



SOUTH NEWCASTLE FEDERATION



**CLAYTON HALL BUSINESS AND LANGUAGE COLLEGE
and
NCHS – THE SCIENCE COLLEGE**

STATUTORY POLICY

ON

BEHAVIOUR & ATTENDANCE

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|---|---------------------|
| DRAFTED BY | <u>Isobel White</u> |
| DATE OF APPROVAL BY FULL GOVERNING BODY | <u>January 2012</u> |
| REVIEW DATE | <u>January 2013</u> |
| RESPONSIBLE FOR DAY TO DAY MANAGEMENT | <u>Isobel White</u> |
| RESPONSIBLE FOR REVIEW | <u>Jill Adamson</u> |

BEHAVIOUR AND ATTENDANCE POLICY

NCHS – The Science College

Principles

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community.

The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The attendance and behaviour policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. 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 good reason like 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**

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Officer from the County Council. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance have failed, these Officers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Registration

Registration will be on Lesson Monitor which should be completed within the first 10 minutes of the lesson.

In the morning, registration will be in Teaching Classes in Teaching Rooms (8.45 - 8.50).

In the afternoon, registration will be in Form Groups in Form Rooms (13.55-14.15).

Pupils should be marked as present (/) or absent (N). Pupils arriving late should be marked (L) and the number of minutes late recorded.

Late Attendance

Students arriving after 8.50 am and 2.15 pm should report to the Attendance office. A late registration slip will be issued and taken by the student to be signed on arrival at the class by the class teacher

Absence

Each week an Absence Report will be issued to Form Tutors for unexplained absences (both morning and afternoon sessions) which can be coded as follows:

| Code | School Meaning | Statistical Meaning | Physical Meaning |
|------|--|-------------------------------|-----------------------|
| / | Present (AM) | Present | In for whole session |
| B | Educated off site (NOT Dual Reg) | Approved Educational Activity | Out for whole session |
| C | Other authorised circumstances | Authorised Absence | Out for whole session |
| D | Dual Registration i.e. pupil attending other establishment | Approved Educational Activity | Out for whole session |
| E | Excluded (no alternative provision made) | Authorised Absence | Out for whole session |
| F | Extended family holiday (agreed) | Authorised Absence | Out for whole session |
| G | Family Holiday (NOT agreed or days in excess) | Unauthorised Absence | Out for whole session |
| H | Family holiday (agreed) | Authorised Absence | Out for whole session |
| I | Illness (NOT medical or dental etc appointment) | Authorised Absence | Out for whole session |
| J | Interview | Approved Educational Activity | Out for whole session |
| L | Late (before registers closed) | Present | Late for session |
| M | Medical/Dental appointments | Authorised Absence | Out for whole session |
| O | Unauthorised absence (not covered by any other code) | Unauthorised Absence | Out for whole session |
| P | Approved Sporting activity | Approved Educational Activity | Out for whole session |
| R | Religious Observance | Authorised Absence | Out for whole session |
| S | Study leave | Authorised Absence | Out for whole session |
| T | Traveller absence | Authorised Absence | Out for whole session |
| U | Late (after registers closed) | Unauthorised Absence | Late for session |
| V | Educational visit or trip | Approved Educational Activity | Out for whole session |
| W | Work Experience | Approved Educational Activity | Out for whole session |

Absence Notes

After an absence for any reason, students should bring to the Form Tutor a note signed by their parents explaining the absence, space is also provided in the planner for this purpose. This may not be necessary if parents have previously contacted the school by telephone to explain the absence.

Parents are asked to inform the school immediately their child is absent. There is a dedicated "absence line" (*telephone number 01782 667660*) with an answering machine for parents to leave messages.

As part of our strategy for Social Inclusion, the Student Support officer will contact parents should any student be away from school without notification from parents, to find out the reason for their child's absence.

Form Tutors should inform the appropriate Head of House of any irregular patterns of attendance which arouse suspicion. Assistant Headteacher/Social Inclusion Officer/Heads of House meet the EWO weekly to discuss attendance.

Holidays in term time are discouraged. Parents are not automatically allowed to take their child out of school on holiday; this must be authorised by the Headteacher, preferably six weeks in advance. The Headteacher will consider each case individually and will only grant in exceptional circumstances

Attendance

Any concerns regarding attendance should be addressed to the Head of House in the first instance.

Each week a print out showing pupil attendance will be issued to Form Tutors and Heads of House. Form Tutors should ensure that pupils are recording the cumulative attendance as a % in their planners on a weekly basis. House points should be awarded weekly by Form Tutors on a weekly basis for those pupils who have achieved 100% attendance and punctuality. Tutor Group attendance should be displayed on the Form Noticeboard.

Some of the ways in which we give attendance a high profile include:

1. Alerting Student Support Officer or Head of House of any concerns.
2. Regularly patrolling corridors, cloakrooms, toilets and any other likely "hiding" places.
3. Publishing average attendance figures in the Staff bulletin.
4. Encouraging Form Tutors, Heads of House etc to praise students for good attendance and award House points.
5. Encouraging students to understand the link between attendance and attainment.
6. Awarding attendance prizes at Presentation Evening.
7. Issuing individual and Form Certificates and prizes termly.
8. Keeping parents informed about their child's attendance and working with them to create a school ethos that values and contributes to high levels of attendance and punctuality and allows their children to take full advantage of the educational opportunities on offer.
9. Any other methods identified by the Social Inclusion Programme.

10. Giving detentions for late attendance – Students late for 2 sessions in a five-day period are given an SMT detention.

Students signing in and out.

Students who arrive at lunchtime after missing morning school should sign in at reception. (See also late Attendance).

Students wishing to sign out should inform their Form Tutor and have a written note from a parent, or a note in their planner with them to show the office staff (except for illness). Students should then sign out in the book available at reception with permission from a member of staff:

1. For Dental/Doctors' appointments.
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If the student returns to school he/she should sign in again. Students will receive a slip authorising them to leave school if an adult is not collecting them. The late book and the signing in/out book are kept at reception and are to be signed in the presence of a member of the office staff.

When an individual pupil's attendance level falls below 85% in any term without good reason, a referral to the EWS will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

Information about individual school targets, projects and special initiatives

The school has adopted the following attendance targets and special projects:

The attendance target for 2011-2012 is 93%.

Those people responsible for attendance matters in this school are:

Assistant Headteacher: Mrs I White
Student Support Officer: Mrs R Pettitt

The School operates a policy of first day contact.

Summary

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

Policy reviewed January 2012



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DRAFTED BY

Assistant
Headteacher

DATE OF APPROVAL BY FULL GOVERNING
BODY

January 2012

REVIEW DATE

January 2013

RESPONSIBLE FOR DAY TO DAY
MANAGEMENT

Assistant
Headteacher

RESPONSIBLE FOR REVIEW

Julian Morgan

BEHAVIOUR AND ATTENDANCE POLICY

Clayton Hall Business and Language College

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Information about individual school targets, projects and special initiatives

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The attendance target for 2011-2012 is 94.5%.

Those people responsible for attendance matters in this school are:

Assistant Headteacher: Mr Paul Moss
Student Support Officer: Mrs Val Morgan

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Summary

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