



Newsome High School

Attendance and Punctuality

Policy

Issue Date	22/06/18
Review Date	03/09/18
Reviewed by J Hinchliffe	13/09/18
Review Date	13/09/19

Policy Sections

1. Attendance and Punctuality Key Objectives, Vision, Mission and Values
2. Attendance and Punctuality Expectations
3. Encouraging Good Attendance
4. Responding to non-attendance
5. Organisation
6. Liaising with External Agencies
7. Guidance for Form Tutors and Subject Teachers



Newsome High School Attendance and Punctuality Policy

SECTION 1: Attendance and Punctuality Key Objectives, Vision, Mission and Values

Schools develop a student's character, not just their ability to pass exams. At Newsome we will all follow the following vision, mission and values in order for our students to become successful and responsible citizens.

VISION	Everyone Exceptional, Every Day																			
MISSION	To enable everyone in our school community to achieve their very best.																			
VALUES	<table border="1"> <thead> <tr> <th colspan="4">At Newsome High School we all live by our values:</th> </tr> <tr> <th>Respect</th> <th>Integrity</th> <th>Teamwork</th> <th>Aspiration</th> </tr> </thead> <tbody> <tr> <td>Recognise, understand and celebrate differences.</td> <td>Truth & honesty in all we do in and out of the school.</td> <td>Work together effectively and efficiently.</td> <td>Be the best you can be.</td> </tr> <tr> <td> <ul style="list-style-type: none"> We treat others as we would like to be treated. We appreciate each other's individuality and needs. We sustain a tidy, well-kept and purposeful environment. <p>Tolerance and Mutual Respect are intrinsic British Values.</p> </td> <td> <ul style="list-style-type: none"> We have the morals and courage to do and say the right thing in a respectful way. We are fair, sincere and honest. We understand the rules and meet the expectations of our learning community. <p>Our Behaviour Rules and the high expectations we set reflect the standards and laws of our British society.</p> </td> <td> <ul style="list-style-type: none"> We value everyone's contribution to school life. We listen with empathy in order to understand. We collaborate, share, encourage and develop ideas to make us stronger. <p>By listening to the ideas of others in order to understand and live by a democratic process we are upholding the important British Value of Democracy.</p> </td> <td> <ul style="list-style-type: none"> We set, and strive to meet, our high expectations. We celebrate every step of our progress to our goals. We take pride in ourselves and what we do. <p>Liberty is a fundamental British Value, which we fulfil by exercising ours in a responsible and productive way.</p> </td> </tr> </tbody> </table>				At Newsome High School we all live by our values:				Respect	Integrity	Teamwork	Aspiration	Recognise, understand and celebrate differences.	Truth & honesty in all we do in and out of the school.	Work together effectively and efficiently.	Be the best you can be.	<ul style="list-style-type: none"> We treat others as we would like to be treated. We appreciate each other's individuality and needs. We sustain a tidy, well-kept and purposeful environment. <p>Tolerance and Mutual Respect are intrinsic British Values.</p>	<ul style="list-style-type: none"> We have the morals and courage to do and say the right thing in a respectful way. We are fair, sincere and honest. We understand the rules and meet the expectations of our learning community. <p>Our Behaviour Rules and the high expectations we set reflect the standards and laws of our British society.</p>	<ul style="list-style-type: none"> We value everyone's contribution to school life. We listen with empathy in order to understand. We collaborate, share, encourage and develop ideas to make us stronger. <p>By listening to the ideas of others in order to understand and live by a democratic process we are upholding the important British Value of Democracy.</p>	<ul style="list-style-type: none"> We set, and strive to meet, our high expectations. We celebrate every step of our progress to our goals. We take pride in ourselves and what we do. <p>Liberty is a fundamental British Value, which we fulfil by exercising ours in a responsible and productive way.</p>
At Newsome High School we all live by our values:																				
Respect	Integrity	Teamwork	Aspiration																	
Recognise, understand and celebrate differences.	Truth & honesty in all we do in and out of the school.	Work together effectively and efficiently.	Be the best you can be.																	
<ul style="list-style-type: none"> We treat others as we would like to be treated. We appreciate each other's individuality and needs. We sustain a tidy, well-kept and purposeful environment. <p>Tolerance and Mutual Respect are intrinsic British Values.</p>	<ul style="list-style-type: none"> We have the morals and courage to do and say the right thing in a respectful way. We are fair, sincere and honest. We understand the rules and meet the expectations of our learning community. <p>Our Behaviour Rules and the high expectations we set reflect the standards and laws of our British society.</p>	<ul style="list-style-type: none"> We value everyone's contribution to school life. We listen with empathy in order to understand. We collaborate, share, encourage and develop ideas to make us stronger. <p>By listening to the ideas of others in order to understand and live by a democratic process we are upholding the important British Value of Democracy.</p>	<ul style="list-style-type: none"> We set, and strive to meet, our high expectations. We celebrate every step of our progress to our goals. We take pride in ourselves and what we do. <p>Liberty is a fundamental British Value, which we fulfil by exercising ours in a responsible and productive way.</p>																	

