

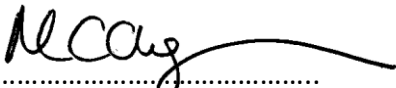


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|  | <b>ATTENDANCE POLICY AND PROCEDURES (Statutory)</b>        |                                 |  |
|   | <b>GB sub-committee: Personnel &amp; Student Wellbeing</b> |                                 |   |
|   | <b>Co-ordinator: Ms K Thomas</b>                           |                                 |   |
|   | <b>Last Reviewed: Autumn 2021</b>                          | <b>Next Review: Autumn 2023</b> |   |

Signed by.....  
  
 Margaret Chapman (Head Teacher)

Signed by.....  
  
 Claire Barnard (Chair of Governors)

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| <b>1.</b>  | <b>RATIONALE</b>   |
| <b>1.1</b> | St Albans Girls' School aims to encourage and assist all students in achieving excellent levels of attendance and punctuality. Excellent attendance and punctuality enables all students to maximise their learning and take full advantage of the educational opportunities available to them, as well as helping to ensure a safe and healthy lifestyle.   |
| <b>1.2</b> | <p>We expect the whole school community – governors, staff, parents/carers and students, to be committed to ensuring high standards of attendance and punctuality.</p> <p><b>Section 7 of Education Act 1996 states:</b></p> <p><b><i>It is the duty of parents to secure education of children of compulsory school age.</i></b></p> <p><b><i>The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—</i></b></p> <p><b><i>(a) to his age, ability and aptitude, and</i></b></p> <p><b><i>(b) to any special educational needs he may have, either by regular attendance at school or otherwise</i></b></p>   |
| <b>1.3</b> | <p>In November 2010, the Department for Education issued the following information to schools and local authorities about attendance targets from summer 2012.</p> <p><b><i>'Local authorities and schools should note they are no longer required to set targets for persistent absence and overall attendance respectively and the regulations will be amended accordingly. The Department however remains firmly of the view that unnecessary absence is unacceptable and must be prevented and tackled by schools.'</i></b></p> <p>St Albans Girls' School is committed to securing continuous improvement in attendance and punctuality. One of the means by which this is achieved is by setting challenging targets in relation to attendance, punctuality, authorised absence and unauthorised absence. We will continue to set such targets and measure the performance of the school community against them on a regular basis, implementing action where necessary to secure continued improvement.</p> |
| <b>1.4</b> | The responsibility for good attendance is shared between school, parents/carers and students. All these groups need to understand the expectations which the policy makes of them.   |
| <b>1.5</b> | St Albans Girls' School will:  |
|            | 1.5.1 provide a safe learning environment.   |

