



# Attendance Policy

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# *Attendance Policy*

Queenswood promotes a whole school culture that understands the benefits of good attendance, not only for students to get the most out of their school experience, but to provide support for all students with their growth and development. This policy is based on 'Working together to improve school attendance 2022' and the 'Summary table of responsibilities for school attendance 2022'. The senior leader responsible for the strategic approach is the Deputy Head Pastoral, Ceri Stokes [ceri.stokes@queenswood.org](mailto:ceri.stokes@queenswood.org).

## **Attendance Expectations**

Pupils are encouraged to attend school every day, unless they are too unwell to attend or have permission for an absence in advance, from the school. The Principal will grant leave in some circumstances, but this will be requested via email, with clarification of how long and the reason for the request.

## **Attendance Registers**

The Tutor completes registers accurately twice a day. Once, at the start of each morning and once, during the afternoon tutor period. Staff are also encouraged to complete a register at the start of each lesson or club. The tutor uses Present or Absent in ISAMS, if the student is present or not. If a pupil turns up late then they follow the late procedure (see appendix).

The General Office will review the registers and log any contact made from parents via My School Portal and/or Email (which should be sent on to the GO, if received by the tutor of HoY). They will change the code to the correct administrative code (see appendix attached for codes used) - If there has been no contact from a parent, the GO will follow the procedure in the 'Children Missing from Education Policy'.

The Data systems team monitors ISAMS once a week and highlights with the HoY any pupils' absence that has not been accounted for. Each HoY will then ask the relevant tutor to communicate with parents via email or phone call to ascertain why the pupil may have been away from school. Once the tutor has an explanation, they will proceed to log any necessary information onto CPOMs and update HOY, who will edit ISAMS with the correct code. When any amendments are made, the reason for the amendment will be recorded, along with the date and title of the person who has made the amendment.

If there is still no clarification within 5 days of the absence, then the HoY will inform the DHP as the named senior leader responsible, for the strategic approach to attendance. This will be assessed on a case by case basis, but could involve a referral to Social care or Police. Staff are trained in spotting vital warning signs for safeguarding concerns, including neglect, sexual abuse and child sexual and criminal exploitation.

Each HoY will monitor and identify any patterns using ISAMS and should the absence drop to 90% the Children Missing from Education process will be followed. Queenswood will support and work with the child, parents and the LA to develop strategies to support the student.

Students with medical conditions or SEND are encouraged to be in school as much as possible, with extra support and adjustments, if applicable. This could include an individual healthcare plan or an EHCP. The social worker of any of our pupils will be notified of any unexplained absences. This intervention will be implemented by the HoY, but monitored by DHP. Interventions that could be considered:

- Reasonable adjustment to uniform, transport, routines and access to support in school and lunchtime arrangements.
- Time-limited phased returns
- Work put online for student to do at home / hospital
- Part-time timetable ( If this is the case, the HOY will communicate timetable to the GO)

### **Leaving school early**

Should a pupil need to leave school early, their parents must seek permission from their Head of Year, via Email, ensuring that the General Office are copied in.

All pupils are required to sign out at the General Office, when leaving school early.

### **Retaining and amending registers**

The register is maintained by Admissions. Pupils are put on and removed off the school roll by the Executive PA to the Principal. Pupils will only be removed if for a reason set out by the Education regulations 2006. Registers are kept for a minimum of 3 years. Any amendments will be documented and explained, with the name and title of the person who made the amendments.

### **Data Analysis**

Data will be provided to the governing body, including any specific strategies implemented. This data will consider the year groups, pupils with special educational needs or disability, pupils with social workers and any pupils who could be considered vulnerable or have a Protected Characteristic.

### **School attendance support team.**

The School attendance team, meet once a term to discuss this policy and any trends or concerns. The team consists of:

Deputy Head Pastoral

PA to Deputy Head Pastoral

Data Officers and Systems Manager

## **Appendix 1**

### **Codes**

|   |   |
|---|---|
| # | Planned whole or partial school closure           |
| C | Leave granted by school                           |
| W | Work experience                                   |
| Y | Unable to attend due to exceptional circumstances |
| J | Interview   |
| P | Supervised Sporting activities                    |
| V | Educational trip                                  |
| D | Dual registration                                 |
| B | offsite educational activities                    |
| G | Holiday not granted by school                     |
| N | Reason not provided                               |
| O | Absent without authorisation                      |
| U | Late  |
| S | Study Leave                                       |
| T | Traveller absence                                 |
| M | Medical or dental                                 |
| R | Religious reasons                                 |
| H | Holiday granted by school                         |
| E | Excluded  |
| I | Illness   |

## Appendix 2

### Step by Step guide for staff - Student lateness

Morning Registration is at 8:20, and completed by 8:25

Afternoon Registration is at 14:20 and completed by 14:25

**Step 1** - If a student is 5 minutes late or more to your registration/lesson, you must register them on ISAMS as Late with the number of minutes/time of arrival.

If you do not physically see your student, you must record them as absent. Please do not take the word of another student/staff member that they have seen them. You can add a comment next to their name if you have an idea where they may be.

If the school are aware that the child is absent, this will be apparent ISAMS.

If you register during the day and a child is in school but not in your lesson, you will need to click NO next to their name and then the “Alert” button. This recording will then trigger our **Missing Pupils Policy**, in which the right channels will locate the whereabouts of the student and then register correctly, informing the right people.

If you have completed a register and then they turn up late without the help of the GO, let the GO know, so the Missing Pupil Policy can stop. Please then ensure you update ISAMS.

We will only send a pupil to the GO if they have not signed in at school at all that day, i.e. straight after they have been dropped off.

Setting up Teams on your phone or computer is key, as this is how the GO will communicate with you about any Missing pupils.

Please **DO NOT** issue sanctions for lateness on ISAMS, this will be completed centrally, to ensure consistency across the whole school.

**Step 2** - Once a student has received X3 late recordings in a term, they will be issued with a sanction for lateness. This sanction will come with an automated detention.

**Step 3** - DHP PA will review the report weekly, on a Wednesday, informing each HOY and Deputy Heads and will then issue the sanction/detentions on a weekly basis. The Detention issued, will be held on a Friday lunchtime.