



Montgomery High School

Attendance Policy

**Approved by Governors' Student Welfare Committee under the powers delegated
by the Governing Body** **15/1/14**

Review period: **Annual**

We believe that all students benefit from the education we provide and, therefore, from regular school attendance. In order to achieve this we will take appropriate action to ensure that all students achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

- All students have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.

It is recognised that:

- The majority of students want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Many students and parents/carers need and welcome support to meet their attendance obligations and responsibilities.
- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (section 7 1996 Education Act)

Expectations

Montgomery High School expects that all our students will:

- Attend school regularly, aiming for 100% attendance
- Arrive on time and be appropriately prepared for the day

- Carry out work provided by the school during authorised leave
- Carry out work provided by the school if excluded

Montgomery High School expects that parents/carers will:

- Monitor their child/children's attendance and encourage this to be as high as possible
- Endeavour to keep health appointments out of school hours when possible
- Inform the school of any reason or problem that may hinder their child from attending school
- Fulfil their legal responsibilities and ensure their child/ren attends school
- Contact the school whenever the child is unable to attend school and give the reason
- Seek permission from the school for any leave of absence, including holidays during school time. Absence due to holidays taken during school time will not be routinely authorised.

Parents/carers and children can expect the following from the school:

- Regular, efficient and accurate recording of attendance
- Information available electronically via the SIMS Learning Gateway
- Early contact when a student is absent without explanation
- Action on any attendance problem notified to the school
- Referral of specific attendance issues to the Pupil Welfare Officer (PWO)
- Encouragement to attend well in addition to praise and recognition for excellent attendance

The school encourages attendance by:

- Consistent, clear communication with parents/carers and students about the importance

of regular attendance

- Setting targets for improved attendance and sharing with Governors, parents/carers and students
- Accurate completion of registers at the start of each school session and in every lesson
- Monitoring the students work planner (Tutors and Progress Managers)
- Real time attendance monitoring
- Appropriate pastoral interventions
- Analysis of attendance data
- Linking attendance to performance and attainment

The school responds to non-attendance and lateness by:

- Contacting parents/carers on the first day of absence if no reason is received
- Where a pattern of non attendance is beginning to emerge the parent/carer is invited to visit the school to work with the school and appropriate agencies to help resolve any difficulties
- Where there is no response to school intervention with regards to non-attendance or lateness the school will refer to the Pupil Welfare Officer (PWO) and where necessary support legal proceedings
- Where students are missing from lessons – on call support is called to undertake an investigation into the whereabouts of missing students

Monitoring and Intervention Mechanisms

- Twice weekly return by tutors notifying irregular attendance in their tutor group
- Weekly reviews of attendance data by Progress Managers/Behaviour and Attendance Managers
- Comparisons of numbers of good attendance prizes from term to term
- Frequent spot checks in lesson times
- Regular reviews of late students, including involvement of parents/carers
- Truancy sweeps by Pupil Welfare Officer and police
- Attendance Panel interventions i.e. Pupil Welfare Officer /Police/Deputy Headteacher/parent /carer/child for difficult cases
- Weekly review of attendance data by the Headteacher

Education Welfare Service

- The Education Welfare Service provides investigative, supportive and enforcement service which should complement the role of the school
- The Pupil Welfare Officer will work closely with teachers, students and their families and other agencies with regards to school attendance, child protection and child employment
- The Pupil Welfare Officer will support the school in the following ways:
 - a) accepting appropriate referrals
 - b) make home visits and assessments of difficulties
 - c) liaison between home and school
 - d) working with the families, school staff and the child to resolve problems
 - e) where necessary, instigate legal proceedings on behalf of the Local Authority in the Magistrates or Family Court
 - f) offering professional advice, guidance and support about student attendance issues at attendance panels

Equality and Diversity Impact Assessment

Date: 3/12/13	Policy/Activity: Attendance Policy	Assessor: HT
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	Gender			
	Females/Males			
3	Sexual Orientation			
	Example: Gay, Lesbian			
4	Gender Reassignment			
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil Partnership			
	Marriage/Civil Partnership			
8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc			
9	Age			
	Age			