

ALVA ACADEMY

Policy and Procedures on Attendance and Punctuality

Rationale

Alva Academy is committed to working with parents, carers, children and other stakeholders to ensure that, wherever possible, all children enrolled at this school receive an education that maximises the opportunity for every pupil to achieve his/her potential. Staff will work with pupils and families to ensure that each pupil attends regularly and punctually.

The school is also required to keep an attendance register of every pupil. It is this information that constitutes the certificate of attendance presented in court proceedings. It also provides the evidence for the Children's Reporter

Purpose of the policy

1. To maximise overall attendance and punctuality in school.
2. To make attendance and punctuality a priority for all pupils, parents/carers, teachers and support staff.
3. To define respective roles and responsibilities to ensure consistency in dealing with issues of attendance and absence.
4. To ensure the accurate recording of attendance and absence in accordance with SEED guidance

Principles

Legal Framework

Please refer to Clackmannanshire Council Policy and Guidelines on School Attendance and Absence.

Holidays during term time

All family holidays during term time will be recorded as unauthorised unless there are exceptional circumstances (see Council Policy) which must be agreed by Senior Management or the Attendance and Welfare Officer. It should be noted that where there is an unauthorised holiday there is no requirement for the school to provide class work or homework for the duration of the absence.

Reasons for Absence

Parents should notify the school in advance, in writing, of any planned absence. They should also notify the school of their child's absence on the first day of absence using the designated absence line and, where possible, the parent should indicate how long the absence is expected to be. All calls to the Absence Line are logged and information passed to the office to amend the records.

Referral and Other Sanctions

Failure to attend school regularly is a ground for referral to the Schools' Attendance Committee and/ or the Children's Reporter. (Please see Council Policy).

Management Arrangements

There is a designated member of Senior Management Team with special responsibility for Attendance.

Any concerns regarding attendance/absence should be referred to the pupil's Principal Teacher Pupil Support (PTPS) in the first instance.

An Attendance and Welfare Officer is employed by Clackmannanshire Council to work with the Alva Academy cluster schools. All referrals to the Attendance and Welfare Officer will normally be via the PTPS. Further details on the role of the Attendance and Welfare Officer can be found in the Clackmannanshire Council Policy on School Attendance and Absence.

Procedures

See appendices attached.

Resources

The Management Information System used is called SEEMIS and this is linked to Group Call. The school also has a dedicated absence phone line (01259 769903).

The Attendance and Welfare Officer (AWO) works with the school and families to maximise pupil attendance.

Social Work Services - The attendance of pupils who are "Looked After" or "Looked After and Accommodated" must be monitored closely and their Social Worker notified immediately if there are attendance concerns.

Social Work must also be notified immediately of the absence of any pupil who is on the Child Protection Register. This will be done by the office staff.

Other Agencies - For details of other agencies, e.g. Children's Reporter Service, please see Council Policy on School Attendance and Absence.

Monitoring, Evaluating and Reporting

Faculty PTs monitor attendance procedures in their faculty.

Principal Teachers Pupils Support will monitor pupil attendance and latecoming for their house group.

Senior Management will monitor the implementation of the policy on an annual basis in consultation with the AWO and the policy will be reviewed formally every four years.

The AWO will report at least annually to Senior Management Team highlighting progress and any areas of concern.

Appendices

Appendix 1 - Form Time registration

- 1.1 Morning Registration will be taken after second bell.
On mornings when assemblies have been arranged pupils will register in their Form Class first. After the register has been taken the pupils will go directly to the hall.
- 1.2 Teachers should only use the SEEMIS code 'TBC' when pupils are absent. (If the office has entered an absence code for a pupil the class teacher should not change this to TBC).
- 1.3 When pupils return after absence with a note it should be placed in the insert bag and sent to the medical room at the end of registration. The note is then passed to the office to be logged on SEEMIS. The note will then be returned to the Form Teacher. The Form Teacher only needs to keep one note to compare the signature.
- 1.4 First day back after absence - If the reason for absence is already recorded on SEEMIS there is no requirement for the form teacher to ask the pupil for a note. If the pupil does not bring a note explaining the absence and a reason has not already been logged on SEEMIS, the Form Teacher will issue a pre prepared absence form (AB1) for the parent to sign and state the reason for absence.

