

SCHOOL OPERATING POLICY



ATTENDANCE POLICY

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Good attendance is inextricably linked to good attainment and achievement. We are all accountable for the attendance of pupils and each member of the school community has a role to play. Poor attendance usually results in under-achievement and can contribute to poor behaviour, disaffection and social exclusion. Kelvin Hall School is committed to the continuous improvement of the attendance figures, beginning with a target of 94% this year.

Responsibility of the school:

- promote high standards of attendance for everyone
- be accountable re. attendance
- provide support and systems which enable students, staff ,parents/guardians to take responsibility

Responsibility of Form Tutors:

- promote good attendance by example, reminder and reward
- register students at the start of the a.m. session using Lesson Monitor
- refer student to AEs if no note/message is forthcoming re. reason for absence
- send notes re. absence to AEs in Rm 17
- refer students whose attendance/punctuality is a concern to the Support Co-ordinator
- counsel and mentor tutees with attendance problems
- monitor attendance reports (green) of tutees daily. Refer problems to Support Co-ordinators
- ensure that official holiday forms are completed by parents and sent to school office when completed

Responsibility of Support Co-ordinators:

- attend weekly attendance meeting with EWO and Year Leader
- notify form tutors of any concerns/action to be taken re. tutees
- ensure form tutors place relevant tutees on attendance report
- place students failing to respond to form tutor attendance reports on SC attendance report.
- monitor SC attendance reports daily
- refer students failing to respond to SC attendance report to Year Leader
- carry out spot attendance checks on targeted students
- co-ordinate attendance certificates for 100% attendance
- file copies of attendance certificates in Achievement Files and on the Achievement Log

Responsibility of Year Leaders:

- monitor the attendance of their designated year group and the work of Form Tutors and Support Co-ordinators
- work closely with Head of Upper/Lower School, Support Co-ordinator, EWO and Attendance Clerk re attendance issues
- counsel and mentor students referred
- place students failing to respond to Support Co-ordinator attendance reports on Year Leader attendance report
- Refer students failing to respond to Year Leader attendance reports to EWO and Head of Upper/Lower School
- hold meetings with parents/guardians of identified students to promote and improve attendance
- co-ordinate attendance rewards systems for designated year group

Responsibility of Heads of Faculty:

- ensure staff register attendance at lessons using Lesson Monitor registration software
- inform parents/guardians if attendance is impeding progress
- work closely with form tutors/student support team re attendance issues

Responsibility of Subject Teachers:

- take a register at the start of every lesson
- refer any anomalies in attendance to Support Co-ordinator e.g. child absent , but present previous lesson
- communicate issues with parents/guardians

Responsibility of SLT (Deputy Headteacher (Mr Khan) & Heads of Upper/Lower School):

- monitor, evaluate and review systems, procedures and the work of individuals
- liaise closely with Year Leaders and EWO to monitor and improve the whole school attendance
- analyse absence/lateness/truancy
- be accountable to the LEA

Responsibility of Governors:

- request feedback on policy and practice
- assess the success of the actions outlined in the SDP