'Here Today, Here Tomorrow'

Attendance Policy Document

Produced in consultation with parents/carers, staff and students

Updated June 2020
Next review: July 2022

ATTENDANCE POLICY STATEMENT

At Cheadle Hulme High School we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost to education can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We are therefore fully committed to promoting school attendance by providing an environment and ethos where all students feel safe and can build positive relationships with their peers.

Cheadle Hulme High School recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs and disabilities, those with physical or mental health needs, migrant refugee pupils and looked after children.

We expect that in return parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff, parents and carers and this must be evident in our interactions with students.

We expect students to attend school every day and arrive on time. Students should be in school at least 5 minutes before registration time is due to begin.

1. Aims

- To promote good attendance and punctuality
- To deal promptly with the causes of poor attendance and lateness
- To reward good attendance and punctuality – This will include raising the profile of good attendance through specific rewards. We intend to reward students whose attendance is 98% and above
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

2. Attendance Targets for 2021 / 2022

Although the impact of Covid 19 was still been felt at the start of the 2021/2022 academic year we have set ambitious targets in line with those of pre pandemic levels. We feel that it is important to return to the highest of expectations in terms of attendance.

Attendance	2021/2022 Target
Whole school	97%
Year 7	98%
Year 8	98%

Year 9	97%
Year 10	97%
Year 11	97%
Persistent Absence <90%	6%

Additional Targets – Identifiable groups

GROUP	2021/22 Target
BOYS	97%
GIRLS	97%
SEN SUPPORT	97%
EHCP	97%
PUPIL PREMIUM	97%

3. Roles and Responsibilities

Staff, parents and carers must make attendance a high priority and convey to the students, by their behaviour and attitude, the importance of good attendance.

Specific responsibilities - Staff

3.1 Deputy Headteacher and Assistant Headteacher Pastoral will:
- Have overall responsibility for attendance and punctuality
- Raise profile of importance of good attendance and punctuality throughout the school community
- Build attendance rewards into the House system
- Complete a termly report to governors
- Report monthly to SLT (Senior Leadership Team)
- Authorise EPNs (Education Penalty Notices)
- Liaise with EWS (Education Welfare Service)
- Discuss attendance issues with Heads of Year in line management meetings
- Set whole school targets and targets for year groups
- Oversee the prompt collation of attendance statistics
- Monitor attendance patterns
- Conduct home visits where appropriate
- Monitor and review the Attendance Policy

- Monitor the completion of registers
- Produce the attendance profile for the whole school
- Monitor the attendance of pupil premium students on a monthly basis. Plan appropriate intervention strategies

3.2 Heads of Year will:
- Check the accuracy of registers, addressing unexplained absences
- Coordinate attendance-related rewards events, including assemblies
- Review attendance for the year group every half term. Take appropriate action.
- Reinforce good practice at year team meetings
- Interview students, where absence or punctuality is a concern and take appropriate action
- Work with the parents/carers of students to address the issues
- Work with relevant support agencies
- For students who are late three times in a week - organise for them to receive an after school detention of one hour
- Ensure that Form Tutors set individual attendance targets with students.
- Provide form tutors with up to date attendance records
- Detain any students who arrive late to school at lunchtime the same day
- Inform parents/carers of any attendance concerns at the start of the academic year
- Conduct formal interviews, when appropriate, for students whose attendance is below expected levels
- Ring the parents/carers of absent pupil premium students before 9.15am in the morning

3.3 Form Tutors will:
- Complete accurate registers
- Follow up on absences
- Intervene with individual students whose attendance and punctuality is giving cause for concern
- Liaise with parents/carers
- Encourage good attendance within the tutor group
- Display attendance information in class
- Liaise with Heads of Year regarding attendance and punctuality issues

3.4 Subject staff will:
- Complete and send accurate and prompt registers in all lessons
- Openly value good attendance of all students
- Welcome back students who have been absent and provide a means for them to catch up
- Praise and reward good attendance
- Contact home regarding attendance and punctuality issues
- Liaise with form tutors regarding attendance and punctuality issues

