has developed over the coming months.

I must also acknowledge your role in our education partnership. Without your influence and strong support, I am sure it would be more difficult to achieve such a positive result. I look forward to writing many similar letters over «forename»'s time at Avanti House School.

Yours sincerely

Mark Bennison
Principal

