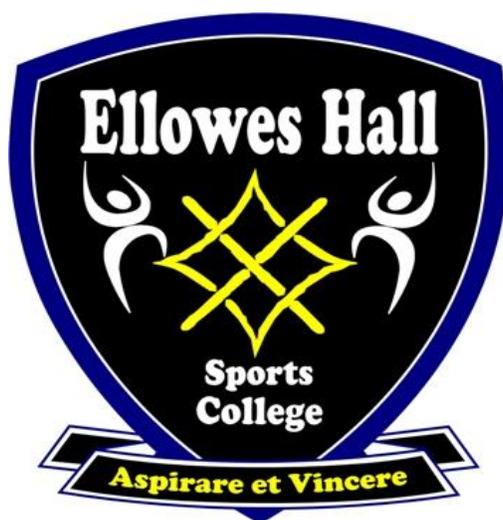


Ellowes Hall Sports College



ATTENDANCE POLICY

Approved by Governors 29/1/2014

To be reviewed by Governors

January 2017

January 2014

Ellowes Hall Sports College Attendance Policy

Philosophy

- Access to education is a right for all of our students and is one that Ellowes Hall Sports College will work vigorously towards ensuring that all of our students enjoy each and every day.
- Good attendance and punctuality are important in helping our students to achieve their potential and to fulfil their aspirations. Good attendance also plays an important role in our students' well-being.
- We believe that students are more likely to attend regularly if: the curriculum is lively, interesting and meets their needs; they feel they can achieve; they feel valued; have access to a wide range of extra-curricular activities; and they feel safe.
- We also believe that parents have a key role to play in encouraging their children to attend and to this end the school will inform and support our parents.

Responsibilities

Parents

- By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education and parents have a legal responsibility to make sure this happens. Once a child is registered at a school, the parent is legally responsible for making sure they attend regularly.

Dudley LA

- It is the responsibility of Dudley LA, through the services of the Education Investigation Service, to implement legal action to enforce school attendance where it is deemed necessary.

Ellowes Hall Sports College

- The school will fulfil its legal obligation to take an attendance register twice daily; firstly at the start of the morning session and secondly at the end of the afternoon session.
- The law requires the school to ensure that accurate registers are maintained and it is the Headteacher who has the final responsibility to ensure this happens.
- Ensuring and monitoring the day-to-day implementation of the school's Attendance Policy rests with the designated Assistant Headteacher (DAHT).
- The school's Student Services Officer (SSO) will administer the day-to-day implementation of the school's Attendance Policy. This will include advising staff on attendance issues, monitoring register completion, notifying parents of their child's absence, collating absence information and liaising with parents and with the Education Investigation Service (EIS).

A common responsibility

- Ultimately the responsibility for promoting good attendance rests with us all: staff, parents and students.

Procedures

Registration and lates

- Registration (referred to as “roll-call” on the school's information management system) takes place at 8.45am and 3.25pm on Mondays to Thursdays. On Fridays registration takes place at 8.45am and 11.50am
- Registers will be marked promptly at these times. Students arriving to registration after 8.50am and 3.30pm (11.55am on Fridays) will be marked late.
- Registers will be marked in accordance with the guidelines issued to members of staff.
- Students arriving after the registration period and before the registers close will need to go to the Heads of House office to register their late attendance.
- Morning registers close at 9.30am and afternoon registers close at 4.00pm. Students arriving after these times will be marked as a ‘late’ unauthorised absence, unless their reasons are deemed acceptable .
- A register should also be taken during each lesson. This helps us to identify post registration truancy and if we need to consider additional support for those students who have missed lessons.
- Where Staff are unable to complete electronic registers, a paper copy should be taken and sent to the Student Services Officer in the Heads of House Office.

Authorised and unauthorised absences

- It remains the final decision of the school alone whether or not to authorise an absence.
- A student's absence from school will remain unauthorised until a satisfactory explanation is provided by the parent or the school subsequently takes a position on the absence.
- Absence from school may be authorised if it is for one or more of the following reasons: sickness; unavoidable medical/dental appointments; days of religious observance; exceptional family circumstances.
- Government Legislation means that the Headteacher may not grant leave of absence during term time unless there are exceptional circumstances. The school will also reserve the right not to authorise any other absences it deems unacceptable.

Notification of absences

- The school will keep parents updated on their child's attendance: by text message (if possible) on a daily basis, and annually through the child's school reports. Additional reporting measures may be employed for those students whose attendance gives cause for concern and/or as a result of parental request.
- Parents will also be able to check their child's attendance by logging into the school's ‘Ello’ portal.
- The school expects parents to inform the school on the first day of their child's absence and to keep us informed of subsequent days of absence.
- Parents should provide a written explanation of their child's absence upon their return. Such a written explanation will not in itself authorise an absence.

Responding to absences

- We will adopt a hierarchical response to a student's overall absence for the academic year.
- A student whose absence level is between 90% and 95% will be addressed by his/her tutor. Interventions may include interview with the student, parental contact or referral to Head of House
- A student whose absence level is between 85% and 89% will be addressed by his/her Head of House. Interventions may include interview with the student, parental contact or referral to the DAHT.
- A student whose absence level is below 85% will be addressed by the DAHT. Interventions may include interview with the student, parental contact or referral to EIS.
- The DAHT may also refer students to the EIS should their level of absences meet the EIS's published referral criteria.
- In any attendance meeting with either students or parents, the school will set targets for improved attendance and any support necessary to achieve these targets.
- An absence arising as a result of truancy will normally be punished by a Senior Staff Detention by a member of the Senior Leadership Team (SLT) or a HoH.

Promoting good attendance

- Weekly reports on attendance issues will be made by the DAHT to the SLT.
- A weekly review of attendance issues will be undertaken at HoH meetings.
- A termly report on attendance will be made available to the school's Governing Body.
- Any information which impacts on the attendance of individuals and groups will be shared amongst all parties as appropriate.
- Good attendance will be rewarded, for example by individual 100% attendance awards, fortnightly tutor group awards, and an end of year house attendance award.

Collation, analysis and dissemination of attendance data

- The responsibility for this lies with the DAHT.
- Each week the DAHT will collect, collate and analyse attendance data for HoH. This data will identify the attendance percentage of individuals within each house, the week-on-week trends in the attendance of individuals and the attendance category each individual student falls into.
- Each week the DAHT will provide the SLT with: whole school attendance rates, numbers and proportions of persistent absentee students, rates of unauthorised absence.
- Each fortnight the DAHT will provide staff with tutor group, house, year and whole school attendance rates along with fortnightly trends.
- The DAHT will be responsible for collating and submitting persistent absence data to the EIS, as and when required.
- The DAHT will provide any other attendance data to those who the school determines have a vested interest whilst at the same time meeting any legal obligations.
- The implementation of the policy will be monitored by the DAHT.
- A review of the Attendance Policy will be undertaken by the school's governors in line with their policy on reviewing all of the school's policies.