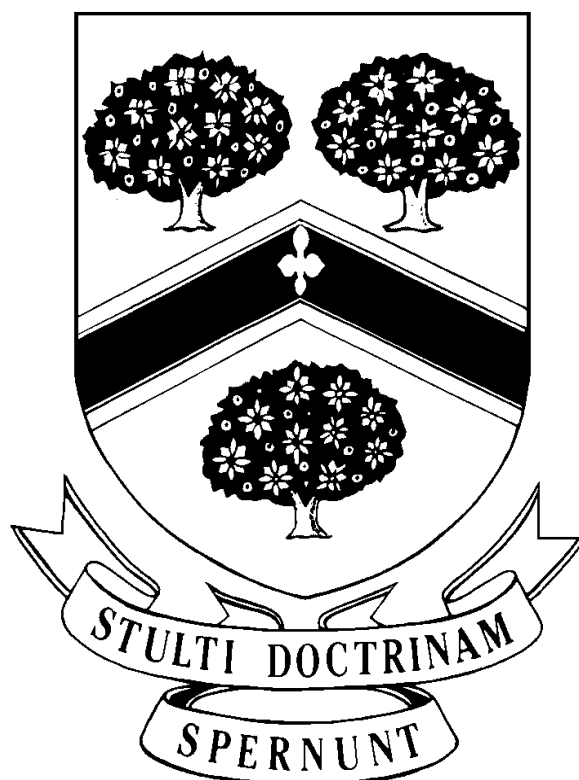


THORNTON GRAMMAR SCHOOL

A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING
TRUST SCHOOL



FOUNDED 1673

POLICY FOR ATTENDANCE, REGISTRATION AND LATES

REVIEWED: FEBRUARY 2010

POLICY FOR ATTENDANCE, REGISTRATION AND LATES

- At Thornton Grammar School we feel that it is essential that students learn to value the importance of good attendance and punctuality and we consider this to be an integral part of their education. This vital characteristic will help to prepare them for life after school as it is an important part of the work ethos expected by prospective employers.
- Thornton Grammar School recognises that parents/guardians have a legal responsibility to ensure their children attend school on a regular basis and will endeavour to support them with this responsibility.
- The school will work with Education Bradford, Education Social Work Service to maintain a high standard of attendance.
- An Attendance Officer appointed by the school will work closely with Education Social Work Service and the Pastoral team to ensure a high standard of attendance.
- The school uses SIMS Lesson Monitor to register and monitor attendance.

REGISTRATION:

Form tutors must be in their form room to take the register by 8.20am

- Students who are present at 8.20am when the register is called should be marked /
- Students who arrive after registration has been called but before the end of registration i.e. between 8.20am – 8.30am should be marked **L**. SIMS Lesson Monitor records a student marked **L** as “late” and the number of minutes late should be recorded.
- Tutors should use an appropriate absence code if they are aware of an absence in advance eg holiday, medical (*NB: **Do not** override a code that is already in*)
- Registers must be sent by 8.35am

On **all** assembly mornings, for year and faith assemblies, students should go directly to the Hall or Gym.

LATENESS:

Lateness means that the pupil is missing a fundamental part of their education it is disruptive to other pupils in their class and does affect their overall attendance figures.

A member of staff must challenge any lateness to school or to lesson.

LATES PROCEDURE:

1. Pupils who are late into school for the first time are given a VERBAL WARNING.
These students are marked late by the Form Tutor.
2. Pupils who are late for the second time are marked late by the Form Tutor and a 1 hour detention is issued via the Administration Staff in the main hall the next Friday from 2:30 to 3:30 and supervised by members of SMT.
3. The Administrative Staff will check the detention sheets against the list of lates supplied by the Attendance Support Officer and from the list of lates supplied by SMT. Any discrepancies will be reported to SMT for investigation.
4. ALL students on detention will be escorted to the MAIN HALL by a member of the Behaviour Unit towards the end of period 5 on the Friday of the detention.
5. Any student who is late for a third time automatically receives a detention without warning.
6. Further persistent lateness, either in the same week or that half term, will require attendance at school by the parents/carers to meet with the relevant Achievement Manager for an explanation and an assurance that the matter will be rectified.
7. Failure of parents/carers to attend will result in the student being sent to the IBM Unit until they come into school.
8. In chronic cases of persistent lateness, involvement of MT/ESW and SSP officers will be required.
9. Students who arrive at school after 10; 30am without a note from parents should also be reported to Achievement Manager.
10. If a student moves to a different class the admin office should be notified immediately.

LESSON:

- A class teacher should use the same codes as previously used by the Form tutor eg 'H' indicating a student is on holiday. *(NB: **Do not** override a code that is already in)*
- SIMS Lesson Monitor should be taken at the beginning of all lessons.
- Students arriving late to the lesson should be given the code 'L'. SIMS Lesson Monitor will ask for the number of minutes. A class teacher **must** go back into SIMS Lesson Monitor if the attendance list has already been sent.
- **Teachers should challenge all students about lateness to school and to lessons at all times.**

- The extent and nature of a student's poor punctuality to a lesson can vary considerably. The appropriate sanction will be taken at the discretion of the subject tutor, though it is expected that the matter be fully investigated on all occasions. Students who cause concern by continually arriving late should be reported to the Head of Department/Achievement Manager.
- Persistent latecomers/absentees will be put on punctuality/attendance report.

REPORTING ABSENCE:

In the case of illness, parents are asked to telephone the school on the first day to notify that their son/daughter is absent because of illness. All absences must be reported/recorded by parents/guardians in the school planner or by letter.

The Attendance Officer will contact parents on the first day by School Comms for those parents who fail to contact school.

Attendance Codes			
	Cod	School Meaning	Statistical Meaning
	/	Present (AM)	Present
	\	Present (PM)	Present
	@	Do not use	Unauthorised Absence
	A	Approved activity within school	Present
	B	Educated off site (not Dual reg.)	Approved Educational Activity
	C	Other authorised circumstances	Authorised Absence
	D	Dual registration (attending other estab.)	Approved Educational Activity
	E	Excluded (no alternative provision made)	Authorised Absence
	F	Extended family holiday (agreed)	Authorised Absence
	G	Family holiday (not agreed or days in excess)	Unauthorised Absence
	H	Family holiday (agreed)	Authorised Absence
	I	Illness (not med/dental appointments)	Authorised Absence
	J	Interview	Approved Educational Activity
	L	Late (before registers closed)	Present
	M	Medical/Dental appointments	Authorised Absence
	N	No reason yet provided for absence	Unauthorised Absence
	O	Unauthorised Abs (not covered by other code)	Unauthorised Absence
	P	Approved sporting activity	Approved Educational Activity
	R	Religious observance	Authorised Absence
	S	Study leave	Authorised Absence
	T	Traveller absence	Authorised Absence
	U	Late (after registers closed)	Unauthorised Absence
	V	Educational visit or trip	Approved Educational Activity
	W	Work experience	Approved Educational Activity
	X	DfES #: School closed to pupils	Attendance not required
	Y	Enforced closure	Attendance not required
	Z	Do not use	Attendance not required
	!	DfES X: Non-compulsory school age absence	Attendance not required
	#	School closed to pupils & staff	Attendance not required
	*	DfES Z: Pupil not on roll	Attendance not required
	-	All should attend / No mark recorded	No mark

PARENTS' LETTERS:

A letter from a parent does not automatically guarantee authorisation of absence; it merely offers an explanation of the pupil's absence.

Any queries regarding absence authorisation will be referred to Achievement Manager who will contact parents or Education Social Worker if necessary for clarification. Parents' letters must have the name of the child, registration group and date of absence and be signed and dated by a member of staff to signify that the absence has been authorised. Letters must be produced within 2 days of a pupil's return to school.

