



Cheadle Hulme School

ATTENDANCE POLICY

Please also refer to Equality & Diversity Policy; Supervision of Pupils Policy

At Cheadle Hulme School we are committed to promoting the welfare of our pupils through regular school attendance.

Pupils need to be present in school to maximise their individual opportunities for fulfilling potential and the link between good attendance and high levels of achievement is undeniable.

We are fully committed to promoting school attendance by providing an environment and ethos where all pupils feel safe and can build positive relationships with their peers. We expect that in return parents/carers ensure that pupils attend school regularly and are punctual.

Promoting good attendance is the responsibility of staff, parents and carers and this must be evident in our interactions with pupils. School procedures are in place to ensure that registers accurately reflect a pupil's attendance record and, in turn, help to safeguard our pupils by drawing immediate attention to any unexplained absence.

We expect pupils to attend school every day and arrive on time. Pupils arriving late to registration can cause disruption, which in turn may have a detrimental effect on their peers.

1. Aims

- To promote good attendance and punctuality.
- To monitor individual pupil attendance and deal promptly with the causes of poor attendance and lateness.
- To safeguard pupils by ensuring their whereabouts are known at any given time.
- To involve all staff, pupils, parents/carers, governors and outside agencies in promoting good attendance.

2. Roles and responsibilities

Staff, parents and carers must make attendance a high priority and convey to pupils the importance of such in achieving potential.

Specific responsibilities – Staff

2.1 Deputy Head (Pupil Progress & Welfare) and Assistant Heads (Sixth Form, Upper School and Lower School) will:

- Have overall responsibility for attendance and punctuality.
- Raise the profile and importance of good attendance and punctuality throughout the school community.
- Establish written attendance procedures for reference by staff and parents/carers
- Alert the Local Authority to any pupil absent from school without reason for ten consecutive days (Child Missing in Education) or earlier where there are concerns regarding said child's welfare.
- Monitor adherence to attendance procedures to ensure accuracy and reliability of attendance data.
- Discuss attendance issues with Heads of Year on a regular basis.
- Monitor the attendance profile for the Senior School.

- Monitor the effectiveness of the Attendance Policy and Procedures.

2.2 Heads of Year will:

- Reinforce to Form Tutors the importance of adherence to attendance procedures in maintaining accurate and timely records.
- Monitor and review Form Tutor adherence to procedure.
- Encourage Form Tutors to promote the importance of good attendance and punctuality to pupils.
- Review attendance for each year group on a regular basis and take action where appropriate.
- Work with Form Tutors and Student Managers to address concerns regarding individual pupil attendance and/or punctuality.
- Work with parents/carers of pupils to address individual concerns.
- Liaise with external support agencies where necessary.

2.3 Form Tutors will:

- Promote and encourage good attendance and punctuality.
- Ensure pupils adhere to procedure when arriving late to school or leaving during the school day.
- Ensure pupils follow procedure when requesting absence during term time.
- Complete accurate and timely session registers.
- Follow up unexplained absences.
- Monitor individual and form attendance percentage.
- Alert Heads of Year and Student Managers to pupils whose attendance/punctuality is a cause for concern.
- Liaise with parents/carers.

2.4 Subject staff will:

- Complete and send accurate and prompt lesson registers.
- Ensure pupils who have been, or are to be, absent, receive details of work missed and that they catch up accordingly.
- Alert Form Tutors to concerns regarding pupil attendance/punctuality to individual lessons.

2.5 Student Managers will:

- Telephone parents/carers of pupils absent without reason for a second consecutive day.
- Receive and review reports for pupils whose attendance record is below 90%.
- Liaise with Heads of School, Heads of Year and Form Tutors to consider appropriate action.
- Liaise with pupil and parents/carers to address areas of concern.
- Consider plans of action for pupils to improve attendance and/or punctuality.
- Liaise with external support agencies where necessary.
- Monitor lesson absence and establish appropriate intervention.

2.6 Attendance Secretary will:

- Receive and record pupil absence daily.
- Send out first day absence texts to parents/carers of a pupil absent without explanation.
- Follow up second day absence with a text to parents/carers, and an email to Form Tutors, Heads of Year and Student Managers.
- Monitor missing session marks and alert Form Tutor promptly.
- Monitor unexplained absences and alert Form Tutor promptly.
- Make changes to registers as authorised.

Specific Responsibilities – Parents/Carers

2.7 Parents/Carers will:

- Provide up to date contact details.

- Promote and instil the importance of good attendance and punctuality.
- Notify the school when their child will be late arriving to school.
- Notify the school when their child is either unable to attend, with a reason, as early as possible, on the first day of the absence.
- Contact, and update, school on each subsequent day of absence.
- Respond to text messages sent out enquiring as to a pupil's reason for absence.
- Confirm in writing, by letter or in a pupil's planner, the reason for any absence when a pupil returns to school.
- Where possible, notify the school in advance, and request permission for, any planned absence.
- Ensure pupils leaving during school hours have a note requesting permission to do so. Pupils will not be allowed to sign out of school without this.
- Refrain from taking their child out of school during term time for holiday purposes.

3. Strategies/procedures to improve attendance

3.1 Staff

- Written guidelines and attendance procedure to be circulated to all staff.
- Guidelines on correct use of codes to mark attendance and absence to be circulated.

3.2 Parents/Carers

- Written guidelines and attendance procedure to be circulated to all parents/carers.
- Written guidelines and attendance procedure to be accessible through Parent Portal and detailed on the school website.

Date of approval by Governors:	July 2016
Date of Approval by Head & Second Master:	July 2016
Proposed Review date:	June 2017
Governor Group responsible:	Legal and Compliance
Member of SLT responsible:	Head & Deputy Head Pupil Progress & Welfare
Relevant Procedures:	Exclusion of Students Procedures; Pupils Missing at School Procedures; Pupils Missing from Education Procedure; Safeguarding CP Policy and Procedure