SECTION 2: Attendance and Punctuality Expectations

We expect the following from all our students:

- That they attend Newsome High School regularly.
- That they will arrive on time and 'Be Ready' for the school day which starts at 8.40am.
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending Newsome High School.





Newsome High School Attendance and Punctuality Policy

We expect the following from parents:

- To ensure their children attend Newsome High School regularly and punctually.
- To ensure that no learning is lost through taking holidays in term time.
- To ensure that they contact Newsome High School before the close of the AM register whenever their child is unable to attend and each day of absence thereafter.
- To ensure that their children arrives at Newsome High School well prepared for the day and to check that they have done their homework.
- To contact Newsome High School (Key Stage Leader/Manager) in confidence whenever any problem occurs that affects the student's performance in relation to School.
-

Parents and students can expect the following from Newsome High School:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a student fails to attend Newsome High School without providing good reason, to ensure safeguarding of all students.
- Immediate and confidential action on any problem notified to us.
- We will reward attendance that meets or surpasses the current national average (95.2% 2018) including additional rewards for outstanding yearly and termly attendance (100%).

SECTION 3: Encouraging Good Attendance

Attendance is encouraged in the following ways:

- An "open door" policy where parents are encouraged to contact Newsome High School Pastoral Support Team with any concerns regarding attendance.
- Accurate completion of the registers at the beginning of each session and within fifteen minutes of the start of the session.
- Individual students rewarded by their form tutor or Pastoral Team for 100% attendance and punctuality on a weekly basis.
- Form groups rewarded for their cohorts attendance and punctuality
- Improvements in attendance shared between students, staff and parents.
- Prizes and rewards for above national average attendance throughout the academic year.
- Presentation of certificates to students achieving 100% attendance in an academic year, followed by a trip in the first term of the subsequent year.





Newsome High School Attendance and Punctuality Policy

Good Practice

At Newsome High School we endeavour to adopt the following elements of good practice as highlighted by research:

- A senior teacher being charged with specific responsibility for student attendance.
- A sensitive scheme for the immediate follow-up of absentees - e.g. either by texting, telephoning home or sending out letters to parents or guardians.
- Positive contact will be made with any student after absence – regardless of reason – as a form of support.
- Form tutors, subject teachers and the Pastoral Team to ensure that records of attendance are as accurate as possible and explanations for absence are produced when students return to the school.
- Key Stage Leaders and Managers monitoring the attendance records of tutor groups and specific students.
- Key Stage Leaders / Year Leaders having regular meetings with Pastoral Standards Manager and APSO service (Attendance and Pupil Support) where appropriate to ensure Newsome High School meets national expectations. Key gaps will be identified with interventions to close the gaps.
- Rewards introduced for individual students, classes and year groups with an excellent attendance record in the form of praise or prizes.
- Penalties being introduced for students who are persistently late.
- Absentees and truants being quietly welcomed back to Newsome High School upon their return and efforts made to reintegrate them socially and academically.
- First day of absence contact.
- Attendance mentoring.





Newsome High School Attendance and Punctuality Policy

SECTION 4: Responding to non-attendance

The following flow chart shows our response to non-attendance.

Attendance falls below 95%

Step 1- Form Tutors

- Parents / Carers made aware of attendance concerns. Telephone calls to be made by form tutors. All conversations must be recorded on the communication log within Sims.

