

Glossopdale School Attendance & Punctuality Procedures

SLT with responsibility: Mary Skillings - Assistant Headteacher – Behaviour, Attendance & Welfare

Principles

- The DfE directive around school attendance from **September 1st 2020** is that school attendance is **compulsory**. Parents and carers have a **legal responsibility** to ensure that their child attends school
- It is essential for **all** students to attend school from September 2020 to minimise the longer-term impact of the COVID-19 pandemic on their educational outcomes, wellbeing and wider development
- Missing more time from the classroom will result in students falling further behind. There is a strong correlation between good school attendance and high rates of academic progress/outcomes at secondary school
- Glossopdale School's pastoral staff team will ensure that **all** students, parents and carers are supported in ensuring that a full return to education takes place for all of our students from September 2020

Procedures, Roles & Responsibilities

- **Absence - Parent / Carer responsibilities – parents/carers must ring the Glossopdale School Absence line on the first morning of their child's absence** (school phone number, select 'report a student absence'). This is for any absence – COVID-19 related or otherwise. The reason for the child's absence must be clearly explained
- **Parents and carers must** ensure that school has current contact details (supplying updated mobile numbers, email addresses, additional contact numbers etc.) and it is essential that the parent/carer remains contactable at all times
- It is a **legal requirement** to register students twice per day. Morning registration will be at **8:45am for Y7, 9, 11 and Post 16**. Morning registration will be at the start of **period 1 9:10 for Y8 & 10**. Afternoon registration will be Period 4. Lesson monitor will be used by all subject teachers P1-5
- All staff taking a register must complete at the **start of tutor period / lesson** (no later than 10 minutes in) and **update/amend as appropriate** as soon as possible e.g. student(s) arriving late (change N to L and red flag a comment). Alert Attendance Officer and Student Services via email if a student is missing. Student Services will make the On Call staff member aware
- All students arriving **late Y7-11 must sign in at Main Reception**. All students signing in late without valid reason (supported by a phone call or letter from their parent/carer e.g. medical appointment) will be entered for a **same-day detention**. It is the student's responsibility to acknowledge this and attend without a reminder from staff
- During COVID-19 operation of full school opening, students will not be able to sign back in after appointments

Member of Staff	Roles and Responsibilities
Attendance Officer	<p>Daily</p> <ul style="list-style-type: none"> • Listen to student absence line 8:00am • Record all codes (N, O, C, M, I etc.) and absence line messages on SIMs by adding a brief red flag note • Record all messages and conversations on Provision Map (brief details of conversation/message and expected duration of absence) and inform Year Managers of any further follow-up needed • Check InVentry system for students signing in late. Transfer marks across. Issue Tutor non-negotiable same-day detention if no valid reason is given • Send in-touch texts to all absent students Y7-11 (where parents/carers have failed to ring the student absence line) • Work collaboratively with YMs – frequent communication • Contribute to the Attendance Tracking Spreadsheet by inserting actions as appropriate • Make phone calls for the Year Manager ‘On Call’ for the day to all absentees within their year group (plus any other calls as required e.g. check cover list – YM absent, YM out at meetings – they will inform) ring PP, SEND, LAC, BAME, PA 2019-20 then the rest) record all details on Provision Map • Coordinate knock-ons/ home visits proactively (joint with YM/FSW where possible) or alone – refer to lone working policy • Schedule meetings proactively with students who are not attending and / or who are frequently arriving late without valid reason – coordinate meetings collaboratively with Year Managers • Return COVID-19 information to the DfE and DCC as required <p>Weekly</p> <ul style="list-style-type: none"> • Meet with MSK for ½ hour. Run through tasks for the week • Meet with each Year Manager for ½ hour individually (schedule regular meeting time) to run through issues and actions – focus on PP, SEND, LAC, BAME and PA. Keep a record of each meeting - minutes (date, time, issues, actions with time-frame) • Drive whole-school attendance with particular emphasis on focus groups (all aiming for 100%, only 97% and above is good) • Coordinate rewards / incentives with Year Managers (weekly, half-termly, annually) • Contribute to the Students’ weekly bulletin • Contribute to the Parents’/Carers’ weekly bulletin • Create and keep Attendance Calendar updated e.g. to reflect when rewards and attendance panels by year group take place • Process applications passed on by MSK for term- time leave of absence and subsequent fines • Friday afternoon – send in-touch to students in Y7-11 with below 97% attendance • Friday afternoon – run attendance totals for the week (by focus group) and forward to DMC/EOG for Monday briefing • Friday afternoon – run a missing register report for the week (forward to FTLS and SLT) • Friday afternoon – supply Year Managers with attendance by Tutor Group to add into their THRIVE assembly section • Return COVID-19 information to the DfE and DCC as required

