

SCHOOL OPERATING POLICY



ATTENDANCE POLICY

ATTENDANCE POLICY

Good attendance is inextricably linked to good attainment and achievement. We are all accountable for the attendance of pupils and each member of the school community has a role to play. Poor attendance usually results in under-achievement and can contribute to poor behaviour, disaffection and social exclusion. Kelvin Hall School is committed to the continuous improvement of the attendance figures, beginning with a target of 94% this year.

Responsibility of the school:

- promote high standards of attendance for everyone
- be accountable re. attendance
- provide support and systems which enable students, staff ,parents/guardians to take responsibility

Responsibility of Staff:

- promote good attendance by example, reminder and reward
- register students at the start of the a.m. session using Lesson Monitor
- refer student to AEs if no note/message is forthcoming re. reason for absence
- refer students whose attendance/punctuality is a concern to Attendance/PYL's
- counsel and mentor tutees with attendance problems
- monitor attendance and refer problems to Attendance/PYL's
- ensure that official holiday forms are completed by parents and sent to Attendance office when completed

Responsibility of Attendance Department:

- attend weekly attendance meeting with EWO and Year Leaders
- notify Tutors of any concerns/action to be taken re. tutees
- refer students failing to respond to attendance report to Year Leader
- carry out spot attendance checks on targeted students
- co-ordinate attendance certificates for 100% attendance
- file copies of attendance certificates in Achievement Files and on the Achievement Log

Responsibility of Year Leaders:

- monitor the attendance of their designated year group and the work of Tutors and Attendance Department
- work closely with Assistant Headteacher i/c Attendance, Attendance Department re attendance issues
- counsel and mentor students referred
- place students failing to respond to attendance reports on Year Leader attendance report
- Refer students failing to respond to Year Leader attendance reports to Assistant Headteacher i/c Attendance

- hold meetings with parents/guardians of identified students to promote and improve attendance in conjunction with Attendance Department
- co-ordinate attendance rewards systems for designated year group

Responsibility of Progress Leaders/Subject Leaders:

- ensure staff register attendance at lessons using Lesson Monitor registration software
- inform parents/guardians if attendance is impeding progress
- work closely with form tutors/student support team re attendance issues

Responsibility of Subject Teachers:

- take a register at the start of every lesson
- refer any anomalies in attendance to Attendance Department e.g. child absent , but present previous lesson

Responsibility of SLT (Deputy Headteacher - Mrs Grandidge and Assistant Headteacher i/c Attendance – Mr Fraser):

- monitor, evaluate and review systems, procedures and the work of individuals
- liaise closely with Year Leaders and Attendance Department to monitor and improve the whole school attendance
- analyse absence/lateness/truancy
- be accountable to the CEO/Executive Headteacher