

# West Monmouth School

Ysgol Gorllewin Mynwy



## Attendance Policy

Polisi Presenoldeb

Date Approved by Governors: .....

Date Reviewed by Governors: .....

## West Monmouth Attendance Policy

**West Monmouth Attendance Whole School Target 2015/16 – 94.7%**

### The Schools Vision

Pupils with excellent attendance in school will have significantly improved outcomes in examination and success in school. It is vital that West Monmouth pupils are highly motivated to attend every day and that they are aware of how an education can shape their lives and improve the life opportunities that will be available to them. It is vital that all staff work together effectively to support pupils and their families so they come to school each and every day.

### Day to day operations within a term

- **First Day Response calls** are made by the attendance secretary each morning. The HOL will ensure that this list is accurate and updated each term.
- The day to day running of all electronic registers and administration duties will be carried out by the attendance secretary.
- **The Attendance Officer will hold weekly meetings with the EWO regarding all pupils under 90%.** The appropriate actions will then be carried out following the correct stages before EWO involvement at stage 5. (See appendix 1)
- Once a pupils **gets to stage 5** there needs to be a close scrutiny and communication with the EWO and HOL regarding that pupil. The attendance officer will make an **electronic referral to the EWO to** communicate concerns to the EWO and HOL.
- The attendance officer will keep an accurate Record of Consultation for each year group.
- The Attendance Officer will have regular communication with pupils, families, FSM mentors and HOL regarding poor attendance and involve FSM mentors and HOL for meetings where necessary.
- The attendance officer will support the entire pastoral team to **achieve targets set** for groups of learners.
- Pupils with attendance between 90% - 95% will receive a specific letter from the attendance secretary on the last week of each half term, records of the letters sent will be kept by the attendance secretary. (The individual pupil school target is 95%, the school is encouraging every pupil to achieve over 95% so that we hit the whole school target of 94% or above )
- Phone calls that require a level of challenge will be carried out by the Attendance Officer, general enquiry phone calls of pupils absent can be carried out by the attendance secretary unless there is concern. Communication with parents which may require a greater amount of challenge may well require the HOL or EWO.
- All **letters and postcards** will be sent by the attendance secretary.
- Meetings with parents will be held with the Attendance Officer, the HOL or EWO will get involved if required. Communication with the HOL is vital so that the correct members of staff are involved in meetings with parents.

- **The KS3 and KS4 FSM mentors will work closely with the Attendance Officer** and the HOL to engage pupils and families to break down barriers and improve attendance and aspiration with this group of pupils.
- Meetings involving **proactive/early intervention work** regarding the setting of individual attendance targets will be in place for all FSM pupils and pupils who were under 90% in the previous year by the end of the first half term. A copy of the notes of this meeting will be sent to parents who will need to sign a copy and return it to the Attendance Secretary to file. The parents will keep a copy of the notes of the meeting and attendance target set.
- Home visits will be carried out by the Attendance Officer, FSM mentor and the HOL or EWO if required. **Staff should always visit homes with a colleague if there is any cause for concern.**
- **Attendance should be raised in each assembly** by the HOL.
- The school will hold an **attendance panel** for one day each ½ term that should target 6 – 10 pupils who are of most concern. The panel should include the EWO, HOL, assistant head, a school Governor and the attendance officer. Additional days could be held if required.
- Personal interviews with pupils will be carried out by FSM mentors or appropriate link person if there is a need to find out underlying reasons as to why individuals don't come to school. This person needs to be an individual who has a good relationship or high level of trust with the pupil. This will be organised by the attendance officer and or HOL.
- Regular Punctuality issues (more than once a fortnight) will be tackled by the Attendance Officer in conjunction with the HOL.
- The person in charge of attendance (AH) will compile **a termly attendance report that will be sent to governors** outlining the exact attendance figures for the whole school, FSM, travellers and other relevant groups of learners. A leaflet demonstrating accurate attendance statistics for the previous year 11 pupils will be compiled each year and linked to achievement to give parents the full picture of the impact. The leaflet will be circulated to appropriate parents throughout the year to highlight the real effect of poor attendance on academic performance.
- **Attendance information for every child will be given out to each parent as they arrive to a parents evening.** The attendance secretary will organise these accurate attendance figures and the attendance leaflet highlighting lost learning hours. This information needs to be in a sealed envelope if given out by pupils on the night.

### **Rewards and praise for good attendance**

- The attendance secretary will organise form classes into a **“fun league system”** at the start of each week 1. This will be displayed on the attendance notice board and emailed out to pastoral staff to show and discuss with their form classes.

- The attendance secretary will print out the attendance for each form on a Tuesday of week 2 in preparation for the form teacher meeting on the Wednesday morning. The secretary will colour code each pupils % into a category to go on display in the form class to all pupils.” A fun and **positive** discussion led by the form teacher can raise the competition amongst the pupils” Form teachers will announce the individual percentages to each pupil so they can **write it in their planner**, next to the parental signature on this day, which is only once a fortnight.
  - **Over 95% - Green**
  - **Between 95% and 90% - Amber**
  - **Below 90% - RED**
- Each term certificates will be handed out to pupils who managed a term with 100% attendance
  - 1 term 100% -Bronze certificate
  - 2 terms 100% - Silver certificate
  - 3 terms 100% - Gold certificate

Pupils who achieve 100% attendance for the whole year will also receive a small trophy and share in a reward pot for an event or trip.

- Pupils with over 95% attendance will be rewarded with an early lunch and have access to reward trips/events at the end of each term that will be organised by the HOL.
- Pupils below 90% attendance who show an increase of 2% or more improvement will receive an immediate praise letter. These letters will be sent by the attendance secretary on a week 1 after compiling the ROC.
- A reward attendance pot is to be shared out to all pupils who achieved 100% pupils in the way of an event, trip or prize.

### Attendance and transition to KS3

- The West Monmouth School transition link staff member should acquire attendance data and **be aware of the history behind every year 6 pupil under 90% attendance**. The Primary cluster FSM family Liaison Officer (FLO) and transition lead should make a transition plan for each “pupil of concern” regarding attendance and hold meetings with families where needed before they start at West Monmouth School .
- **Proactive work** months in advance with **all cause for concern year 6 pupils** should be carried out so that the pupils arrive with high expectations and a “Fresh Start”.

## Appendix 1

**Pastoral Staff, FSM Mentor and the Attendance Officer are to stick rigidly to these 5 stages. All actions to be recorded on the ROC document. (Proof vital for inspection).**

1. Pupil below 90% - Attendance Officer speaks to the pupil.
2. Pupil's attendance goes down or fails to improve over 2 weeks – **Attendance Officer phones parent.**
3. No significant improvement or more missed days in the next few weeks – **Attendance Officer phones parent and letter home.**
4. No improvement , more missing days – **Parental meeting with Attendance Officer and or with HOL**
5. No improvements and more missing days – **Electronic referral made to EWO**