



ATTENDANCE POLICY

Reviewed: January 2017

Next review date: January 2020

Attendance Policy

Introduction

LeAF Studio recognises that good attendance is essential for all students to achieve their full potential and is committed to raising levels of attendance through the Pastoral System.

LeAF Studio will encourage a positive attitude to learning and actively promote good attendance for all students.

LeAF Studio will record, monitor and follow up attendance issues through the School Team (Principal (P), Assistant Vice Principals (AVP), Pastoral Lead (PL)) and Designated Safeguard Officer (DSL).

LeAF Studio recognises that students are required by law to attend school regularly and that LeAF Studio is obliged to differentiate between authorised and unauthorised absence.

Expectations

Students

Students are expected to attend two registration sessions daily:

AM Registration	during Period 1
PM Registration	during Period 5

Students not present at these times will be marked as absent. Students are registered by staff in all lessons. School Team will follow up truancy from lessons.

Later arrivals during period 1 must go to reception where they will be signed in. Students arriving or leaving LeAF Studio from 8.40am onwards should sign out with reception.

Parents

Parents are expected to:

- Ensure that their child attends and is punctual
- Inform LeAF Studio on every day of absence
- Provide an explanation to LeAF Studio for their child's absence by 'phone or letter
- Not take holidays during term time

Teachers

Teachers should:

- Record attendance accurately in lesson and at registration online
- Promptly pass on concerns about absence and punctuality to the School Team within the first 10 minutes

Pastoral Lead

The Pastoral Lead should:

- Promote a positive attitude to punctuality and attendance throughout LeAF Studio issuing rewards and sanctions as appropriate
- Monitor attendance, making contact with parents/carers as appropriate
- Liaise through regular meetings with the Designated Safeguard Lead (DSL) over outstanding absences and intervention strategies

The Pastoral Lead is responsible for ensuring:

- First day calling for all absent students in Years 9 – 14 is completed by the Attendance Administrator
- Following up outstanding absences and contacting parents / carers as appropriate

Designated Safeguard Lead (DSL)

The DSL will become involved with attendance in the case of persistent unauthorised absences where Pastoral Lead efforts to effect an improvement have been unsuccessful. Support at this level will include:

- Child Protection guidance
- Home visits
- Referral to the School nurse and other agencies
- Action plan meetings
- Legal letters
- Prosecution

Attendance Administrator

The Attendance Administrator is responsible for:

- Attendance administration
- Maintaining and updating attendance records
- Producing absence lists for monitoring attendance

Students attending off site centres

Staff at the offsite centres will contact parents / carers as appropriate
Complete registers accurately and return to the attendance administrator

Procedure for Monitoring Attendance – Pre 16

Unexplained Absence

Action	Timing
Absence list generated by Attendance Administrator – Text sent immediately, truancy call takes place if no response within two hours. Follow up further with same procedure each day if required. E-portal note added & relevant staff informed	First day of absence
Attendance Administrator follows up unexplained absences – letter sent to parent/carer by Attendance Administrator	1 week after absence
Attendance Administrator follows up outstanding unexplained absences by referring to Pastoral Lead to contact parent/carer.	2 weeks after absence

Procedure for Monitoring Attendance – Post 16

Unexplained Absence from lesson

Action	Timing
Absence list generated by Attendance Administrator – Text sent immediately if not signed onto site Student mobile called if signed onto site E-portal note added & relevant staff informed	First day of absence
Attendance Administrator follows up unexplained absences – letter sent to parent/carer by Attendance Administrator	1 week after absence

Attendance Administrator follows up outstanding unexplained absences by referring to Pastoral Lead to contact parent/carer.	2 weeks after absence
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Poor Attendance Records

- Pastoral Lead to meet weekly with PL to discuss unexplained absences and possible action:
 - No immediate action necessary but will monitor attendance and review with DSL
 - Pastoral Lead to speak to student / parent informally
 - Pastoral Lead to contact parent – Letter 1
 - If there is no improvement in attendance; meeting requested – Letter 2. Parenting Contract to be completed.
 - PL referrals must be made on the official referral form and be made through or by Pastoral Lead.
 - If there is no improvement PL sends Penalty Notice warning letter (PNW)
 - If there is still no improvement PNW referral made to LA for penalty notice.

First Day Calling Procedure

- Daily absence list generated by Attendance Administrator from 9.30am
- Unexplained absences checked for known reasons e.g.
 - Students attending offsite centre
 - Students on Professional Leave
 - Students on Work Placement
- Attendance Administrator to complete Truancy Call
- Remaining unexplained absences contacted by Truancy call
- Where parent indicates that student left home to attend federation, pastoral lead to check if student is in federation and contact parent to confirm presence / absence

Truancy – Pastoral Lead

Subject staff email names of any students absent from their lesson who had been marked present for the previous lesson to reception.