Attendance shows no sign of improvement and remains below 95%

Step 2 - Keystage Managers

- Parents / Carers invited to a meeting at school with the Keystage Managers. Keystage Managers to investigate the reasons for absence and carry out the action points from the meeting. Meeting notes to be uploaded to linked documents in Sims.

Attendance continues to be a concern with no significant improvement.

Step 3 - Attendance Lead

- Parents / Carers requested to attend an Attendance Panel Meeting with Attendance Lead. Attendance contract to be drawn up and signed by parents.

Step 4 - LA Referral

- Attendance fails to significantly improve. Legal intervention considered.





Newsome High School Attendance and Punctuality Policy

SECTION 5: Organisation

In order for the attendance and Punctuality policy to be successful, every member of staff must make attendance a high priority and should convey to students the importance and value of education. In addition to these, there are specific responsibilities allocated to individual staff:

Headteacher

- To oversee and demonstrate ownership of the whole attendance policy.
- To oversee the reporting of progress on attendance to governors, students and parents where necessary.

Assistant Headteacher (PDBW)

- Strategic oversight of attendance at Newsome High School, including review of attendance policy and procedures.
- Quality assurance and oversight of regular attendance meetings, directing resources and communications as required.
- Maintenance of attendance as a high priority at Newsome High School.
- Reporting to Senior Leadership Team and Governors on all matters relating to attendance and punctuality.

Pastoral Standards Leader and Pastoral Standards Manager

- Liaison with all people involved in monitoring and tracking attendance, working proactively to support students and families before attendance falls below an unacceptable level (95%).
- To work with students and families with other members of staff to encourage and support good attendance. Assist with low-level attendance and punctuality concerns by discussion with targeted students identified.
- Carry out supported Home Visits and Welfare Checks. These are at the discretion of the school.
- To liaise as appropriate with other agencies, including Education Welfare / APSO services, ensuring that interventions have impact.
- To have an oversight of the workings of the Key Stage 3 and 4 Pastoral Teams, ensuring that communication, ways of working, analysis and use of data, records and signposting of issues are done correctly.
- To ensure that appropriate information is securely passed on to the relevant pastoral, safeguarding, SEND or other teams in school.
- To ensure that attendance data and information is scrutinised alongside behavioural and achievement information, acting on findings and reporting to the Assistant Headteacher.

Key Stage Leaders and Key Stage Managers

- Make contact with parents of students with attendance/truancy concerns to develop relationships and inform of interventions.
- Monitor and track students' attendance, be proactive with poor attendance and good attendance, specifically students who fall below 95%. Use and understand the attendance data available, providing key information and data on their Year Groups to the weekly Pastoral meeting.
- Use intervention strategies and attendance initiatives and keep subject staff and tutors informed e.g. of students on report and those likely to truant.





Newsome High School Attendance and Punctuality Policy

- Provide weekly attendance information to tutors. Encourage tutors to be proactive in monitoring tutor group attendance and to take an interest in individual students' pattern of attendance. E.g. encourage target setting, display of tutor group attendance figures on displays in tutor room and phone calls home from tutors regarding improvement.
- Maintain high profile of attendance in assemblies and by keeping it on the agenda at Pastoral meetings
- Encourage good punctuality and monitor 'lates' via lesson monitor, chasing missing marks and flagging up patterns of internal absence.
- The production of data for assemblies and organising rewards for attendance.
- To Liaise with Assistant Headteacher, SENCO, Pastoral Standards Leader, Pastoral Standards Manager and Inclusion Manager concerning return of long-term absentees.

Tutors

- To ensure accuracy of registers taken during tutor time
- Discuss the importance of good attendance with their tutor group and take an active interest in the attendance competition and rewards.
- Discuss with students in cases of poor attendance, truancy or patterns that cause concern and to communicate this with Key Stage Leaders and Managers.
- Enquire in cases of absence and missing marks and note these on the computer in SIMS.
- Include attendance and punctuality as part of the target setting discussions during reviews.
- Actively deal with poor punctuality in tutor time and discuss concerns with students and Key Stage Leaders and Managers.

