

## George Stephenson High School Attendance Strategy

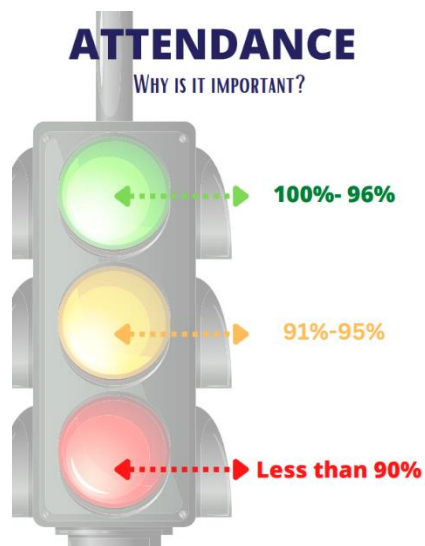
### Why is Good Attendance Important?

Good attendance is essential for all students to make progress with their learning, develop as young adults and feel part of our school community. We know that attendance at school is important to maximise achievement, but it is more than that; good attendance builds confidence, self-belief, and a strong sense of their place in our school and the wider community.

It is the responsibility of both Parents/Carers and the school to ensure that students attend every day. We follow government targets and ask that all students and parents aim for a minimum of 95% attendance. Schools and local authorities strive to promote good attendance, reduce absence, and ensure every student has access to full-time education. Poor attendance undermines the value of education and leads to educational disadvantage.

### Strategy Aims

1. To emphasise the importance of high levels of attendance and punctuality so that all students maximize opportunities to succeed and be happy at school.
2. To make clear to all relevant stakeholders (students, parents/carers, governors, and staff) the school's high expectations regarding attendance and punctuality
3. To develop a consistent and rigorous approach to improving attendance for all students in all year groups.
4. To develop strong relationships between home and school to help drive improvements in attendance.



## Attendance is Everyone's Responsibility

Role	Responsibility
<b>The Governing Body</b>	<ul style="list-style-type: none"> <li>• Promote the importance of school attendance across the school's policies and ethos</li> <li>• Make sure school leaders fulfil expectations and statutory duties</li> <li>• Regularly review and challenging attendance data</li> <li>• Monitor attendance figures for the whole school</li> <li>• Make sure staff receive adequate training on attendance</li> <li>• Hold the headteacher to account for the implementation of this policy</li> </ul>
<b>The Headteacher</b>	<ul style="list-style-type: none"> <li>• Implement this policy at the school</li> <li>• Monitoring the impact of any implemented attendance strategies</li> <li>• Issuing fixed-penalty notices, where necessary</li> </ul>
<b>Whole School Attendance Lead.</b>	<ul style="list-style-type: none"> <li>• Offer a clear vision for attendance improvement</li> <li>• Drive whole school attendance strategy and action plan.</li> <li>• Lead CPL on attendance and provide regular staff updates.</li> <li>• Report to governors as per schedule to share attendance data, delivery of strategy and impact.</li> <li>• Deliver attendance sessions for all new staff and ITT students as part of induction.</li> <li>• Oversee fortnightly attendance meetings with the attendance team, identify key areas of focus and evaluate impact of interventions.</li> <li>• Support staff with monitoring the attendance of individual pupils</li> <li>• Ensure attendance is a focus on agenda for pastoral meetings.</li> <li>• Devising specific strategies to address areas of poor attendance identified through data</li> </ul>
<b>Assistant Headteacher with responsibility for Rewards and Personal Development</b>	<ul style="list-style-type: none"> <li>• Implement reward strategy to recognize excellent and improved attendance.</li> <li>• Support students in developing their resilience, pride in their achievements and contribution to school life as part of the personal development programme.</li> </ul>
<b>Assistant Headteacher with responsibility for Primary to Secondary Transition</b>	<ul style="list-style-type: none"> <li>• Liaise with feeder schools to identify those with attendance issues, or those where attendance may be affected by the move, identifying sibling links where we know attendance has been a concern.</li> <li>• Ensure that on admission, parents are fully informed of the schools' expectations in relation to attendance.</li> <li>• Work in partnership with the feeder schools to ensure messages to parents regarding attendance are consistent.</li> </ul>
<b>Education Welfare Officer</b>	<ul style="list-style-type: none"> <li>• Carry out home visits to PA (Persistent Absence) students and their families</li> <li>• Build strong partnerships with families to support those with poor attendance</li> <li>• Meet with students and their families to discuss barriers to attendance and devise strategies to overcome these</li> <li>• Liaise closely with attendance administrator to share information regarding vulnerable students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Meet weekly with attendance lead to discuss attendance issues and referrals to attendance and placement.</li> <li>• Work with Guidance managers and Attendance Lead to identify additional support from within school as well as external agencies to help improve attendance</li> <li>• Lead/contribute to an EHA (Early Help Assessment) where poor attendance is the primary concern.</li> <li>• Work with relevant school staff to tackle persistent absence.</li> <li>• Consult with DHT, to advise the headteacher when to issue fixed-penalty notices</li> </ul>
<b>Attendance Administrator</b>	<ul style="list-style-type: none"> <li>• Record all absence messages left by parents/carers.</li> <li>• Review students of concern and alert DHT and GM where there has been no contact made from home.</li> <li>• Each morning, contact parents/carers where school has not received a reason for absence.</li> <li>• Call home when 3 N codes reached and report to EWO.</li> <li>• Where no contact has been made for 2 days notify DHT and relevant GM and the EWO.</li> <li>• Update SIMS when a student signs out for an appointment, illness, or suspension and administer student passes from site.</li> <li>• Check all form class registers are complete.</li> <li>• Print and update assembly registers and enter into SIMS once complete.</li> <li>• Check and mark lates in SIMS and Class Charts for students arriving after registration.</li> <li>• Update attendance marks for out of school visits and trips.</li> <li>• Ensure all PM registers are taken (period 5)</li> <li>• Update attendance marks for dual registered students.</li> <li>• Support EWO with student and parental meetings.</li> <li>• Send letters home regarding unexplained absences, lates and holidays.</li> <li>• Update and maintain accuracy of Fire Box registers</li> <li>• Share 6<sup>th</sup> Form weekly attendance with Longbenton High School.</li> </ul>
<b>Attendance Data Manager</b>	<ul style="list-style-type: none"> <li>• Produce weekly, half termly, termly and full year data to share with attendance lead, GMs, LT, and tutors including whole school, year groups, key groups and intervention groups including PP and SEND (Special Educational Needs and Disabilities)</li> <li>• Support Attendance Lead, Attendance Administrator and EWO in using data to identify target groups for attendance interventions and benchmark against national and local data.</li> <li>• Work with Attendance Lead to ensure attendance data is complete for census.</li> <li>• Send weekly migration reports Attendance Lead and to LA every half term</li> </ul>
<b>SEND team</b>	<ul style="list-style-type: none"> <li>• Support excellent school attendance with students with SEND</li> <li>• Support attendance team in identifying barriers to attendance for SEND students and work with external agencies to devise plans to improve attendance and engagement in education.</li> </ul>
<b>Guidance managers and student support staff</b>	<ul style="list-style-type: none"> <li>• To lead team of form tutors in monitoring and implementation of strategies to improve attendance</li> </ul>