Truancy students are identified through:

- Formal truancy check completed each half term; spot check of classes on one day
- Monitoring lesson by lesson registers
- One random truancy check each term
- First day calling
- Concerns raised by teachers
- Fortnightly DSL meeting

Action – contact made with home; teachers and leadership informed; student placed on attendance report and given study support session.

Truancy –Teaching staff

Truancy students are identified through:

- SIMs online registration used to identify students present earlier in the day
- Contact reception to see if student has signed out or other reason for absence

Action – if a student truants, teacher to contact home and arrange a study support session. If persistent, Assistant Vice Principal is to arrange parental meeting and liaise with Pastoral Lead.

Holidays

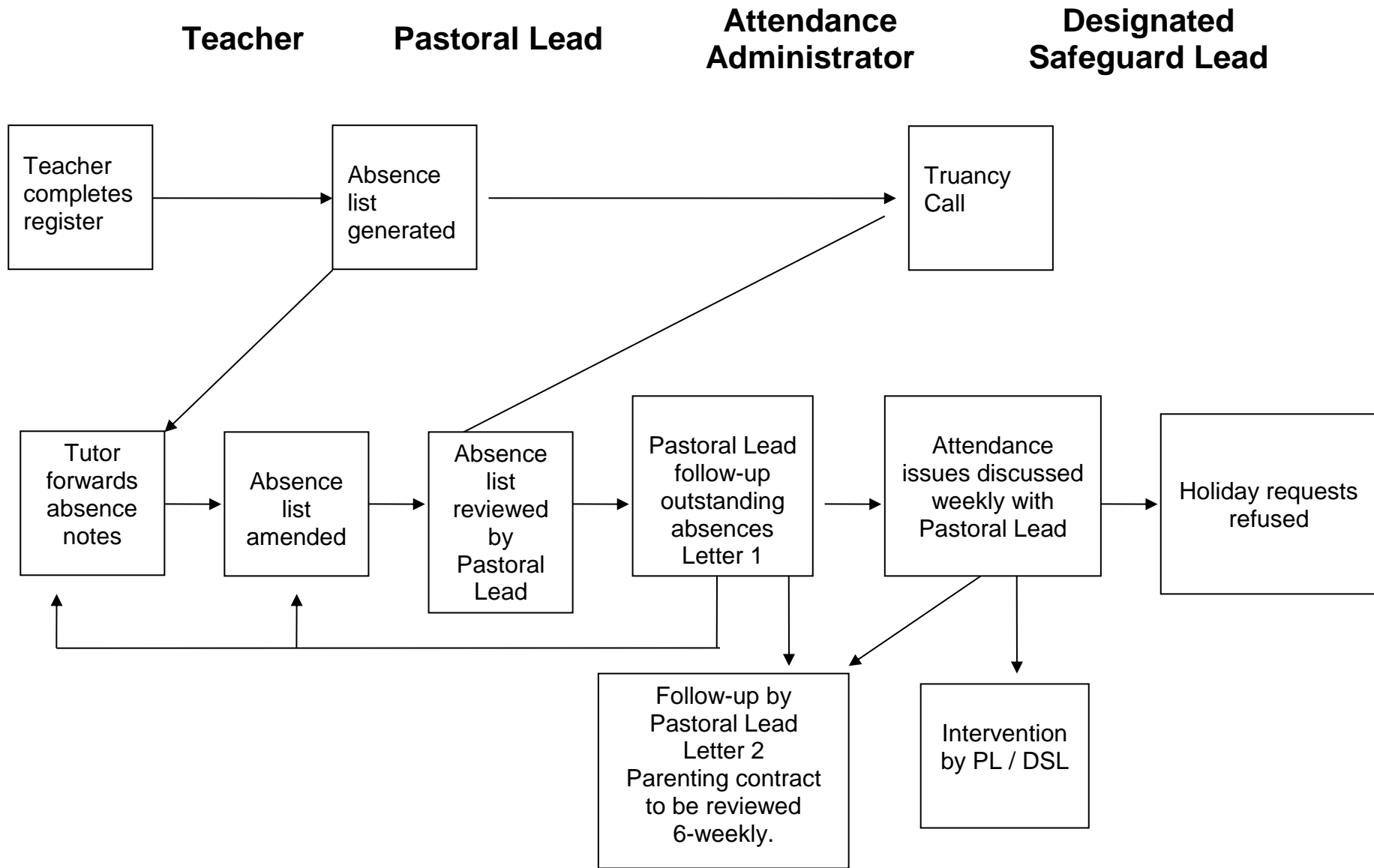
Parents do not have the right to take their child on holiday during term time.

