



Holmer Green Senior School

Attendance Policy

October 2017

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Attendance Policy

Holmer Green Senior School recognises the clear link between the attendance and attainment of students. The aim of this policy is to encourage the highest possible levels of attendance for individuals, groups and the student body as a whole.

In order to achieve this, all members of the school community have an important contribution to make. This includes the 'ownership' of attendance by both parents and carers. School staff will work with students and their families to ensure each student attends school regularly and punctually.

This Policy is linked to the Behaviour Policy and the Anti Bullying Policy.

Policy Outline

Encouraging Good Attendance for All

- The accompanying Guidelines provide detail of strategies for raising levels of attendance. All staff should ensure that these are followed.
- Roles and responsibilities for each member of staff are clearly indicated in the Guidelines.
- An appropriate curriculum, including the use of alternative provision for some students, is essential and will be kept under constant review.
- The need for high quality teaching and learning throughout the school is recognised, if we are to maintain and encourage good attendance.
- Students are provided with appropriate support so that problems do not drive them away from school. The school's approach to bullying is of particular significance here. Where problems outside school are identified as having an impact on a student's attendance, an appropriate level of multi-agency support will be provided.
- Students with Special Educational Needs are identified and given appropriate support.
- Effective partnership with parents through regular contact and support is provided. Parents are kept informed of their child's attendance through first day contact, through letters of praise and concern and through individual interviews when appropriate.
- **Parents are informed that holidays taken during term time will not be authorised by the school. Parents may be given a penalty notice under Section 444 of the Education Act.**
- A comprehensive system of rewards for good attendance is used.
- Attendance is given a high profile within the school including through assemblies and PSHCE. Appropriate displays during Parents' Evenings and other events also help to raise the profile of attendance.
- Governors are kept informed of attendance issues through the People Committee.
- Punctuality is highlighted as an important issue through the use of appropriate sanctions.

Identifying and Tackling Poor Attendance and Punctuality

- Attendance and punctuality levels for individuals, form groups, year groups and the whole school are carefully monitored and action taken to address poor attendance and punctuality at each of these levels.
- Attendance and punctuality levels of other groups of students, such as boys and girls, those from an ethnic minority background, and those with Special Educational Needs are carefully monitored and action is taken to address significant differences.
- The school seeks to address patterns of non-attendance, for example at particular times in the week.
- Persistent absentees are provided with appropriate support to enable them to make a positive return to school.
- Early identification of potential poor attendees is part of the school's primary liaison work during transition.
- Attendance panels, involving Heads of Year, Attendance officers, members of the school's Senior Leadership Team, governors and the Education Welfare Service, are used to encourage and support parents.
- Effective partnership with the Education Welfare Service is central to improving attendance and close communication between the Education Welfare Office and the school is carefully maintained.

Monitoring and Evaluation

Regular monitoring and evaluation is crucial in evaluating the effectiveness of our policy. It is carried out in the following ways:

School Improvement Plan

School Self Reviews: Pastoral Reviews

Attendance monitored through Pastoral Manager and tutor meetings.

Monitoring of attendance half termly and termly and more frequently for targeted groups of students.

Conclusion

A range of strategies designed to tackle poor attendance and punctuality is only a part of the school's approach to this issue. Whole-school issues such as providing effective pastoral support and effective teaching and learning are recognised as having a direct impact on attendance.

Agreed at the Governing Body meeting on

SIGNED.....(Chair of Governors)

To be reviewed bi-annually
Next Review November 2019