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|            | 1.5.2  | ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.  |
|            | 1.5.3  | encourage good attendance and will investigate all unexplained and unjustified absence.  |
|            | 1.5.4  | ensure that staff set a good example in matters of attendance and punctuality.   |
|            | 1.5.5  | follow up all instances of poor attendance and punctuality.  |
|            | 1.5.6  | keep parents/carers informed of their child's attendance/punctuality record.   |
|            | 1.5.7  | work closely with parents/carers should attendance or punctuality give cause for concern.  |
| <b>1.6</b> | The expectations for <b>parents/carers</b> are:  |  |
|            | 1.6.1  | Parents/carers are legally responsible for ensuring their child's regular and punctual attendance.   |
|            | 1.6.2  | Parents/carers should ensure their child is properly dressed, equipped and in a fit condition to learn.  |
|            | 1.6.3  | Parents/carers will inform school on the first day of absence, of the reason for their child's absence from school.  |
|            | 1.6.4  | Parents/carers will avoid arranging family holidays during term time.  |
|            | 1.6.5  | Parents/carers will maintain regular communication with school staff where necessary.  |
|            | 1.6.6  | Parents/carers will ensure that school is informed of any changes of contact details.  |
| <b>1.7</b> | Parents/carers will ensure that school is informed of any changes of contact details   |  |
|            | 1.7.1  | All students are expected to attend school and all of their lessons regularly and punctually.  |
|            | 1.7.2  | Students must remember to show/ give any note giving reasons for absence to the relevant person e.g. Form Tutor.   |
|            | 1.7.3  | Students are expected to be ready to learn.  |
|            | 1.7.4  | Students will not leave the school without permission.   |
|            | 1.7.5  | Students will sign in at Student Reception, if arriving after 8.35am. Student will sign out at Student Reception if leaving school during the day with permission.   |
| <b>2.</b>  | <b>AIMS</b>  |  |
| <b>2.1</b> | To ensure all students attend school/lessons regularly to enable them to progress personally, socially and cognitively.                          |  |
| <b>2.2</b> | To undertake the school's legal responsibility to ensure all students attend lessons/school regularly.   |  |
| <b>2.3</b> | To ensure that parents/carers and students are aware and understand the expectations of the school.  |  |
| <b>2.4</b> | To operate clear and effective procedures for monitoring and recording student attendance.   |  |
| <b>2.5</b> | To instigate supportive interventions in order to return a student to school/lessons.  |  |
| <b>2.6</b> | To maintain a high level of punctuality to school and lessons.   |  |
| <b>2.7</b> | To operate clear, efficient procedures for maintaining school and lesson registers and acting promptly when poor punctuality and absences occur. |  |
| <b>2.8</b> | To provide accurate and prompt information on attendance to LA, DfE, Governors, Parents/Carers, Employers, UCAS, OFSTED and ourselves.           |  |
| <b>2.9</b> | To operate a system of rewards for good attendance and punctuality.  |  |
| <b>3.</b>  | <b>PROCEDURES</b>  |  |
| <b>3.1</b> | Procedures   |  |
|            | 3.1.1  | School doors open at 7.45am. Students may enter the building at that time and can go to the Dining Room. The Learning Resource Centre opens at 8.15am when formal supervision begins each day. The library is staffed until 4.30pm every day (and students may work in there until that time). After 4.30pm any student who is being collected by parents must wait in reception. The school cannot accept responsibility for students after 5.00pm, unless they are taking part in a supervised sport, drama, music, dance or |

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|            |        | curriculum activity. There is a homework club with support from our Teaching Assistants which runs from 3.30pm to 4.30pm from Monday to Thursday.   |
|            | 3.1.2  | The School will send a letter annually, outlining procedures for attendance and action taken in the event that a student becomes a persistence absentee (below 90% attendance) (Appendix 16).   |
| <b>3.2</b> |        | <b>Registration</b>   |
|            | 3.2.1  | Registers are called at 8.35am and 2.20 pm. AM registers close at 9.35am.   |
|            | 3.2.2  | Registers are marked consistently by staff using SIMS. Students arriving after 8.35am and 2.20pm respectively, will be marked with an "L" coding on SIMS.   |
|            | 3.2.3  | Any student arriving after 9.35am without sufficient explanation, will be coded as an unauthorised absence for the whole session, using SIMS code "U".  |
|            | 3.2.4  | Registers should be taken in silence. Students should be called by name and respond in the prescribed formal manner 'here', 'present', 'yes miss/sir' etc.  |
|            | 3.2.5  | On assembly days, a paper register, provided by main reception, will be taken and then handed to the student receptionists.   |
|            | 3.2.6  | In the event that an AM session register is not taken, the Attendance Officer will inform the member of staff before 9.00am. The register will then be completed immediately by the member of staff, or in the event of a technical issue, by the Attendance Officer.             |
|            | 3.2.7  | All staff will take a register in each lesson, with lateness to lessons being recorded using the "L" code on SIMS. The comment function will be used to record the number of minutes late.  |
|            | 3.2.8  | In the event that a lesson register is not taken, the Attendance Officer will inform the member of staff on the day concerned. The register should then be retrospectively completed on receipt of this message.  |
| <b>3.3</b> |        | <b>Lateness</b>   |
|            | 3.3.1  | Any student arriving after 8.35am should report to Student Reception and sign the late book.  |
|            | 3.3.2  | A daily copy of the late list will be forwarded daily to the Directors of Learning by the Attendance Officer.   |
|            | 3.3.3  | Students who are late without sufficient explanation will be given a C2 and expected to attend a break-time detention on the same day with a Director of Learning.  |
|            | 3.3.4  | Students who are late to school and fail to attend this break-time detention will be given a C3 detention.  |
|            | 3.3.5  | Entries in the late book will be transferred to the computerised registration system  |
|            | 3.3.6  | Dispensation will be given to students who are late because of the school bus system.   |
|            | 3.3.7  | The Attendance Officer will cross reference their detention list with a SIMS lateness report, thus ensuring that all students who were late to school were recorded in the late books.  |
|            | 3.3.8  | Students who arrive late, but fail to sign in, will be given a C4 consequence.  |
|            | 3.3.9  | Students who are persistently late will be monitored closely. Intervention will be designed on a personalised basis by the Director of Learning.  |
|            | 3.3.10 | If lateness persists then Parents/Carers will be invited in for a meeting to discuss a plan for improvement.  |
| <b>3.4</b> |        | <b>Absences</b>   |
|            | 3.4.1  | Parents/carers must provide a reasonable explanation for absences from school. In the form of a telephone call.   |
|            | 3.4.2  | In the event that an absence is known in advance (i.e. medical appointment) the Parent/Carer should inform the school and the reason recorded on SIMS using the correct code. Students leaving school for an authorised reason during the school day must sign out via reception. |

