

LANCASTER GIRLS' GRAMMAR SCHOOL ATTENDANCE POLICY

1. PREFACE

Purpose of the Policy	The purpose of this policy is to ensure that: <ul style="list-style-type: none"> • LGGS complies with its statutory duties with regard to attendance and safeguarding • To encourage students to attend school regularly and to be punctual to lessons, so that they will be able to take full advantage of the educational opportunities available. • To ensure parents are aware of their responsibilities with regard to attendance and punctuality
Teachers responsible for Policy	Headteacher Assistant Headteacher KS4
Dated	May 2006 Revised 2009 Revised Sept 2013 June 2016 Nov 2016 September 2018
Related Material	The Education Act 1996 The Equality Act 2010 The Education (Pupil Registration) (England) Regulations 2006 (as amended) DfE (2018) 'School attendance' DfE (2016) 'Children Missing Education' DfE (2018) 'Keeping children safe in education'

2. AIMS

At Lancaster Girls' Grammar School we aim to provide a stimulating and supportive environment where individual needs and abilities are recognised and all are encouraged to develop to their full potential. Excellent attendance is crucial for pupils to reach their full potential and any problems that impede full attendance must be identified and addressed as speedily as possible. We aim for maximum attendance and punctuality for all our pupils, with absence and lateness only for unavoidable reasons.

1. Definitions

The school defines "absence" as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

The school defines an "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

The school defines an “unauthorised absence” as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.
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The school defines “persistent absenteeism (PA)” as:

Missing **10** percent or more of schooling across the year for any reason.

2. Roles and responsibilities

The **governing board** has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school’s **Complaints Procedures Policy**.
- Having regard to ‘Keeping children safe in education’ (2018) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a **Children Missing Education Policy** in place and that this is regularly reviewed and updated.

The **Headteacher** and **Assistant Headteacher** are responsible for:

- The day-to-day implementation and management of the attendance policy and procedures of the school and distributing these to parents.
- Acting as early as possible to address patterns of absence.
- Informing the LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - Have been permanently excluded.
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All staff, including teachers, support staff and volunteers will be responsible for:

- Following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

They must

- Take the attendance register at the start of each school day if they are a Designated members of staff (at LGGS this is usually the form tutor)
- Take a register at the start of every lesson during the school day

- Be aware of lateness and absences and notify Reception if truancy is suspected.
- Provide an ethos, which places a high value on regular attendance and good punctuality.
- Set a good example in matters relating to their own attendance and punctuality.

3. Individual staff have specific responsibility for attendance issues

The Assistant Headteacher KS4 works with the Coordinator of Student Well Being dealing with all attendance issues in Year 7 to 11. They also

- Review attendance and punctuality with SLT at half termly intervals against year group trends in order to identify any problems
- Produce report for governors on attendance
- Be aware which students are classed as persistent absentees and discuss appropriate steps to improve their attendance with SLT.
- Use attendance action plans or punctuality action plans where appropriate

The Coordinator of Student Well Being plays a key role in managing attendance.

They carry out the following key tasks which include

- Identification and intervention with pupils and families where attendance falls below target level, including home visits and other measures as required.
- Complete Common Assessment framework processes for pupils and families with the highest levels of difficulties
- Monitoring of attendance and production of attendance reports
- Support the member of SLT responsible for attendance to carry out work to improve attendance and punctuality
- Refer parents for enforcement notices where parents are failing to fulfil their legal obligations
- Liaise with external agencies to promote good attendance e.g. Early Intervention team, CAMHS
Pass details of children who are working to the local child Employment and Entertainment officer

Parents will be expected to take responsibility for the attendance of their children during term-time. This means they should promote good attendance and ensure their children attend school every day. They should

- Let the school know of reasons for absence on the first day of absence.
- Avoid making medical/dental appointments for their children during school hours whenever possible.
- Ensure that their children are not taken out of school during term time for holidays

Parents must

- Provide accurate and up-to-date contact details.

- Update the school if the details change.
- Provide the school with more than one emergency contact number.

Pupils are responsible for their own attendance and punctuality at school and any agreed activities throughout the school year. They should

- Attend all their lessons on time, ready to learn.
- Give their form tutor a note from their parents to explain any absence (as appropriate).
- Follow school procedures for signing in and out
- Ensure they make up work they have missed through absence
- Follow the procedure for late arrival to school as displayed in all form rooms.

Punctuality

Punctuality to school is vital. While understanding that lateness can sometimes be caused by circumstances outside of the pupil's control, for example a late bus, pupils and families need to take responsibility for ensuring that they are on time to school.

Two penalty points are given for an unacceptable reason for being late to school. If a student receives five penalty points in a half term, she will be placed in detention. The Coordinator of Student Well Being may carry out home visits where there have been frequent unauthorised lates. Lateness will be logged on SIMS. The register closes at 9.30 am for the morning session and 1.25 pm for the afternoon session

Absence procedures

Parents should inform school by 10.00 a.m. of their daughter's absence. Parents are expected to telephone the school before 10:00 a.m. if their daughter is absent that day. They can also email using attendance@lggs.lancs.sch.uk

We will on the first day of absence, contact the parents of any pupil whose absence gives cause for concern and we have not been notified. (For full procedure see flowchart)

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for 20 consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries

3.4 Signing in/Signing out

Letters/appointment cards asking for leave of absence for a medical appointment or similar should be presented to a member of the Senior Leadership team or Head of Key Stage 3 to be signed, at least one day in advance.

