

# **SIR JOHN HUNT COMMUNITY SPORTS COLLEGE**

## **ATTENDANCE POLICY**

### **Rationale**

The first step in the process of educating a child is that they must attend school on a regular basis. After all, a well planned and delivered lesson will have no effect on a student who is not in attendance.

School attendance impacts on the life chances of children and young people not only during their time of compulsory education but also in relation to their adult life and their contribution to society. As a College, we are required to monitor and investigate all cases of persistent absenteeism regardless of the nature of the absences.

We feel it is important that we make every effort, not only to monitor the attendance of our students, but also to make the College an interesting and exciting place in which they will want to come and learn.

### **Aims**

1. To provide a curriculum which is both relevant and interesting to our students in order that they will attend College, not because they have to, but because they want to.
2. To have an effective monitoring and support system so that we are quickly aware of any attendance problems and have the facilities to support and encourage children to attend school.
3. To involve parents/carers in both the education of their child and the life of the College so that they themselves understand the importance and relevance of education and will, therefore, value the opportunities the College provides for their children.

### **Good practice at Sir John Hunt Community Sports College**

1. The Mission Statement, Success Criteria and Aims of the College all reflect the importance of making education relevant and interesting to the students. To this end, we encourage a wide range of teaching and learning styles throughout the curriculum and provide a number of opportunities for students to learn outside of the normal classroom environment.
2. Students are encouraged to take a role, not only in planning their own education through initiatives like Individual Learning Plans but also in the decision making process of the College through the Students' Forum (College Council).

3. We provide a variety of opportunities for our students to become involved in extra-curricular activities; many of these have community aspect and, therefore, help students to understand and value the relationship between the College and the local community.
4. Parents/carers are invited into the College on a number of occasions throughout the year. We encourage them to experience the education their child receives and ask them to take an active role in supporting the education process, for example, through supporting homework.
5. We have made the Form Tutor central to the pastoral care of the students. This means that every child has a friendly adult face that they know and can trust. The Tutor is able to monitor very accurately the attendance of their students and is normally aware when problems are beginning to arise. Tutors are encouraged to build a close relationship with the parents/carers of their Tutor Group so that the parents/carers will also feel that they have friendly and understanding persons to whom they can turn if they need help, with regard to their child's education.
6. The College has developed a comprehensive pastoral structure that supports the Tutors in their work. Pastoral Leads have good working relationships with outside Agencies, for example with the Education Welfare Officer and are supported in their work by the Senior Management Team, and the Inclusion Manager.
7. Pastoral Leads closely monitor the attendance of their year group and meet on a weekly basis with the Education Welfare Officer. Through this process the attendance of each student is monitored and all parties are aware of any vulnerable student and able to provide support by taking the appropriate action.
8. Additionally the College has employed a full time Family Liaison Worker to work closely with the EWO to improve school attendance. This has enabled the College to introduce new attendance strategies such as Individual Attendance Plans and attendance mentoring sessions.
9. A full range of strategies is employed to support students with attendance problems, including being on Attendance Monitoring Report and amended timetables. At all times the College aims to have good communication with and the close-co-operation of parents/carers to ensure good attendance.
10. With the DFE placing emphasis on targets to reduce the number of PA students (persistent absentees) attendance monitoring levels have risen to include those students with an attendance above the normal level of concern (85%). This is to ensure early intervention and the prevention of possible deterioration to PA level. A student whose attendance drops below 90% are monitored as part of our practice.
11. Where a student's level of attendance highlights the potential for them to become a PA student, a Principal's attendance letter is sent. These letters have been introduced to highlight to parents that their child's attendance is a concern

and that it will be closely monitored by the EWO. The gravitas of a letter, hand signed by the Principal, has proved to be very effective.

12. The College has, over the past years, introduced a computer registration system, which allows staff to simply, and quickly keep a check on the attendance of all our students. A bid was successful in securing funding for the "Truancy Call" package which has further refined and helped to monitor attendance.
13. Truancy Call is an automated system for the first day absence calls and will provide automated contact right through the school day until the evening. Once a parent/carer has responded to the call then the automated contact ceases. The College also has Call Parents which is a system which allows the College to contact parents via a text to their mobile phone.
14. A student friendly RED, AMBER, GREEN system of attendance monitoring has also been introduced. Red, Amber, Green charts are produced fortnightly and distributed to all tutor groups. This allows students to track their own attendance and promotes valuable discussion between tutors and students.
15. The importance of good attendance is given a high priority in the College Code of Conduct.
16. Students who achieve 100% attendance during any term are awarded an Attendance Certificate. A certificate is also given to recognise 100% attendance during the full school year.
17. Posters reminding students about the need to be punctual are displayed in classrooms.
18. A new punctuality policy was introduced in June 2012.
19. Persistent lateness is referred to the Pastoral Leads in the first instance to follow up and involve EWO if necessary.
20. Staff are made aware of this policy as part of the Induction Programme for new teaching staff.
21. The Policy is reviewed on an annual basis by the members of SLT responsible for attendance and behaviour.