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|            | 3.4.3   | Any other absence requests need to be put in writing to the Head Teacher using the specified Absence Request Form, which can be found on the school website or requested from the main reception.   |
|            | 3.4.4   | Authorisation for absence can only be granted in exceptional circumstances. The Head Teacher will decide whether to accept the reason given and to authorise the absence. It is the Head Teacher and not the parent who may authorise absence in exceptional circumstances.   |
|            | 3.4.5   | Absence from school may be authorised if it is for the following reasons, although this is not an exhaustive list: <ul style="list-style-type: none"> <li>• Sickness</li> <li>• Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)</li> <li>• Day of religious observance</li> <li>• Exceptional family circumstances such as bereavement</li> <li>• Music, Dance or Practical Driving Examinations</li> <li>• Older Sibling's Graduation</li> </ul> |
|            | 3.4.6   | A record of all explanations should be kept on the student file. These records will be kept for 6 years following a student's removal from the school roll.   |
| <b>3.5</b> | Following up absences and first day response. |   |
|            | 3.5.1   | St Albans Girls' School follows up all absences from school on the first day.   |
|            | 3.5.2   | If no reason has been provided for a student's absence by 9.00am on the first day of absence, a parent/carer of the student will be contacted by text.  |
|            | 3.5.3   | If no response to this text/call is received, the Director of Learning, will then follow up directly.   |
|            | 3.5.4   | In the event that any safeguarding concerns exist about students for whom contact has not been made, the Head of Key Stage and/or the DSP may be informed.  |
|            | 3.5.5   | If no reason or contact has been provided for a student's absence after 3 consecutive days, a Police Welfare Check will be initiated.   |
|            | 3.5.6   | If the school have knowledge that a student has been taken out of the country without seeking permission of the school, Letter 8 ( <b>Appendix 12</b> ) will be sent.   |
| <b>3.6</b> | Persistent absence                            |   |
|            | 3.6.1   | Students with patterns of frequent absence and/or unexplained absences will be monitored closely by their Director of Learning who will check attendance on SIMS daily and follow up any unauthorised absences.   |
|            | 3.6.2   | If a student's attendance falls below 93% then the following actions will be taken as outlined in Appendix 1.   |
|            | 3.6.3   | Students with attendance between 93% and 90% will be sent Letter 1 ( <b>Appendix 2</b> ).   |
|            | 3.6.4   | Where attendance falls below 90% Letter 2 will be sent ( <b>Appendix 3</b> ). Directors of Learning will ensure that Attendance Review Meetings with parents/carers take place and an action plan is agreed. This action plan may be designed to ensure compliance with attendance regulations, or may be designed to foster engagement in cases where significant issues have been identified. A record of the meeting will be sent to parents using Letter 3a, 3b or 3c. ( <b>Appendix 4, 5 &amp; 6</b> ).      |
|            | 3.6.5   | Any student who receives Letter 2 will have their attendance monitored closely every 4-6 weeks. In the event that improvement is not secured a meeting with the Head of Key Stage or other senior leader will be held. Parents will be informed of this meeting and the possible serious consequences using Letter 4a or 4b ( <b>Appendix 7 &amp; 8</b> ). Targets will be agreed in the meeting. A record of the meeting will be sent to parents using Letter 3a, 3b or 3c ( <b>Appendix 4, 5 or 6</b> ).        |
|            | 3.6.6   | If improvement is secured, the parents/carers will be informed using Letter 6 ( <b>Appendix 10</b> ) and informal monitoring will resume.   |

