



Alderman Peel High School

Attendance Policy

Written by	Mr A Ogle (Principal)
Ratified by APHS Local Advisory Board on	July 2021
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Introduction

Alderman Peel High School is committed to providing a broad and enriching education to all students. Staff will endeavour to provide an environment where all students feel valued and welcome.

For a student to reach their full educational achievement a high level of school attendance is essential. The school will consistently work towards a goal of at least 96 % attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Policy

APHS is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all. We endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents and carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is striving to achieve its set goals.

The school will use opportunities as they arise to remind parents and carers that it is their responsibility to ensure that their children receive a full education. This policy will contain within it the procedures that the school will use to strive to meet its attendance targets.

School Procedures

AM/PM Registration

Morning registration takes place at 8.30 am in tutor groups and students are registered every lesson. The tutor period and period 4 lesson registers are used for legal purposes, reporting am, pm and overall attendance.

Punctuality

Pupils are always required to be punctual to lessons Pupils often learn good habits most effectively by example, so staff should attend registration and lessons promptly. Registers should be taken at the beginning of the registration period or lesson as a matter of priority. Students arriving after 8.30am are late. Students arriving after 10am will be marked absent.

Lesson Registration

All pupils should be registered electronically by their Tutor or teacher over the course of the day, using / or \ or N. Where a code has already have been prefilled staff must not overwrite that code. If a pupil appears to be in school but is inexplicably not in a lesson, report this immediately to the main office.

Record keeping

Any child who is absent must have their absence recorded as being authorised, unauthorised or as an approved educational activity (i.e. attendance out of school). Authorised absence is where the school has either given approval in advance for a pupil to be out of school or has accepted an explanation offered afterwards as satisfactory justification for not notifying the absence in advance (eg illness). Parents may not authorise any absence. Only the Principal or a member of staff acting on the Principals behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school at 8.30 am. Students arriving after 8.30am are late. Students arriving after 10am will be marked absent for the am session and absence will be recorded as unauthorised unless there is an acceptable explanation i.e. school transport was delayed. Pupils who are late to school (after 8.30 am) without an authorised reason will be

supported to improve their punctuality and face the consequences of unacceptable lateness in line with our Behaviour and Emotional Regulation Policy. In most cases this will be an after school detention for double the amount of time they were late, unless there are safeguarding considerations, when a pastoral detention can be substituted. Parents will be informed by telephone.

First Day Absence

Parents are expected to notify the school on a child's first day of absence. This can be done over the phone (01328 710476) or by email: office@aldermanpeel.norfolk.sch.uk (but should be done before 8.30 am). Upon notification of a child's absence, the school's Attendance Lead will amend the register electronically.

Where this does not happen, reception staff will make telephone contact with home, parents or carers as soon as possible to clarify the reason for absence. For any student who is classed as 'Looked After' or is deemed 'at risk' or is an attendance issue, contact will be made as a priority on the first day of absence and the attendance lead will be made aware on day 1. The school will use all emergency contacts previously provided by parents in order to find out where a child is.

First day calling will continue every day that a child has unexplained absence.

Second Day absence

If a student (with no previous safeguarding concerns) is still absent and reception have not been able to establish a reason for absence has been established the case will be passed to the attendance lead as a potential safeguarding concern.

Home visits

At any point if there is concern for a child's safety the attendance lead is informed and police may be contacted and / or school will undertake a home visit with a minimum of two staff. The school office must be informed if this is taking place and include the address that is being visited.

Alternative Provision

The school has no students in full time alternative provision. Where appropriate and sanctioned by the Principal, students will attend other educational settings on a part time or full time basis. This will only take place after the appropriate safeguarding checks have been satisfactorily completed and recorded.

Approved absence from school

The school is sensitive to the requests of parents to remove their children from school in exceptional circumstances and religious reasons e.g. to celebrate religious festivals. Parents should contact the school in such circumstances to give advance notice using the "Request for Absence Form". Equally, the school aims to respond sensitively to requests to attend funerals. or associate events.

Long-term illness and medical needs

APHS is committed to the education of children and young people who are unable to attend school because of medical needs. All such pupils should continue to have access to as much education as their medical condition allows maintaining as much momentum of their education as possible. With this in mind, we will assess each child's needs on an individual basis and work in collaboration with the medical practitioners and other agencies to identify and provide appropriate educational support. The Principal will approve (or not) any long term absence or blended learning approach with the SENDCo and Pastoral Manager.

Frequent Absence

Absence can seriously disrupt the continuity of learning and encourage disaffection. As a school we look for emerging patterns of both unauthorised and authorised absence by individual pupils or groups of pupils as part of our safeguarding arrangements. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents or carers and pupil. If this is unsuccessful we may refer to the School Nurse, the GP or other relevant health worker or agency if the problem appears to be a medical one.

In other cases, the school will follow the flow chart (Appendix 1 to support improving attendance)

Attendance Awards and Rewards

The school will reward students for consistently high or rapidly improving attendance in many ways including, but not exclusively:

- Achievement points
- Weekly tutor group competition
- Improved / improving attendance postcards posted home
- Termly 100% Attendance Well done postcard posted home
- Anyone 96% and over termly draw for a prize
- Rewards Trips annually every autumn term

Attendance consequences

Students who do not meet attendance expectations may not be allowed to attend non-essential visits or trips including sports fixtures and other events within school time. There will be NO refund.

Attendance Targets

- Attendance and PA (Persistent absence are reported to the Principal half termly.
- The Principal and Attendance lead will meet to discuss PA and any other aspects of attendance regularly as required.
- Attendance is reported to the LAB (Local Advisory Board) at least termly.

Appendix 1

Attendance Flowchart (April 21)

