

## Attendance Processes 2019/20

### **Every member of staff has a responsibility towards improving Attendance at Colmers.**

Colmers Attendance Team are as follows:

Daily attendance, data responsibilities, administration and advice - Simone Gilchrist

Pupil Services Reception – Jackie Ferriday

Medical Advice - Joanne Chambers, Helen Richardson, Andrea Clinton, Nuala Fowke, Lorraine Poole

Admissions – Helen Richardson and Steve Morris

SEN - Ruth Bennett

Overview of Behaviour – Ruth Bennett and Steve Morris

Safeguarding and Welfare – Craig Boardman and Sue Brookes

Outreach and Reintegration – Mark Jones and Kath Adie

#### **Form Tutor's Role:-**

- \*Keeping registers accurate and up-to-date
- \*Taking personal interest in each member's attendance patterns and the appropriate concern
- \*Asking supportively if there is anything you can do to help them be in school more often
- \*Welcoming pupils back after an absence
- \*Setting future targets or incentives
- \*Supporting their catch-up in learning and social integration
- \*Providing opportunities for pupils to share any issues
- \*Observing any pupils experiencing difficulties and referring to appropriate pastoral staff, or DSL, for support
- \*Checking with Pastoral Staff about a pupil's circumstances to see whether, as Form Tutor, you can provide additional, or day-to-day support.

Please Remember:- Tutors can gain support, advice and help with any attendance issues, reports or feed-back from their Line Manager, HoY, or member of the Attendance Team.

#### **REGISTRATION**

- Tutors should be at morning line-up ready to take the register promptly at **8.42am** and teaching staff in P4 to generate the afternoon mark, as well as Form Tutors in afternoon registration at 3:00pm.

November 2019

- Tutors should record a mark against every student present and absence marks for students not physically in the room - there should be **NO** missing marks
- Tutors should mark **pupils, in the room, as present but should use their discretion to mark a pupil present** if they know they attend a club, meeting, commitment/duty (especially pm reg)
- Pupils arriving late to school after 8.45am should receive a late mark.
- Tutors must **save and close** the registration window at **9:00am and by 3:10pm** each day.
- Activity Leaders should provide up-to-date lists to Tutors and Pupil Services of students in clubs/activities over registration periods.
- Students attending alternative provision will be registered by The Attendance Team using the appropriate codes provided by the individual providers.

### **LATE BEYOND REGISTRATION**

- Pupils arriving late to school have to report to Pupil Services and are given a late mark.
- Late marks for pupils who have signed in at Pupil Reception will be entered in to SIMS by the Attendance Team. Pupils arriving, with a genuine reason, up to 10.30am will be marked present for am registration – a comment is recorded on the system giving the time of arrival and the reason. For all other lates registers close at the Attendance Office at 10.30am. This will be recorded as ‘U’ (late after close of register – only used by the Attendance Office)

### **TRIPS OUT OF SCHOOL**

- Trip organisers are legally required to provide the Attendance Team/Pupil Services with a **register** before leaving school with the names of students present in the group and details of the time of leaving and return. **A list of students intending to go on a trip or activity the day before is not sufficient on it's own.**
- The intended list should be sent to Attendance Team/Pupil Services **no less than a week** before the trip for the appropriate register to be generated.
- Trip leaders should then report to Pupil Services **on the day of the trip** to collect the appropriate register and return it to Pupil Services once completed.
- Tutors should mark the absence with “N”.
- The Attendance Team will update SIMS with the correct “visit” code.

### **PUPILS LEAVING SCHOOL DURING THE SCHOOL DAY**

- All pupils who need to leave school must report to the Pupil Reception to sign out.
- Checks will be made by Pupil Services to ensure that the reason provided is legitimate.
- The Attendance Team will give the student the appropriate mark

### **ABSENCE**

Tutors are responsible for chasing **all absences** that have not been given a code (N), asking for notes from the pupil or maybe a telephone call or email home. If reasons are persistently not provided by the pupil the tutor should speak to their HoY or Attendance Team.

**am or pm only missing marks** - Tutors should check single session unexplained absences with the student. If satisfied with the reason they should mark the register accordingly. If there is doubt the tutor should check with the activity organiser, HoY or Attendance Team.

### **Absence codes**

Only “N”, “I”, “C”, “O” need to be used by Tutors: “N” – not in registration, “I” – satisfied the child was ill and appropriate confirmation from the parents, “C” – other authorised circumstance - pupil

court appearance, funeral, bereavement, other unavoidable absence (not family problems) and “O” not had a reason or not satisfied with the reason provided.

The Attendance Team will change “N” codes to other relevant codes.

**Authorising with a note** - When a pupil brings you a note after a period of absence this should be signed, dated, authorised in SIMS unless an unauthorised code has already been put in. **Do not assume all absences should and will be authorised.** If you are not happy with a pupil’s reasons for absence, tell them so and check with The Attendance Team about whether the absence should go down as unauthorised. Learning Tutors should take the notes that have been actioned to Pupil Services for files. Please remind pupils to bring a note to school immediately following any absence.

**Telephone messages for more than 1 day’s illness** - Messages are collected and marked in SIMS daily by the Attendance Team. If a pupil is absent for longer than 1 day but the message was recorded on the first day only 1 day will appear as authorised with “I”. If the 1<sup>st</sup> day was recorded as illness but any subsequent days remain “N”, the Tutor should change these to “I” following confirmation with the student **on their return to school, not whilst they remain absent.**

**Holiday in Term Time** – No holidays in term are authorised by Colmers School as guided by Birmingham Local Education Authority. Any requests for holiday or explanation of absence being due to holiday taken, please refer to The Attendance Team.

**Medical appointments** - All medical appointments should be supported by the appropriate evidence, letter or appointment card. If you receive any of these please do one of the following:

- If the appointment is for that day, advise the student to present it to Pupil Reception when they report there to sign out: the Attendance Team will change the register and copy the evidence.
- If evidence is for a previous or a future date, the Tutor should record “M” in the register and send the student to Pupil Services for the evidence to be filed and /or copied as necessary.

**NB.** Official medical evidence must be sent to Simone Gilchrist separately to all other absence notes.

**Fast Track** – Tutors will be informed of students on Fast Track and pupils whose absence is not being authorised in preparation for Fast Track. **Even if the student brings in a note giving a reason the absence will still not be authorised.** If tutors are handed official medical evidence to cover such absences this must be sent to Simone Gilchrist. Parents/carers are not able to authorise absences, they can give a reason but it is up to the school to satisfy themselves that the reason given is acceptable. If in doubt please speak to the Attendance Team.

Form Tutors should be concerned if a member of their form is often absent for seemingly unnecessary long periods or regularly absent for unconvincing reasons. These patterns should be spotted early and passed on to DSL, DDSL and Attendance Team as soon as possible.

**Students who are thought to be vulnerable or a Safeguarding concern must be flagged up to DSLs if unusually or unexpectedly absent from school.**