Any student leaving the building during school time should take her note to the Reception Area before she leaves. If she returns during school hours she should report back to the Reception Area where she should sign back in.

Heads of Key Stage

- Work with the Coordinator of Student Well Being dealing with attendance issues
- Review attendance and punctuality with SLT at half termly intervals against year group trends in order to identify any problems
- Be aware which students are classed as persistent absentees and discuss appropriate steps to improve their attendance with SLT.
- Use attendance action plans or punctuality action plans where appropriate

Coordinator of Student Well Being

Carry out the following key tasks which include

- Identification and intervention with pupils and families where attendance falls below target level, including home visits and other measures as required.
- Complete Common Assessment framework processes for pupils and families with the highest levels of difficulties
- Monitoring of attendance and production of attendance reports
- Support the member of SLT responsible for attendance to carry out work to improve attendance and punctuality
- Refer parents for enforcement notices where parents are failing to fulfil their legal obligations
- Liaise with external agencies to promote good attendance e.g. CAMHS
- Pass details of children who are working to the local child Employment and Entertainment officer
- Work closely with LCC Attendance officers when required.

SLT

- Set targets for attendance on an annual basis, in line with DfE requirements.
- Ensure the registration and off-roll procedures are conducted in accordance with statutory requirements.
- Ensure that attendance returns are submitted to the DfE as required, and regularly monitor the effective usage of the school's registration system.
- Implement and update the school's attendance policy, and ensure it is adopted and made known to all new staff.
- Designate a senior member of staff with oversight and responsibility for attendance, with clear lines of responsibility throughout the school.
- Discuss persistent absentees in a termly meeting/briefing session.
- Ensure that staff complete lesson and session registers and are accountable for accurate record keeping.

Governors

- Set attendance targets for students in Years 7 to 11 by 31 December for the academic year beginning the following September as required by law
- Have a named governor for attendance
- Ensure that the school has a current attendance policy and that it is shared with parents
- Discuss attendance rates and persistent absence rates
- Establish a governor panel for poor attendance, which meets with parents of children whose attendance and punctuality are a concern to the school
- Ensure that school registers are kept in accordance with the law.

5. Encouraging good attendance

Pastoral staff will use target setting with individual pupils to encourage high standards of attendance and punctuality. Penalty points will be issued for lateness in accordance with instructions from Heads of Key Stage.

We work closely with parents and use the strong home-school links already established whenever there is a concern about attendance or punctuality. Parents will be informed of their daughter's attendance rate in their annual written report.

When there are concerns about the absence or punctuality record of a pupil a letter is sent home. Further measures could include the involvement of the school's Coordinator of Student Well Being, an invitation to a meeting in school, and, in the last resort refer parents/guardians for penalty enforcement.

6. Holidays

There is growing concern about the amount of time lost by pupils due to family holidays in term time and the disruption it causes to their learning. Regular attendance at school is essential and vital to any pupil's progress. Our best attendees are usually our highest achievers.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. This means that no authorised absence will be granted for family holidays unless there are exceptional circumstance. If any parent chooses to take their daughter on a holiday during term time, they risk the repercussions of an unauthorised absence which can include the potential issuing of fines under a penalty notice.

7. Truancy/Missing pupils

Pupils are not permitted to leave the school premises during the school day unless they have specific permission.

The following procedures will be taken in the event of a pupil going missing during the school day:

- The member of staff who has noticed the missing pupil will inform Reception immediately using the yellow card system. SLT and pastoral staff will be alerted.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- Available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.

The following areas will be systematically searched:

- All empty classrooms
- All toilets
- Changing rooms
- The Library
- The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.

- The school will attempt to contact parents using the emergency contacts provided.
 - If the parents have had no contact from the pupil, and the list has been exhausted, then the police will be contacted.
 - The missing pupil's teacher will record the incident using cpoms, describing all circumstances leading up to the pupil going missing.
 - If the missing pupil has an allocated social worker, is a LAC, or has SEND, then the appropriate personnel will be informed.
 - When the pupil has been located, a designated member of staff will care for and talk to the pupil to ensure they are safe and well.
 - The headteacher will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the pupil has been located.

8. The Sixth Form

There is a separate attendance and absence procedure for sixth formers which should be adhered to at all times. Lesson by lesson registration is also in place for sixth form students and is monitored regularly by the Assistant Headteacher (Sixth Form) Attendance is recorded on student reports and may be referred to in UCAS references. Family holidays are not authorised for sixth formers.

9. Monitoring

The school sets an annual target attendance figure. Individual pupil's attendance against these targets will be monitored regularly via pastoral meetings. This target will be reviewed annually. SLT will review overall school attendance figures on a termly basis.

A review of attendance policy and procedures will take place yearly. Recommendations for amendments will be made to the Governors' Students, Parents and Community Committee.

Appendix A
Attendance Codes