If, after three days, form AB1 or a note has not been returned, the Form Teacher should send form AB2 to the office so that standard letter AB3 can be sent out (this letter reminds parents that a reason for the absence has still not been received). Principal Teachers Pupils Support will inform the office staff of any parent who should not receive one of these letters.

Each Friday, Form Teachers should compile a list of pupils with outstanding notes and use this list to ensure that unexplained absences are resolved the following week.

- 1.5 Form Teachers should use the code 'LAT' for pupils who are late to Form Class. PT's Pupil Support will monitor latecoming and will issue the appropriate standard letter (L1) for pupils who are regularly late to Form Class.
If the latecoming persists the Attendance Officer will make a home visit.
If the latecoming still persists the AWO will alert the Year Head who will then invite the parents to come to school to discuss the problem.

Appendix 2 – Latecoming after registration

- 2.1 If a pupil arrives after registration (Form Class) he/she should report to the office and sign in late providing a reason for his/her latecoming. Pupils should normally bring a note explaining their latecoming. The office staff will send this information to PT's Pupil Support on a daily basis.
- 2.2 The pupil will then be registered as usual period by period.

Appendix 3 - Period registration

- 3.1 Teachers must take the register during each period, preferably towards the end of each period. This will facilitate a prompt start to the lesson.
- 3.2 If the SEEMIS system is down, teachers should keep a note of absentees and enter these when the system comes back up.
- 3.3 PTs Pupil Support will monitor class registration to identify regular patterns of latecoming to class and take appropriate action.

Appendix 4 – Medical and other appointments

- 4.1 A parent may provide a note **in advance** of the appointment day. The Form Teacher should send the note to the office in the insert bag. The office staff will log the forthcoming absence in SEEMIS using the appropriate code.
- 4.2 When a pupil brings a note requesting permission to be out of school **on the day of an appointment**, he/she should **show** the note to the **class teacher** during the period when they have to leave school.
The pupil will **take** the note to reception where he/she will be issued with an official "Authorised Absence Pass" to take with them when they leave the school. The receptionist will then take the note to the office so that SEEMIS can be updated.
- 4.3 Holidays and absences for family and personal reasons - as per 4.1 above
- 4.4 Form Teachers and class teachers must only record absences with 'TBC'. The office staff will enter the appropriate code for pupils who have appointments.

Appendix 5 - Pupils absent from school with permission eg: school trips, exclusion, work experience and CSSSS/College etc.

- 5.1 Staff who are organising trips must submit pupil lists in advance to the office. Pupil registers can then be coded accordingly. The member of staff must inform office staff of any pupil who is absent from the trip to ensure that the SEEMIS entry is amended before the trip leaves school grounds. If the trip leaves the school grounds outwith office hours the office must be informed of the absence at the earliest opportunity. The absence line may be used for this purpose (**01259 769903**).
- 5.2 Appropriate codes will be inserted in advance by the office staff.

Appendix 6 - Procedures for dealing with phone calls etc.

- 6.1 A member of the support staff will log the calls and pass the information to the main office where the office staff will update SEEMIS.
- 6.2 Parents will be asked to phone the absence line by 9.30am to inform the school of their son/daughter's absence .
- 6.3 Groupcall:- When the system is in place parents of all absent pupils will receive a message if they have not already contacted the school.

Appendix 7 – Absence codes

Absence codes are entered as per SEED Circular 5/03”.

SEEMIS CODES

This is a breakdown of short codes which will appear on Individual Attendance Reports.

-	Present	~	In school but not in class
A	Other Authorised Absence	B	Sickness with educational provision
C	Closed (e.g. election)	D	Self Certified
E	Authorised Parental Holiday	F	Medically Certified
G	Parental Holiday	H	Holiday
I	In-Service	J	Late
K	Late (arrives after break)	M	Missing
N	Other unauthorised absence	O	Other attendance out of school.
P	Medical or Dental Appt.	Q	Exceptional domestic circumstances (authorised)
R	Exceptional domestic circ.	T	To be confirmed
S	Study leave	V	School Visit/ Field Trip
U	Truancy	X	Exclusion
W	Work Experience	#	No admission date
Z	Extended leave with parental consent		