Teaching / Supervision staff

- To take accurate registers according to guidance given, within the lesson time concerned.
- To ensure at ALL TIMES that no student is registered as present unless they are physically in the room when the register is taken.
- To flag up to pastoral staff where it is apparent that a student has been in previous session, yet has not turned up for the current one.
- To use the right click / 'flag comment' facility to pass on relevant information and track movements on SIMS.
- To ensure that students taken for individual or group intervention are registered properly, according to guidance, either by adding to an existing group register or by marking and commenting on the student's regular register for that period (flag comment with brief details of intervention and member of staff present).
- To flag up repeated absence to subject areas with both attendance / Pastoral team and the relevant Subject Leader.

Attendance Administrators

- Daily management of registers and all attendance data and reports.
- Liaison with Pastoral Standards Manager and Key Stage Leaders/Managers regarding weekly attendance data and other reports on request.
- Contact parents regarding absence of known poor attendees
- First day contact of students absent from school
- Liaison with Pastoral Standards Manager and Key Stage Leaders/Managers regarding messages received and individual parent and student contacts.
- Assist with attendance initiatives.
- Ensure accurate student on roll data.





Newsome High School Attendance and Punctuality Policy

Education Welfare and Attendance and Pupil Support

- The Education Welfare Service is described as the `attendance enforcement arm` of most local authorities (DfE1991) which complements the role of our School. Newsome High School has a service level agreement with the Attendance and Pupil Support Officer (APSO), which is frequently reviewed. The Local Authority APSO works closely with the school
- Deal with serious attendance concerns following the Schools interventions and on referral from Pastoral Standards Manager.
- Advise and inform on legal proceedings regarding attendance and on the Schools intervention strategy.
- Undertake statutory duties as the Public Prosecutor of the Local Authority, including preparing for legal action and acting according to the law.
- Staff CPD and training support on all attendance matters.

SECTION 6: Liaising with External Agencies

Research has shown that schools in partnership with the full range of support services have a greater impact on Newsome High Schools attendance than when they act alone or when the support services are uncoordinated or disjointed.

At Newsome High School we work closely with a full range of services and a multi-agency meeting is held each half-term.

- Behaviour Support Services and Inclusion Support Services
- Educational Psychologists
- Social Services
- Connexions
- Local Police
- Youth Offending Team and Youth Service
- Education Welfare Service

Where there are concerns with absence, liaison with the above services will be made at the schools discretion.

Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents us sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.





Newsome High School Attendance and Punctuality Policy

SECTION 7: Guidance for Form Tutors and Subject Teachers

The Importance of Registration

- An attendance register, using SIMS, must be kept for every lesson.
- Registers must be taken in the first fifteen minutes and sent. Missing registers will be monitored and records kept enabling the Pastoral Standards Manager to support colleagues.
- Tutors should mark a student as `/' if present, `N` if absent, no gaps should be left. If a student arrives late `L` should be entered and the minutes late noted (enter comment function). All other codes will be entered by the Pastoral Standards Manager.
- If a student is thought to be present in the School but not in their assigned lesson, where possible a comment should be entered in to the register to assist in locating that student. IF A STUDENT IS OUT OF NORMAL LESSONS IT IS THE RESPONSIBILITY OF THE MEMBER OF STAFF WHOM THEY ARE WORKING WITH TO ENSURE THEY ARE REGISTERED WITH THE CORRECT PRESENT CODE. The 'enter comment' function on SIMS can be used to explain.
- Accurate marking of registers, and appropriate maintenance of electronic and computerised systems, can have a significant impact on overall attendance and absence figures. It is therefore vital that all staff understand this and are competent in the use of the system
- In the event of a teacher's SIMS system not working, they should request a printed version of their class from the Administrative Office, mark it accurately and return it at the beginning of the lesson.
- Anyone taking students out of School for any supervised reason should provide the Pastoral Standards Manager (Mrs Robinson) with a list of their names before departure. Separate procedures should be followed for our out of hours activities or trips, and copies of registers / return times left. Please see the PASToral Standards Manager for more details (Mrs Robinson).

