



**JOHN WILLMOTT SCHOOL**

# **Attendance Policy**

---

**Adopted by:**

John Willmott School Behaviour and Safety Committee :

\_\_\_\_\_

Date

Signed: \_\_\_\_\_

John Willmott School Governing Body on:

\_\_\_\_\_

Date

Signed: \_\_\_\_\_

## **ATTENDANCE POLICY**

### **Philosophy**

Excellent school attendance provides students with an opportunity to participate fully in school life enhancing achievement and enjoyment. It is vital that students attend both regularly and on time in order to maximise their potential and as a school we aim to work with parents / carers to ensure this happens.

The School Attendance Policy is framed within the requirements of Birmingham Model Policy and Practice Guidelines.

### **1. Aims**

- 1.1 To aim for the majority of students to achieve 96% attendance and continue to improve to 100% attendance mark.
- 1.2 To reduce absence including persistent absent as defined by the DFE.
- 1.3 To ensure all students are punctual to school and lessons in order to prepare them appropriately for the world of work.
- 1.4 Wherever possible medical appointments are made outside of school hours.

### **2. Absence Procedures**

If your child is absent you must:

- 2.1 Contact the Attendance Office each day of the absence.
- 2.2 Send in a note on the first day your child returns with an explanation of the absence – you must do this even if you have contacted the Attendance Office.

If your child is absent we will:

- 2.3 Telephone or text you on the first day of absence if we have not heard from you.
- 2.4 Invite you in to school to discuss the situation with our Attendance Officer and / or Achievement Coordinator, Assistant Headteacher if absences persist
- 2.5 We will require medical notes for any medical appointments/illness.
- 2.6 We cannot authorise holidays taken in term time unless consent is given by the Headteacher.
- 2.7 Refer the issue to the Governors Attendance / Punctuality Panel, which may lead to court fines to a maximum of £1,500.

## **Punctuality**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their Form Tutor getting vital information and news for the day.

### **How we manage lateness**

The school day starts at 8.50 am and we expect your son/daughter to be at form period or assembly.

Registers are marked at 8.50 am and your son/ daughter will receive a late mark if they are not in by that time. Arriving after 8.50 am will result in your child receiving a 30 minute detention each time they are late. If your child arrives after 9.30 am without a justifiable reason they will receive an hour detention the following day.

At 9.30 am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Achievement Coordinator and/or Attendance Officer to resolve the problem.

## **Roles and Responsibilities**

Everyone has a role to play in making this policy work effectively.

- Parents need to ensure they communicate with the school.
- Form Tutors will record attendance accurately, promote the attendance ethic within the group and reward good attendance and punctuality.
- Attendance Officers, will monitor and track persistent absence and refer to external agencies. They will support and encourage excellent attendance at all times.
- Achievement Coordinators will oversee, monitor and track attendance matters within the year group. Ensure excellent attendance and punctuality is high profile in tutorial programmes and Assemblies. Liaise with parents and external agencies to provide pastoral support where necessary.
- Subject teachers have a legal responsibility to keep class registers and report any issues to the Attendance Officers.

## **Summary**

The school has a legal duty to publish its attendance figures to parents and to promote excellent attendance. Equally, parents have a duty to make sure their children attend and are punctual to school. All staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

**Adopted and Approved by Governors: 10 February 2015**

Signed: \_\_\_\_\_ Chair of Governors

Review Date: February 2016