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|            | 3.6.7  | In the event that improvement is not secured letter 5 will be sent ( <b>Appendix 9</b> ) and a process will be initiated, which may lead to legal proceedings and a Penalty Notice being sought. This will involve Letter 7 ( <b>Appendix 11</b> ) being sent, following which an application for a Penalty Notice will be submitted by the school to the local authority ( <b>Appendix 13</b> ). |
|            | 3.6.8  | If St Albans Girls' school feels that a family is in need of more specialist support in relation to a student's continued pattern of poor attendance, a referral can be made to the County Attendance Team.   |
|            | 3.6.9  | St Albans Girls' School is committed to integrated working and may also seek to initiate further supportive measures, such as a Families First Assessment or support from St Albans Plus. Decisions of this nature will be made by the Key Stage Assistant Head Teachers, in consultation with the relevant Director of Learning, the Deputy Head Teacher and/or the DSL.                         |
|            | 3.6.10   | All the processes outlined above are at the discretion of the Deputy Head Teacher with responsibility for attendance and will be implemented according to the context of the individual student.  |
|            | 3.6.11   | Students returning to school after prolonged absence will be supported with their reintegration. This may involve a personalised curriculum.  |
| <b>3.7</b> | Term Time Holidays   |   |
|            | Schools are not permitted to authorise holidays during term time. Term time absence may only be granted in the most exceptional circumstances. Parents/Carers who take students out of school for holidays during term time may be issued with a fixed penalty notice.   |   |
| <b>3.8</b> | Truancy  |   |
|            | St Albans Girls' School works with parents/carers, students and staff to reduce truancy during the school day by:  |   |
|            | 3.8.1  | Taking a register each lesson using SIMS Lesson Monitor.  |
|            | 3.8.2  | Staff monitoring exit points.   |
|            | 3.8.3  | Searching places where truants are known to hide.   |
|            | 3.8.4  | Working proactively with other agencies, such as the police.  |
| <b>3.9</b> | Rewards  |   |
|            | <p>St Albans Girls' School works with students to recognise and celebrate high levels of attendance and excellent rates of punctuality. All students who achieve 100% attendance within a term will receive an achievement certificate in a celebration assembly and the parents/carers will be contacted.</p> <p>In addition to this, each year group will have age appropriate, bespoke systems to celebrate attendance and punctuality. Directors of Learning are responsible for these processes and will design reward systems appropriate to their year group. These might include:</p> <ul style="list-style-type: none"> <li>• Trips or events</li> <li>• Celebration in Assembly</li> <li>• House-points awarded systematically by Form Tutors</li> <li>• Prize draws</li> <li>• Form Parties</li> <li>• Celebration on the "Wall of Fame" board</li> </ul> <p>St Albans Girls' School recognises that some students may be unable to attend school regularly due to ongoing physical and mental health issues. With certified letter from a consultant, the school will work with health care professionals and parents to ensure appropriate provision is in place, and will not aim to upset them by highlighting poor attendance in school.</p> |   |

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| <b>4.</b> | <b>MONITORING</b>  |   |
|           | We ensure clear lines of communication with all stakeholders with regard to attendance. Information published and reviewed includes: |   |
|           | 4.1  | Individual attendance figures are shared with parents and carers through the school report.   |
|           | 4.2  | Annual letters to parents/carers remind them of the importance of excellent attendance.   |
|           | 4.3  | New parents/carers are informed about the school's policies and ethos on attendance and punctuality as part of the Year 6 into Year 7 transfer process. |
|           | 4.4  | Students and Form Tutors are informed fortnightly about attendance and can follow up any issues.  |
|           | 4.5  | Attendance is a regular item on the agenda of Governors meetings and SLT meetings   |
|           | 4.6  | The Deputy Head Teacher is responsible for ensuring that data collected by the DfE and census is accurate.  |
|           | 4.7  | Staff are updated about changes to the policy by the Deputy Head Teacher.   |
|           | 4.8  | Whole school figures are shared in a weekly report.   |
|           | 4.9  | Annual figures, including targets, are shared with staff and Governors, through the School Improvement Plan.  |