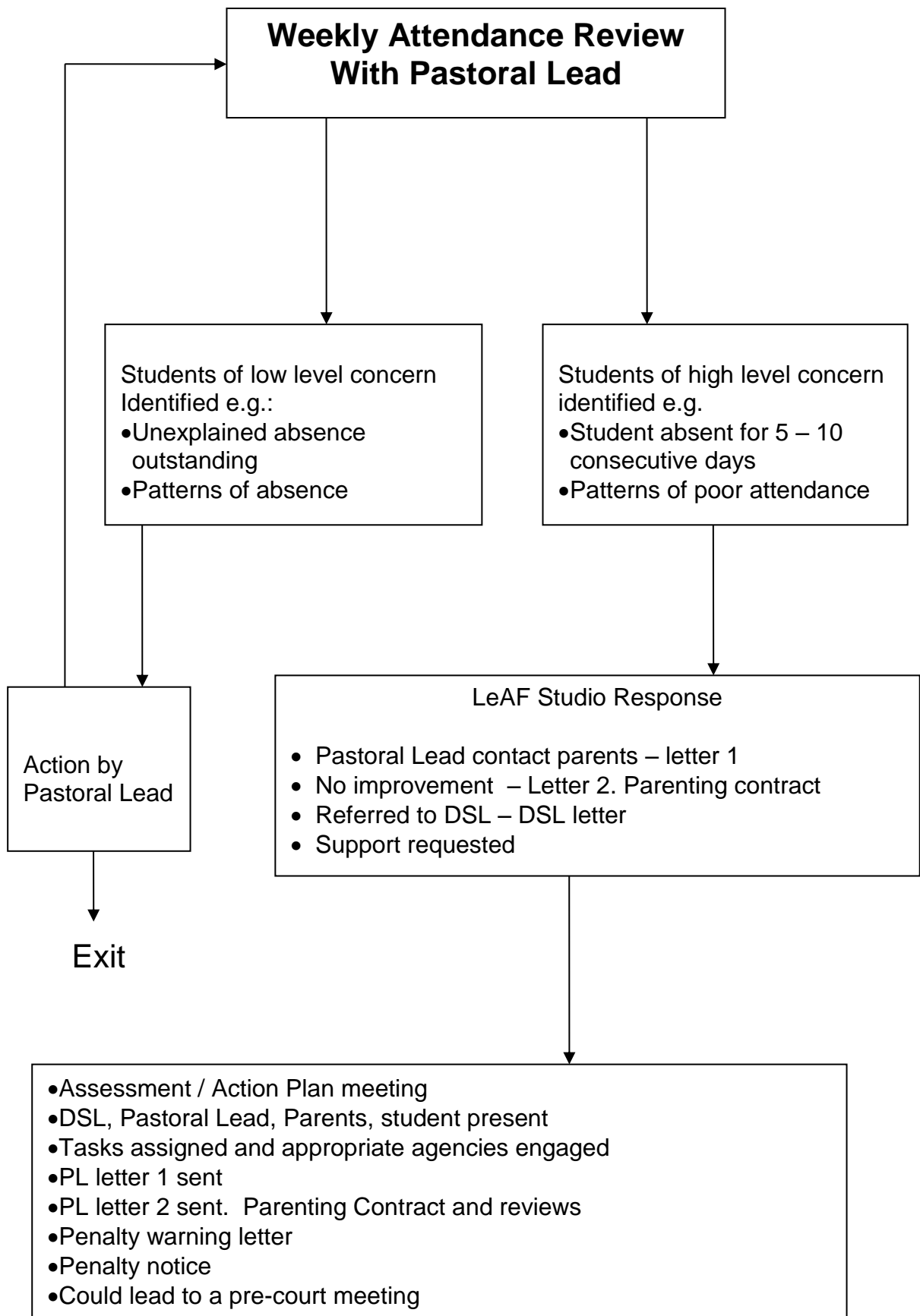
LeAF Studio will not authorise a term time holiday unless in exceptional circumstances.

If unauthorised holiday is taken:

- The Attendance Administrator will contact the PL to seek advice on issuing a Penalty Notice
- **or**
- The PL will pursue if the student is on their case load

Attendance – Recording and Monitoring Procedure





ATTENDANCE FLOW CHART

For student attendance below 96%

