

Standard Operating Procedure - Managing Student Attendance



Objective

To ensure that Ratton School's student attendance expectations are clearly defined and adhered to

Scope

All students

Definitions

Every half-day absence has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- ***parents keeping children off school unnecessarily***
- ***truancy before or during the school day***
- ***absences which have never been properly explained***
- ***children who arrive at school too late to get a mark***
- ***In line with government legislation we will not authorise holidays taken in term time***
- ***and students' absence for this purpose will be marked as unauthorised. In exceptional***
- ***circumstances any requests for leave of absence must be made to the Headteacher who***
- ***will make any decisions needed***

The register closes at 9.15 am and students arriving after that time will be marked as an unauthorised absence. For students persistently arriving after 9.00 the close of register time will be moved forward to 9.00 and any lateness after this revised time will again be dealt with as unauthorised absence.

Parents will be informed when register close is moved forward as such could trigger EWO involvement and subsequent prosecution.

Persistent absentees are defined as those students with attendance above the following thresholds:

- By the end of Term 1 14 absences in total
- By the end of Term 2 28 absences in total

- By the end of Term 3 40 absences in total
- By the end of term 4 52 absences in total
- By the end of term 5 62 absences in total

A broken week is any week in which the student has missed one or more sessions.

A student's attendance will be a cause for concern when there more than two broken weeks in any one term.

Where an absence concern is the result of a genuine illness the school will work with parents and other agencies such as the flexible learning service to minimise learning loss through these absences.

Procedure

Step	Action	Staff	Time	Completed
1	First day contact with parents	Student welfare	Daily	
2	Letter home if parents do not make contact	Student welfare	When required	
3	Request a note on return and pass to student welfare	Form tutor	On student's return	
4	Identify students with attendance concerns using broken week's reports	Student welfare	After first term then monitor weekly	
5	Send broken week's letter home	Student welfare	After first term then termly	
6	Meet with identified students	Student welfare	When identified	
7	Identify students with less than 85% attendance and set up informal panels. Monitor every 3 weeks. Only authorise absences with doctor's note	Student welfare with Care & Guidance	When identified	
8	If no improvement arrange formal meeting involving EWO. Set targets for improvement	Student welfare with Care & Guidance and EWO	If needed	
9	If no improvement consider prosecution	EWO		

Consultation	<ul style="list-style-type: none"> • Governors • Staff
Relationship to other policies	
Relationship to standard operating procedures	

Role	Responsibility
Governors	<ul style="list-style-type: none"> • Establish this policy • Monitor and review the effectiveness of this policy
Headteacher	<ul style="list-style-type: none"> • Ensure structures are in place to support the effective implementation of this policy • Consult on this policy
Headteacher's PA	<ul style="list-style-type: none"> • To develop and maintain school's attendance procedures