
ATTENDANCE POLICY



KING EDWARD VI ASTON SCHOOL

Educational excellence for our City

Responsible Board	PEOPLE COMMITTEE
Policy Officer	Steve Hall
Date Adopted	September 2023
Last Reviewed	June 2023
Reviewed by	Steve Hall
Review date	June 2024

AIMS

The school will:

- Ensure that all students achieve maximum possible attendance.
- Address any problems affecting attendance as quickly as possible.
- Work with students and their parents to ensure attendance at school as required by law.
- Work with external agencies to support and work with parents to resolve any situation affecting school attendance.

EXPECTATIONS

Students are expected to:

- Attend school regularly.
- Arrive on time.
- Inform their form tutor of any problem or reason that has prevented them from attending school.
- See their subject teachers to catch up with work they have missed due to any absence.
- No student in Y7-11 should leave the school grounds during the school day without parental approval and/or the permission of staff. Students should ensure they have signed out before leaving the school site.
- No sixth form student should leave the school site before **12.50 pm**. On leaving they should sign out using the Inventory system.

Parents are expected to:

- Ensure their child attends school regularly (95%+) and punctually (by 8.40 am each morning).
- Ensure that they contact the school by 8.45 am whenever their child is unable to attend school.
- Ensure their child arrives in school well prepared for the school day and check they have done their homework.
- Contact the school in confidence whenever any problem occurs that may affect their child's performance in school.

Parents and students can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Contact by 9.30 am when a student fails to attend school without providing good reason.
- Prompt and confidential action on any problem notified to us.
- On-going monitoring of attendance on a daily basis using the texting service by the Student Support Officer, and continually by Form Tutors, Year Leaders and SLT.
- Where a student's attendance falls below any of the following – 95%/92%/90% - contact will be made by the school to discuss how attendance can be improved.
- Where a student's attendance falls below 90% the matter may be discussed further in a School Attendance Review Meeting at school.
- Where a student's attendance falls below 85% the matter will be discussed with the Local Authority Education Legal Intervention Team and further action planned.

- If there is no improvement, then a formal referral may be made to the Local Authority Education Legal Intervention Team and further action planned, which could include legal action.
- The School's Attendance Team will meet at least termly to discuss the whole school attendance strategy. This team consists of:-
 - Year Leaders
 - Pastoral leaders
 - SLT
 - Attendance Officer
 - Student Services Officer
 - SIMS Manager
- The school will reward positive attendance.

ROLES AND RESPONSIBILITIES

All staff must make attendance a high priority and should convey this to students.

Form Tutor

- Continually monitor the attendance of each student in their form.
- Support students to maintain at least 95% attendance by holding attendance conversations with students on less than this.
- Contact parents as soon as a students' attendance falls below 95%
- Refer to Year Leader when a students' attendance falls below 93%.
- Complete morning registers accurately by 8.50am, making sure that each student is marked either present or absent. No registration entry should be left blank.
- Challenge suspicious or inappropriate reasons for absence. If a form tutor does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Year Leader.
- Add any relevant information to the School Attendance Tracker.
- Inform the Year Leader of any other concerns relating to student attendance and, if necessary, record on CPOMS.
- All instances of unauthorised absence should be followed up and the Year Leader informed.
- No student should be absent without a reason being provided. Student Support and Services Officers will contact parents for reasons, and then insert an absence code.
- If a student is late on TWO occasions in a week, without good reason, they should automatically receive an appropriate sanction.
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Student Support and Services Officer and Assistant Student Support and Services Officer

- Ensure that all registers are marked each morning and afternoon session.
- Contact parents by 9.30am if a student is not in school and no reason has been provided for the absence.
- Ensure that tutors and Year Leaders are informed of any relevant communication with parents.
- Monitor carefully the attendance of students on the Vulnerable Children List.
- Question students who arrive late (after registration has finished) and maintain a student signing in/out book.

Year Leader

- Reinforce good practice in tutor meetings.
- Oversee the registration process and support registers being completed accurately and on time.
- Monitor the attendance of students in their year group and analyse data every two weeks.
- Be a point of contact for parents.
- Initiate contact with parents when attendance falls below 93%.
- Add any relevant information to the School Attendance Tracker.
- Arrange online work for, and plan for the return of, long-term absentees.

Pastoral leaders

- Identify and discuss with the Assistant Headteacher, any boy who should be referred to BCC for a Fast-Track referral.
- Contact parents once attendance falls to 90%
- Add any relevant information to the School Attendance Tracker.

Assistant Headteacher

- Monitor attendance for the whole school and identify any student who may be cause for concern each half term.
- Discuss the attendance of students with pastoral leaders at least once each half term.
- Produce a report on student attendance for the Headteacher each term with specific reference to the school attendance targets.
- Report to SLT and the Attendance Team on attendance matters each term.
- Line manage the Student Support and Services Officer.

Headteacher

- Ensure that challenging targets are set for improving student attendance and reducing unauthorised absence and persistent absence.
- Ensure that governors are informed about student attendance each term.
- Discuss with parents their requests to take students out of school during term-time.

Parents

- Contact the school by 8.45am on the first day of absence.
- Provide letter/email for all planned absences.
- Provide valid reason for any absence.
- Support their child to achieve maximum attendance.
- Avoid taking their child out of school during term-time other than for medical reasons, and these should be avoided where possible.

Attendance Officer

- Arrange a School Attendance Referral Meeting (SARM) when attendance reaches less than 90%. Record all details on a SARM record sheet.
- Add any relevant information to the School Attendance Tracker.
- Support YL/DSL to make a referral to BCC if SARM meeting does not have desired improvements on attendance.

- Where a referral from the school is accepted by BCC, undertake home visits if necessary and provide feedback.
- Where necessary, support legal proceedings on behalf of the Local Authority including parental prosecutions and referring to the BCC attendance team.
- Support the school in the use of penalty notices and parenting contracts.

Support the Year Leader or DSL to establish multi-agency meetings should the need arise.

AUTHORISED OR UNAUTHORISED ABSENCE

- Authorised absence is where the school has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

The following may be reasons for authorising absences:

Illness
 Family bereavements
 Medical and dental appointments where proof is available
 Days of religious observance
 Fixed term exclusion Permanent exclusion until removed from roll or re-instated.

- All other absence must be regarded as unauthorised.
- Family Holidays - Only in exceptional circumstances should parents take students on holiday during the school term. All requests for authorised absence must be made in writing to the Headteacher as soon as possible, and before tickets are booked. Each request will be considered by the Headteacher taking into consideration the age of the student and previous attendance pattern. If the request is not granted and the parent takes the student on holiday, the absence should not be authorised. If a request is granted, the absence should not be for more than ten school days in any school year. If the holiday goes on for longer than agreed, the additional absence will be unauthorised and a referral may be made to the BCC Attendance Team.

LATENESS

- The school will challenge students who are persistently late or arrive late without reasonable explanation.
- Where a student arrives at registration after the first 5 minutes but before the register is closed, they will be marked as late using the code 'L'
- Where a student arrives after 9:05 and the register is closed, they should report to the Student Services and Support Office and sign the late book. The code 'U' should be entered into the SIMS system by the Student Support Officer.
- Persistent lateness (twice in one week) will be punished with an appropriate sanction

Governor approval: Date for review: