

# Attendance and Punctuality Policy

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| <b>Date of initial policy</b> | <b>January 2017</b> | <b>Date of next review</b> | <b>September 2018</b> |
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## **Principles**

This policy has been developed in line with the States of Jersey School Attendance Policy and provides a framework which underpins the role of Education settings and parents/guardians. It also upholds the principle that students attend school regularly, as stated in the Education (Jersey) Law 1999, article 12, para 1. It is the duty of the parents under Article 12 of the Education (Jersey) Law 1999 to:

*“ensure that the child receives a full-time education appropriate to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school at which the child is a pupil or otherwise, in accordance with Article 13 of the Education (Jersey) Law 1999.”*

Les Quennevais School recognises the strong link between attainment and attendance and the important role parents play in ensuring that it is as high as possible. A student’s progress is severely hampered if they do not regularly attend school.

To illustrate:

- 90% attendance is an average of one day out of school per fortnight over a school year.
- 90% attendance over 5 years at secondary school is half a school year missed.
- 80% attendance over 5 years at secondary school is the same as one whole school year missed.

## **Les Quennevais School attendance Definitions:**

98-100% Expected

95-97% Satisfactory

Below 95%, but above 90% A cause for concern

Below 90% A serious cause for concern.

It is clearly understood that there are exceptional circumstances when levels of attendance may fall below 98% or even 95% for reasons beyond the student and parents’ control. That said, these are very rare exceptions rather than the rule.

## **Responsibilities and distribution**

- **Parent/ Carers/ Guardians**

Parents/ Carers/ Guardians can support their child by ensuring that their child attends school every day. Any student absence will result in missed learning and impact negatively on progress. Leave of absence requests during term time will be automatically refused. If a student is unable to attend school for whatever reason, the parents/carers/guardians must **notify the school attendance office on 499174 or email [attendance@lqs.sch.je](mailto:attendance@lqs.sch.je)** on the first day of absence and to keep the school updated on subsequent days.

- **The School**

It is the responsibility of the Headteacher to ensure that all staff tasked with recording students' attendance are made fully aware of the legal requirement placed upon them in regard to these procedures. Staff should work proactively to support this and maximise student attendance and punctuality.

### **Registration**

Schools are required under The Education (Pupil Registration) Act to take an attendance register twice a day; at the start of the morning session and during the afternoon session. The register may be requested in a court of law as evidence in a prosecution for non-attendance. It may also contribute information to students' end-of-term reports, record of achievement and leavers' references. An accurate and consistent registration system is crucial if poor attendance and punctuality within a school are to be tracked. It is vital that students are aware that registration is a significant part of the school day and a legal requirement.

Students must be marked by teaching staff as: **Present (/) Absent (N)**

### **Form Tutor**

- Register accurately all students every morning in their form groups on SIMMS
- Use / or N to register each student
- Form Tutors should use a form time each month to review attendance and punctuality
- Work with students in their form to maintain 100% attendance and 100% punctuality
- If for any reason SIMS is not working then the Tutor is responsible for completing a yellow absence slip which must be returned to the School office

### **Subject Teacher**

- Use SIMS to register students in every lesson and monitor patterns of non-attendance of their lesson
- Afternoon registers must be **completed by 12.40pm (KS3) and 13.20pm (KS4)**
- Follow procedures in place to report any student who is missing and has been present at an earlier part of the school day
- Advise the Form Tutor in the 1<sup>st</sup> instance of attendance or punctuality concerns regarding students in their lessons
- If a member of staff is taking children out of lessons a list of these students must be given to the Attendance officer

### **Heads of Year**

- Ensure that one form time each month is used to review attendance and punctuality
- Contact home for any student with attendance less than 95% but above 90%
- Implement Individual Attendance and Punctuality Plans (IAPP) when progress with Form Time monitoring level has not been successful
- Implement IAPP when attendance and/or falls below 90%
- Monitor the Form Tutor's use of IAPP and support where necessary
- Monitor the attendance and punctuality of their whole year group and individual form groups including specific groups of students (Looked after children LAC/ SEN/ EAL)
- Work in collaboration with the School Based Education Welfare Officer (SBEWO) in addressing persistent low attendance and punctuality issues and making appropriate referrals to the SBGEWO through RFIs (Referral for Involvement Forms).

### **School-based Education Welfare Officer (SBEWO)**

- Ensure that year teams take accurate registers that are on time, within the first ten minutes of the bell
- To ensure roll call on SIMS is complete and make first day contact regarding unexplained absence
- To monitor roll call and registers to ensure good practice
- To promote good attendance and punctuality to students through the assembly programme
- Support students and parents / carers / guardians with attendance difficulties, resolving any problems together in partnership
- Monitor and evaluate impact of IAPP's offering support to Heads of Year in monitoring and addressing attendance and punctuality in their year groups whilst ensuring continuity of approach
- Implement SBEWO involvement when attendance falls below 85%
- Involve the Senior Education Welfare Officer for the Island should attendance not improve
- Prepare and use legal proceedings against parents if required, including Governors Attendance and Punctuality Panel, Parish Hall or prosecution in the Court.

**Please note any notifications regarding absence that are sent via email should be sent to the LQS Attendance address.**

## School-day timings

### AM registration

- 8.00am School opens
- 8.35am Students go to Form classes for registration
- 8.40am Register is open  
Students will receive a late mark in the Register if they appear after this time

### PM registration

#### Key Stage 3 lessons

- 12.20pm Lesson starts
- 12.25pm Close of register, students receive a late mark if they arrive after this time

#### Key Stage 4 lessons

- 13.10 Lesson starts
- 13.15 Close of register, students receive a late mark if they arrive after this time

## Registration Procedures (Roll call)

- Staff to consistently take accurate registers using agreed codes e.g. N
- Students will be marked late (L) if students are not in Registration 8.45am or 5 minutes into Period 4 (pm roll call before 12.50pm)
- Students will receive an unauthorised absence mark thirty minutes after the first bell in the morning (after 9.05am).

## Failure to take register will result in the following procedures

- Staff are sent an email on the first occasion to remind them about taking a register
- Staff will have a face to face conversation about the importance of taking a register with the EWO
- Staff will receive a letter from the School Education Welfare Officer
- Staff will receive a letter from the Designated Safeguarding Lead
- Staff will receive a letter from the Head Teacher to initiate a conversation to ascertain if the first stage of the disciplinary procedure (informal warning is to be implemented)

## **ALL STUDENTS ARRIVING INTO SCHOOL AFTER REGISTRATION OR LEAVING THE SCHOOL FOR APPOINTMENT MUST SIGN IN/OUT IN THE SCHOOL OFFICE**

## Unauthorised absences

Unauthorised absences are those which the School Based Education Welfare Officer or Headteacher at school do not consider reasonable or for which no "absence of leave" has been granted.

A parent/carer or guardian cannot authorise any absence e.g.: keeping a child off school without good reason.

## Leave of Absence during term time

Les Quennevais School does not support leave during term time; however in exceptional circumstances the Headteacher will have the discretionary power to grant leave in accordance with the Education Department policy.

## Medical/Dental appointments

Parents are advised to make routine and dental appointments outside school time wherever possible. Where such appointments in school time are unavoidable, the SBEWO should be informed by submitting a copy of the appointment letter or card (in advance if possible). A "present" mark can still be awarded if the student attends for part of a session.

## Punctuality

Les Quennevais School actively discourages late arrivals due to the disruption this causes not only to the individual but also to the remainder of the class. As a result we have adopted a consistent approach to lateness.

- Students who arrive before 8.40 will receive a present mark
- Students arriving between 8.40 – 9.00 will receive a late mark
- Students arriving after 9.00 will receive a U (which will be counted as an unauthorised absence).

Persistent Lateness will initially be addressed by the form tutor / Head of Year calling home. Regular lateness will be referred to the Head of Year who will write home. Failure to achieve a positive outcome will initiate a Punctuality Plan followed by a referral to our School Based Education Welfare Officer. This could result in the referral to the **Attendance Panel**.

Les Quennevais School considers the following to be classed as **persistent lateness**:

- More than one late in a week
- Consistent late arrival for one day per week over three weeks

Les Quennevais School celebrates good punctuality and attendance through rewards and credits to recognise continued high attendance 96% or over or students that have significantly improved their attendance over a specific time period. We recognise the impact of excellent punctuality and attendance on learning. We refer to both attendance and punctuality in annual reports to parents and in references for 14+ / 16+ transfers.

Les Quennevais School addresses poor punctuality in the following ways:

- Two week punctuality plan put in place and monitored by the Head of Year.
- Detentions with Heads of Year , Deputy Head or Head of Guidance to make up the school time that has been missed.
- If no improvement a further two week punctuality plan is put in place and monitored by the Head of Year.
- If there is still no improvement then the Head of Year will refer to the SBEWO.
- Persistent poor punctuality will then be referred to the Department Based Education Welfare Officer. This could result in a referral to the Island Attendance Panel.

### Summary

1. **Les Quennevais School has a legal duty to promote good attendance and punctuality. Equally, parents/carers/guardians have a duty to make sure that their child/children attend regularly and on time.**
2. **Students are expected to be punctual arriving to school and lessons and maintain a minimum attendance record for the academic year of 96% or above.**
3. **Requests for leave of absence during term time for holidays will be automatically declined. All other requests for leave of absence are at the discretion of the Head teacher. Consideration will be given for those with a good attendance record and are deemed to be exceptional circumstances, as per the Education Department Policy.**
4. **School staff are committed to working closely with parents to ensure that high levels of attendance and excellent punctuality is achieved by all students.**

### Help for Parents/Guardians

It is very important that parents speak with the relevant Head of Year or School educational welfare officer at the earliest opportunity if they have any worries at all about ensuring the regular and punctual attendance of their child. However, whilst we will provide support and guidance, it is ultimately the parents' legal responsibility to ensure his regular attendance.

1. School attendance is subject to various Education laws and this policy is written to reflect these laws and the guidance produced by the Education Department
2. Annually the school will examine its attendance figures and set attendance/absence targets.
3. The school will review its systems for improving attendance at regular intervals.
4. This policy contains the procedures that the school will use to meet its attendance targets.

September 2017

I have read and received the school's Attendance and Punctuality Policy

Staff name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_