

ATTENDANCE POLICY

AIM

Cromwell aims to record good attendance for the cohort.

OBJECTIVES

- 1) all staff complete tutor group and lesson registration
- 2) pupils record attendance at 95% and above
- 3) pupils absence is always authorised by parent/carer
- 4) pupil's are punctual to school and to lessons
- 5) persistent absence remains less than 5%

The College will not authorise holidays in term time unless there are exceptional circumstances.

ALLOCATED STAFFING

Assistant Principal i/c of attendance	Hilary Roberts
Education Welfare	Julie Rutterford
Attendance Officer	Hannah Brittain
Attendance Support Assistants	Welfare Assistants

In addition to nominated staff the Head of Progress and Form Tutors monitor and mentor attendance of pupils from within their groups.

STATISTICS PROVIDED

The office is able to provide percentages for attendance/punctuality/absence of selected individuals and groups of pupils over a set time period:

- individual
- form
- year
- key stage
- gender
- disability
- ethnicity
- SEN
- FSN
- Vulnerable groups e.g. EAL, new admissions
- Ethnic groups e.g. LAC, Children in Need, Young Carers
- Attainment e.g. under performing, Gifted and Talented, accelerated sets.

PROCEDURES/ROUTINES

Every day:

- Non accounted absent pupils – parents receive text
- Late pupils – parents receive text
- Registers checked and chased

Each week FT's/HOP's:

- award sticker to KS3 pupils who have achieved 100% attendance for the week.
- Mentors pupil with attendance below 95%
- Head of Progress presents certificate to 'best form' in assembly
- Form groups over 95% receive Goods News Cards.
- Forms groups with 100% receive a prize – pencil/chocolates

Every two weeks:

- Assistant Principal analyses attendance data and actions.
- Send home rewards attached to "I Behave" points.
- Send home/contact parents/carers where pupils attendance is falling
- Assistant Principal meets with EWO and Attendance Officer to review process and consider individuals/groups.

Every term:

- Welfare Assistants mentor priority individuals to encourage attendance
- Certificate presented to pupil's with 100% attendance. These pupils also receive "I Behave" points. At the end of the Autumn Term pupils with 100% attendance for that term are also invited to a free reward cinema trip.
- Certificate presented to 'Best Form' for the term
- Shield presented to 'Best Form' in Key Stage
- Parent/carers of pupils with more than 95% attendance receive a letter congratulating them
- Assistant Principal attends behaviour and Attendance Network Meetings.

Every year:

- Pupils achieving 100% invited to Presentation Evening to receive certificate and voucher. Also invited to attend free reward trip to Alton Towers.
- Pupils achieving 95% attendance receive congratulatory letter.
- Assistant Principal and EWO complete end of year analysis.

UNACCEPTABLE ATTENDANCE

Individuals with less than 95%

- Mentor by FT each week
- Information and guidance letter regularly throughout term

Individuals with less than 85%, unauthorised and persistent absence

- Monitor isolated cases
- Begin action of standard Cromwell and educational welfare letters: punctuality, medical confirmation required CL1, CL2, CL3, EWO1, EWO2, EWO3 and referral form. See attached.
- Referrals to EWO requires an initial and then review meetings plus other supportive action. Failure to improve begins pre and court action.

Truancing pupils

- Parent/carer informed immediately – (police if unable to contact)
- Placed on register for First Response' – parent/carer contacted when they do not register
- Detained to complete work missed whilst truancing

Late Pupils

- Late three times in 5 school days – detention
- Parents receive text to inform of lateness
- Spot checks on late to lesson
- Spot checks on gates

LINKS WITH OTHER POLICIES

Child Protection

Behaviour Policy

Special Educational Needs