MEDICAL APPOINTMENTS:

All medical appointments, wherever possible, should be made outside school hours other than in exceptional circumstances. However, leave for appointments in school time may be given on production of an appointment card or written notification given by the parent prior to the appointment. Pupils should sign in and/or out at Reception. A stamped and dated permission slip will be given.

ABSENCE FOR OTHER REASONS:

Absence for shopping, looking after the house, birthdays, etc will not be authorised.

In exceptional circumstances, the School, through the Achievement Manager, will exercise its discretion, eg bereavement. In these cases a specified time of absence will be agreed, after which any continued absence will be unauthorised.

HOLIDAYS IN TERM TIME:

Parents should be aware that they do not have an automatic expectation that the school will agree to holidays during school time. Parents must ask, in writing, for leave of absence for their children for up to a maximum of two weeks per school year and each application will be considered on its own merits. Only the Headmaster is able to grant a leave of absence. In very exceptional circumstances, leave of absence may be granted for more than two weeks.

If the period of absence extends beyond the specific period for which a leave of absence has been granted the absence will be unauthorised or the pupil may be removed from roll.

If a pupil takes a holiday during term time and leave of absence has not been applied for or has not been granted and the pupil is absent, the School may record the absence as unauthorised or the pupil may be removed from roll.

ABSENCE FOR RELIGIOUS OBSERVANCE

Absence for religious observance will be granted in accordance with Education Bradford guidelines. A letter should be written to request absence for a religious observance. The school does not allow students to leave school to pray outside the recognised religious festival days.

PREGNANCY

All cases of pregnancy concerning girls of all ages will be treated individually depending on circumstance. Girls, however, will be encouraged to remain at Thornton Grammar School for the full length of their confinement, taking into account their health and safety. They will be set work for their maternity leave, then expected to return to school.

PROCEDURES FOR MONITORING ATTENDANCE

Form tutors are at the front line when recognising poor attendance. They should frequently express concern to the Achievement Manager or Attendance Coordinator or Attendance Officer regarding individual pupils. Investigation will follow and contact with home, the ESW and the pupil concerned may be made.

The procedure for monitoring attendance:

Attendance print out - inspected by ACHIEVEMENT MANAGER looking for prolonged or irregular patterns of absence.



Home contact may be made by Attendance Officer / ACHIEVEMENT MANAGER (telephone).



Referral to ESW



Action taken to resolve difficulties. This may involve timetable changes, incidents investigated, counselling etc



Feedback to tutors.



Feedback to ESW / ACHIEVEMENT MANAGER

ABSENCE WITHOUT PERMISSION

Attendance Officer, Achievement Manager or ESW will make contact with home regarding poor or irregular attendance.

Pupils and Parents are counselled regarding problems concerning school attendance, problems identified and the necessary action taken. Regular liaison will be made with home.

The Attendance Officer will monitor students regularly.

ABSENCE FROM LESSONS WITHOUT PERMISSION

SIMS Lesson Monitor will be used to monitor internal truancy. In the case of internal truancy, pupils are again counselled to identify any problem areas and relevant action taken.

Parents are informed regarding the internal truancy.

Subject teachers and form tutors are informed and asked to be vigilant.

The student concerned will be expected to complete a detention to catch up on work missed during the lesson or placed in the Behaviour unit.

Students are placed on report to the Pastoral staff. The reason for this is two-fold:

- i) to monitor regular attendance;
- ii) to check for any problems in other subject areas.

RELATED DOCUMENTS:

- *The “Guide to using SIMS”*
- *Service level agreement with Education Bradford Education Social Work Service.*
- *Job Descriptions of Attendance Coordinator and Attendance Officer*

Policy Name: POLATTENDANCE.DOC

Person Responsible: CET

Ratified by Governors: March 2007

Date last revised December 2009

Re-ratified by Governors: February 2010