

NEWMAN SCHOOL

& Rotherham Opportunities College

POLICIES

ATTENDANCE POLICY

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Attendance Policy

Version Control

Version	Author	Changes	Approved	Next Review
	SLT		15/03/2021	15/03/2022

AIMS AND PRINCIPLES OF GOOD ATTENDANCE

- The school is committed to maximising the achievement of all pupils.
- There is a clear link between good attendance and educational achievement. Good attendance is an important consideration when applying for any post-16 placement, whether at College or employment.
- Good attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within Newman School.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependent on good attendance at school.
- Newman School will take appropriate action to promote and encourage good attendance.

STATEMENT OF EXPECTATIONS

What Newman School expects of the pupils:

- Good attendance.
- To arrive on time, appropriately prepared for the day.
- To inform the class teacher of any reason that will prevent them from attending school.

What Newman School expects of parents/carers:

- To fulfil their responsibility by ensuring their children have good attendance and are always on time for the school transport, where appropriate.
- To ensure that they contact the school on the first day their child is unable to attend.
- To ensure their child arrives well prepared for the school day
- To contact the class teacher or SLY in confidence whenever any problem occurs that may keep their child away from school.

- To inform the Class Teacher or SLT and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day, and provide a copy of appointment letter where possible.
- To ensure the continuity of their child's education by taking holidays during the school holiday period and, in exceptional circumstances where this is not possible, to request leave in term time by completing the application in advance of the holiday.

What parents/carers can expect of Newman School

- A broad and balanced education that is dependent on good attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- Prompt action on any problems notified.
- Close liaison with parents/carers about their child's attendance record through regular reports home.
- The recording of all attendance-related incoming messages from parents and notify the relevant persons.
- Attendance officer will follow up any absence.

Newman School Response to Attendance Issues

- Newman School will identify and monitor pupils whose attendance gives cause for concern.
- Appropriate strategies will be employed in order to address the attendance of individual pupils.
- The school will record all attendance-related incoming messages from parents, notifying the Class Teacher, SLT and Headteacher.
- The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- When a pupil is absent and contact cannot be made by telephone, a home visit by the Family Support Worker may be made.
- Where Newman School procedures have failed to contact the home or poor attendance persists, the school will make a referral to Early Help, who will liaise with the relevant staff.
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

Involvement of Parents/Carers

- Newman School believes that it is vitally important that parents/ carers are actively engaged in promoting good attendance.
- The school will react quickly and assertively to any parents'/ carers' concerns. Parents/ carers will be encouraged to make contact with school to discuss any issues impacting on their child's attendance.

Attendance Roles and Responsibilities

Senior Management

- The Senior member of staff with responsibility for attendance is the Headteacher, who will:
 - Develop, monitor and review the Attendance Policy
 - Produce and distribute attendance information for parents/carers
 - Support all staff in their work related to attendance
 - Collate attendance data for the DfES, LEA and the Governors
 - Liaise with the LEA over any attendance targets and school strategy

Class Teachers/Tutors

This is an important role and requires the Class Teacher to:

- Ensure registers are completed accurately
- Have regular discussions with pupils about the importance of good attendance, in line with the school's procedures.
- Monitor individuals as well as whole Registration Group attendance, in line with the school's procedures.
- Identify trends in the attendance of individual pupils and respond appropriately.

Newman School Attendance Officer

The Attendance Officer is responsible for:

- Telephoning parents/carers on the first day of absence when pupils are absent without notification.
- Communicating the reason for absence to the relevant members of staff.
- Completing statistical returns for LEA and DfES.
- Liaising with the Early Help worker.

Newman School Governing Body will:

- Receive information from the Head teacher and/or Early Help on attendance.
- Be involved in setting any school targets on attendance.
- Report to parents/carers in their Annual Report on issues relating to attendance.
- Contribute to plans in response to when attendance is a cause for concern.
- Support the school in its efforts to raise attendance.