

**THE HESSLE FEDERATION**  
**HESSLE HIGH SCHOOL**  
**ATTENDANCE POLICY AND PROCEDURES**

Effective Date: March 2009

Date of minuted approval by the governing body: 24 February 2009

Review Date: March 2011

### **Background**

For a number of years schools have published figures for overall absence and unauthorised absence. Local authorities were instructed in Summer 2008 that from this point overall absence and persistent absence would be published (AAT).

The persistent absence indicator was developed because student level data revealed that absence is highly concentrated among relatively few students who account for a large proportion of all absence nationally. 'Persistent absentee' students miss the equivalent of 20% or more of school over a typical school year.

The percentage absence (% PA) is the number of student enrolments with 20% or more absence expressed as a percentage of the total number of student enrolments. For the school year 2007 / 08 this has been done for the Autumn and Spring terms combined.

### **The Data for Hessle High School**

#### *Overall Absence*

2005 / 06 - 7.3%      2006 / 07 - 7.1%      2007 / 08 - 7.2%

PA % 2007 / 08 - 6.3%

#### *PA Thresholds - set by LA*

2008 / 09 - 7.0%      2009 / 10 - 6%      2010 / 11 - 5%

### **Aims**

We aim to achieve the highest possible attendance by our students. Good attendance is an essential prerequisite to achieving high standards and we will take every opportunity to promote the importance of attendance with students and parents.

### **Promoting Good Attendance**

Hessle High School seeks to take every opportunity to raise the profile and importance of good attendance with both students and parents.

Monthly attendance figures for tutor groups, year groups and the school are published for students and staff. Students with full attendance for each month are listed publicly and congratulated.

Students with full attendance and punctuality for a full term are rewarded with a certificate signed by the Headteacher.

## **Recording Attendance**

Student attendance is recorded electronically. Absence and attendance codes used are provided by DCSF (guidance for schools and local authorities, May 2008), see appendix (a).

In line with DCSF guidelines registers will close to students 30 minutes after the register was taken. As a result students registering after 9.15 am and 1.45 pm will be recorded as code U (an unauthorised absence).

In addition students will be registered electronically for each lesson by the class teacher.

## **Monitoring Attendance**

### *Day to day monitoring of attendance*

- Parents are regularly reminded by the school that it is preferable for the school to be informed by telephone if a student is legitimately absent from school. This is done by information on the school's website, newsletters, annual letter to parents during the Summer holiday and information given to parents when students start the school (home-school agreement).
- Attendance is checked twice daily by the school's Attendance Officer and contact is made with parents on the first day of absence. Problems arising from making parental contact are passed on to the Head / Assistant Head of Year who will decide on the appropriate action to take.
- **Whenever a student absence is recorded as unauthorised parents are sent a letter explaining that this has been done and providing the opportunity to discuss the absence further (appendix b). When a student has 10 unauthorised absences in a 13 week period the Attendance Officer will liaise with the EWO to initiate a penalty notice.**

### *Longer term monitoring of attendance*

- The Education Welfare officer spends two days each week working with the school and is informed of any concerns re student absence / welfare issues. In addition the EWO monitors students with an attendance of 80% or less on a weekly basis and works with the Attendance Officer and Pastoral Managers to resolve any issues that arise and put together attendance plans for students when needed.
- **At the end of the Autumn term students with an attendance of 85% or less and not already on an attendance plan are sent a letter and attendance certificate from school indicating a concern re poor attendance (appendix c).**
- **Students are closely monitored over the first half of the Spring term and if a significant improvement is not made the parents are invited to attend a school led panel run by an Assistant Headteacher and the school's Attendance Officer. During this meeting the reasons for absence are examined and support offered from the school to help improve attendance. If the student's attendance does not significantly improve over the next half term the matter will be passed to the EWO who will probably initiate a full attendance panel.**
- **The monitoring of the 85% or lower attendance students will continue at half termly intervals and follow the above procedures.**

## **Holidays During Term Time**

The school inform parents (home-school agreement) that parents should not normally take students on holiday during term time.

**On occasions when parents approach the school with a request for holiday absence the following will take place.**

- **The parent will be asked to visit the school to discuss the request and complete the holiday form (appendix d) with the Headteacher (or member of the school leadership team).**
- **Following the parental interview, except in exceptional circumstances, a parent shall not be granted more than 10 days leave of absence in any school year.**
- **If parents keep a student away for longer than was agreed, any extra time is unauthorised.**
- **If the school does not agree absence and the student goes on holiday the absence is unauthorised.**

### **Internal Truancy**

**All students are registered electronically in each lesson by means of lesson monitor. The Attendance Officer checks the register three times daily and if staff have given a student an N mark they are e-mailed to double check that the student(s) was not in fact present. In cases of suspected internal truancy the Attendance Officer will either investigate the circumstances further and/or contact the student's Head of Year.**

### **Maintaining High Standards of Punctuality**

Staff are given regular reminders re the accurate marking of registers in terms of students arriving late.

**If a student arrives late for morning registration they are instructed to report to a detention at morning break. The Attendance Officer prints off a list of late arrivers shortly before break and passes this on to a member of the Pastoral Team who runs the ten minute detention.**

**If students do not arrive for the break detention they are collected prior to the start of the lunch break for a longer period of detention. Failure to co-operate with this sanction will usually result in contacting parents and the isolation of the student for the remainder of the day.**

**If students receive one late mark in a week for the pm session they are detained by their Assistant Head of Year for a period of twenty minutes.**

**If more than one late mark is recorded the student is detained by their Head of Year for a longer period of time and contact with parents is made.**

**A half termly review of students who are regularly late may result in further action from the Head of Year.**

**The Attendance Officer will monitor late arrivals to lessons 1 to 4 and 6 on a daily basis and pass on concerns to the Head of year who will take appropriate action.**