	<p>Half-termly</p> <ul style="list-style-type: none"> • Coordinate lists of students for letters home and meet with YMs to check through e.g. PA below 90%, below 96% • Create letters and certificates for praise e.g. 100% attendance Term 1. Meet with YMs to check through • Plan and coordinate all rewards / incentives relating to attendance • Insert codes for students off-site e.g. at NSPP Bs Monday, Tuesday • Co-ordinate and Chair Attendance Panels with YMs, Family Support, EHT/SWs, Parents & Carers (schedule dates, book rooms, send out paperwork) take minutes of meetings • Attendance Panels – store information e.g. minutes, agreed targets and scanned signed document (Provision Map) and issue follow-up meetings & letters in a timely manner in order to action pre-legal letters and subsequent fines • Produce a detailed report – analysis of attendance and punctuality Y7-11 for SLT/Governors • Contribute to the school Newsletter • Attend functions e.g. Parents’ Evenings, Parent Information Evenings (PIEs) to emphasise the importance of attendance and meet with parents and students where there are concerns
Year Manager	<p>Daily</p> <ul style="list-style-type: none"> • Ensure that the Attendance Officer is aware of any planned absence e.g. your meetings or illness/R1s so that they can do follow up absence phone-calls for your year group • Make phone calls to all absentees within the year group by 11:30am (ring PP, SEND, LAC, BAME then the rest) record all details on Provision Map • Inform Attendance Officer if calls still need to be done e.g. if called away to deal with a SG concern / attend Strat meeting • Meet with students (proactive approach) where there are issues – irregular /low patterns of attendance, poor punctuality – prioritise focus groups as detailed above. Record brief actions/meeting held on Provision Map • Meet with parents/carers – proactive approach so that issues of low / irregular attendance and/or punctuality can be resolved • Work collaboratively with the Attendance Officer to conduct knock-ons and home-visits where possible • Complete attendance tracking spreadsheet with actions <p>Weekly</p> <ul style="list-style-type: none"> • Schedule and attend a regular meeting (after 11:30am) ½ hour per week with Attendance Officer to run through issues and actions • Work with the Attendance Officer to coordinate rewards / incentives (weekly, half-termly, annually) • Present the Attendance Tracking Spreadsheet at the Year Cluster Meeting • Create Attendance slides and certificates for the YM THRIVE section of the Year Group assembly • Attend all Attendance Panels as appropriate and complete all necessary paperwork <p>Half-termly</p> <ul style="list-style-type: none"> • Meet with AO to go through lists of students for letters home e.g. PA below 90%, below 96%

11-8-20 MSK

	<ul style="list-style-type: none"> • Meet with AO to form list of letters and certificates for praise e.g. 100% attendance Term 1 • Coordinate all rewards / incentives relating to attendance for the Year Group under direction from AO • Check and insert codes for students off-site e.g. at NSPP Bs Monday, Tuesday • Use instructions from AO to support the setting-up of Attendance Panels (meet AO to schedule dates, check room is booked, check paperwork) attend Attendance Panels • Attendance Panels – return information to AO and support AO in issuing follow-up meetings & letters in a timely manner in order to action pre-legal letters and subsequent fines • Check AOs report – analysis of attendance and punctuality Y7-11 for SLT/Governors, insert future actions as directed • Contribute to the school Newsletter • Attend functions e.g. Parents’ Evenings, Parent Information Evenings (PIEs) to emphasise the importance of attendance and meet with parents and students where there are concerns
MSK, SHO	<ul style="list-style-type: none"> • MSK meet ½ hour per week with Attendance Officer (keep a record of issues and actions) • SHO email Tutors Monday am with Attendance Spreadsheet and instructions (statistics to update planners – previous week and cumulative) • Hold a meeting one hour per week – update on statistics, strategies, rewards / incentives, operational procedures, problems arising (MSK, SHO, Attendance Officer, Year Managers, Family Support) LJM minute taker • Use askEddi as a school improvement platform – train AO initially and YMs • Use catch-up funding strategically to support low or irregular attendance – PP • MSK use ½ termly data from AO to create impact reports with future actions to present at SLT and Governors meetings