- Inform Attendance Officer of any planned activity which will result in students being absent from class

3.5 Attendance Officer will:
- Provide accurate data for form tutors and Heads of Year etc.
- Complete Forvus return
- Provide termly attendance returns to the LA
- Liaise with SIMS
- Contact parents/carers of absent students on a daily basis
- Make changes to the registers as authorised by Heads of Year, Assistant Headteacher, Care and Guidance and Deputy Headteacher
- Produce relevant attendance statistics

3.6 Education Welfare Service will:
- Take legal action
- Process EPN requests

Specific Responsibilities- Parents/carers

3.7 Parents/carers will:
- Provide up to date contact numbers and changes of address
- Notify the school when their child is unable to attend, with a reason, <u>on the first day of the absence</u>
- Telephone the school after the first day of absence to advise the school if the absence is continuing
- Keep the school well informed, in cases of lengthy absence, so that work can be sent home in certain cases and in order for the school to be prepared for the child's return
- Provide a note indicating attendance at the dentist, doctor or optician <u>before</u> the arranged appointment unless an emergency situation has arisen. Students will not be allowed to sign out of school if they do not have a note from parent/carer
- Ensure that their child arrives at school on time each day
- Let the school know if their child is going to be late
- Promote the importance of good attendance and punctuality
- Not take their child/children on holiday in term time
- Inform the school of the reason for absence. Absences can only be authorised by the school

4. Strategies / procedures to improve attendance

4.1 Daily response / management of absence
- Accurate registers taken promptly every lesson
- Reminders to staff, during lesson, regarding registers not taken
- Monitoring of staff re registers taken
- First day contact to parents/carers of non-attenders

- Encourage parents/carers to contact school first thing in the morning if their child is absent
- Inform Attendance Officer and Head of Year regarding any activity resulting in students being absent from lessons
- Implement rewards policy
- Have a dedicated attendance email address and phone number for parents/carers to contact school.

4.2 Medium term strategies
- Strategies to address attenders below 95%
- Rewards to staff who have good attendance
- Regular information to parents/carers regarding attendance, specifically lessons missed
- Individual intervention for students with low attendance
- Intervention for groups of students with low attendance
- Involvement of parents/carers
- Issue of EPNs via EWS
- Monthly recognition to the form with the best attendance and most improved form
- Termly House attendance competition
- Daily and weekly lates detentions for persistent latecomers
- Effective KS2/3 transition re attendance issues
- Attendance and punctuality data on every progress report and full report
- Mentoring with targeted students
- Planned reintegration strategies to support students who have had prolonged absence
- Issue reward points for good attendance.

4.3 Long term strategies
- Continue to improve the positive climate within the school
- Continue to improve curricular provision
- Continue to improve the quality of Teaching and Learning
- Continually analyse attendance patterns and act on the findings
- Reduce holidays in term time.

5. Monitoring and Evaluation
- Whole school attendance statistics will be produced on a monthly basis
- At the end of each academic year progress towards targets will be reviewed
- At the end of each academic year a group will be convened to review the effectiveness of the strategies within the policy.

Following a period of absence due to prolonged or complex mental health issues, the school may insist upon confirmation that the student is fit to attend school before re-admittance. This assurance will be sought from a medical health practitioner or their own GP.

It is not Trust practice to allow students to repeat an academic year due to a period of extended absence.

This policy will be reviewed and revised at least every three years.

Review Date June 2022

Senior Members of Staff Responsible
      Mrs W Searle – Deputy Headteacher
      Mr D Brown – Head of School
      Mr J Peet – Deputy Headteacher
      Mrs E Geddis – Senior HOY

Equality Impact Statement

Names and titles of people involved with this assessment **Title of Policy – Attendance**	**Emma Warrington** **Trust Director of SEND**
Impact assessment carried out with regard to identified characteristics	Race ✓ Disability ✓ Gender ✓ Age ✓ Religion & belief ✓ Sexual orientation ✓
Summary of any issues/proposed changes	
Date	**22.6.20**
Date of next review	**July 2022**