Categorising Absence

- **Only Newsome High School**, in the context of the law **can authorise absence**, a note or explanation from parents does not guarantee authorisation. If a form tutor receives a note or communication in the Planner and does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Pastoral Standards Leader and/or Assistant Headteacher (PDBW).
- In many cases an absence will be coded by Attendance Admin prior to tutors receiving a print-out, or by a comment on SIMS. Tutors should note any additional changes on the sheet and return this to the Administrative Office.
- Reasons for absence will be entered in the register by the appropriate code symbol by Administrative Support, the Pastoral Standards Manager, the Pastoral Standards Leader or The Assistant Headteacher (PDBW).
- Form tutors who experience difficulty in receiving a parental note should inform the Key Stage Leader or Key Stage Manager.

Authorised or Unauthorised Absence

Authorised absence is where Newsome High 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. All other absence must be





Newsome High School Attendance and Punctuality Policy

regarded as **unauthorised**, with the Assistant Headteacher (PDBW) making the final decision on behalf of the Headteacher.

The following may be reasons for authorising absences:

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

Family Holidays

Newsome High School does not authorise holidays in term time. The default mark will be Unauthorised and in some cases we will seek fixed penalty notices. In very exceptional circumstances, as set by the Government, the Headteacher may authorise certain absences. The right to authorise or refuse authorisation remains with the School.

Approved Educational Activities:

STUDENTS WHO ARE ABSENT BUT TAKING PART IN AN APPROVED EDUCATIONAL ACTIVITY SHOULD BE MARKED IN THE USUAL WAY BUT ARE COUNTED AS PRESENT FOR CALCULATING DATA FOR THE DfE ABSENCE RETURN. TO AVOID CONFUSION IN EMERGENCY SITUATIONS, STUDENTS WHO ARE OFF SITE SHOULD NOT BE MARKED AS PRESENT. THE FOLLOWING ACTIVITIES FALL WITHIN THIS CATEGORY:

- Field trips and educational visits, both in this country and overseas.
- Interviews with prospective employers and for a place at a higher or further educational establishment (Year 11 only).
- Link courses where students attend a FE college for part of the time.
- Students receiving approved education off site, e.g. those receiving specialist support or those in receipt of home tuition but remaining on the roll of the School.
- Work Experience (Key Stage 4 Only)

Absences will not be authorised under the following circumstances:

- Shopping trips and birthdays
- Holidays in term time (Leave of absence) where the permission of Newsome High School has not been given.
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation. The code will be U for Unauthorised absence (Late after close of register).
- Medical appointments that cannot be verified.
- No reason given.
- Where staff have cause to believe that the note is not genuine or not valid.
- Year 11 students who **`leave` before the official date.**

Unusual circumstances may arise that lead to a young person being absent from the School. It is for the Assistant Headteacher (PDBW) to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered. Further advice is available in DfE `Tackling it together`.





Newsome High School Attendance and Punctuality Policy

Lateness

- Newsome High School actively promotes good punctuality. Students who are persistently late or arrive late without reasonable explanation are challenged.
- Arriving after 9am without good cause will result in an automatic Pastoral detention after school on the same day as the lateness or the following day.
- Where a student arrives late, but during the period when the register is open, they will be marked as “late” by their Tutor.
- Where a student arrives after register closure without good reason, he/she should be marked with the letter ‘U’ by Attendance Admin.

Removal from Newsome High School’s Roll

There are strict guidelines on the circumstances under which a student may be removed from Newsome High School’s. These are detailed in Pupil Registration Regulations 2006. **Removal from roll under circumstances other than those detailed below is illegal.**

- Where the School has been notified that the student has been registered as a student at another educational establishment.
- Where a student has ceased to attend School and the parent(s) have satisfied the Local Authority that the student is receiving education otherwise than by attendance at Newsome High School (Elective Home Education).
- Where the School has been notified by a Medical Officer that the student is unlikely to be in a fit state to attend, before becoming legally exempt from the obligation to attend school.
- Where the student has been absent without reasonable cause for four academic weeks and the Headteacher at Newsome High School has failed, after reasonable enquiry and consultation with the Education Welfare Service to obtain information on the cause of the absence.
- Where the Headteacher has been notified that the student has died.
- The student has had twenty days continuous unauthorised absence and both the local authority and Newsome High School have tried, unsuccessfully to locate the student.
- Where a student has failed to return from an extended family holiday after both School and the local authority have tried to locate the student.
- Where the student has been permanently excluded and this decision has been confirmed by the Governing Body.