	<ul style="list-style-type: none"> <li>• To re-enforce the importance of good attendance at all student and parental meetings</li> <li>• To highlight attendance issues in assemblies throughout the year and celebrate successes</li> <li>• Take steps to support, identify and support pupils who transfer mid-year, when there is an attendance issue.</li> </ul>
<b>Head of Sixth Form</b>	<ul style="list-style-type: none"> <li>• Liaise with staff at LHS and the attendance administrator to track attendance of post 16 students.</li> <li>• Liaise with Sixth Form ASC to plan, deliver and evaluate interventions to improve attendance and punctuality in the sixth form.</li> </ul>
<b>ASCs</b>	<ul style="list-style-type: none"> <li>• To lead team of form tutors in monitoring and implementation of strategies to improve attendance</li> <li>• Deliver targeted interventions to students at risk of becoming PA.</li> <li>• To re-enforce the importance of good attendance at all student and parental meetings</li> </ul>
<b>Subject Teachers</b>	<ul style="list-style-type: none"> <li>• To accurately complete registers within the first 10 minutes of the lesson</li> <li>• To create a positive atmosphere in their lessons and encourage students to attend well and achieve</li> <li>• Offer a warm welcome and support for those returning to the classroom after an absence</li> </ul>
<b>Form Tutors</b>	<ul style="list-style-type: none"> <li>• To accurately complete registers at the start of registration</li> <li>• To create a positive atmosphere in registration time and tutorials</li> <li>• Keep their tutor noticeboard up to date with attendance notices, posters, and other information to promote good attendance.</li> <li>• To contact parents in the first instance when there are concerns about a student's punctuality and/or attendance</li> <li>• To share information with students as part of the registration programme on their attendance figures and targets.</li> </ul>
<b>Parents and Carers</b>	<ul style="list-style-type: none"> <li>• Make sure their child attends every day, on time</li> <li>• Call the school to report their child's absence before 8.30 on the day of the absence and each subsequent day of absence, and advise when they are expected to return</li> <li>• Provide the school with more than 1 emergency contact number for their child</li> <li>• Ensure that, where possible, appointments for their child are made outside of the school day</li> <li>• Avid booking holidays in term time.</li> <li>• Encourage their child to stay in school if they are only feeling slightly unwell.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Attend school every day on time</li> <li>• Attend every lesson on time</li> <li>• Make every effort to stay in school if they are feeling a little unwell</li> <li>• Make every effort to catch up on missed work as a result of absence from school.</li> </ul>