



**CWMBRAN  
HIGH SCHOOL**

# **Attendance Policy**

**REVIEWED:** 1/3/2016

**NEXT REVIEWED:** March 2017

**Approved by Governing Body:**

School Performance & Improvement Committee –



## Attendance Policy

Cwmbran High School believes that if pupils are to benefit from education, good attendance and punctuality are crucial. As a school we will do all we can to ensure maximum attendance for all pupils. Any problems that impede attendance and punctuality will be addressed promptly.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will set attendance targets for improvement each year. These targets will be agreed with the LA so that they are in line with the targets in the Education Strategic Plan.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised where there is concern about attendance.

### THE SCHOOL'S PROCEDURES:

1. Form Tutors and Subject Tutors enter data for each pupil using SIMS Electronic Registration. Data is entered for the a m registration period as well as for each of the five lessons of the day.
2. During Form Tutor periods, Form Tutors will use information generated by the SIMS system to check on attendance and sessions missed.

Form Tutors will also set attendance targets each half-term with every pupil. These will be entered in Planners and reviewed half-termly in Form Tutor periods.

3. Form Tutors inform the Head of Year of any attendance concerns. The Head of Year also has whole-school responsibility for behaviour, and is therefore in a position to link information from both systems. We also strive to seek reasons for poor attendance, and we take regard of the possible effects on attendance of bullying, underachievement, etc.
4. The Attendance Officer produces daily printouts of attendance which are monitored weekly by Heads of Year in partnership with the Attendance Officer and weekly with the E W O. Any attendance or punctuality concerns are quickly identified. Parents are contacted by letter or telephone call or a home visit from the E W O.
5. The Attendance Manager reports weekly to SLT on attendance for any necessary follow up actions.
6. Parents are encouraged to telephone the school on the first day of a child's absence.

7. A First Day Response Officer contacts parents on the first day of absence. Reasons given are recorded as authorised or unauthorised according to WG guidelines and reported to the Attendance Manager and E W O. Persistent patterns of absenteeism are thus identified and followed-up by the Attendance Officer and Heads of Year.
8. Pupils who are persistently late are seen by Heads of Year and / or the E W O and letters are sent home to parents. These are identified through daily checks on the SIMS system by the Attendance Officer.
9. Holidays in term time are discouraged and a leaflet sent out to all parents. Applications for a holiday are authorised only where parents have provided a letter indicating special circumstances, or a letter from an employer stating that they are unable to take annual leave in school holidays. Such cases will be registered as "Authorised Absence".
10. Heads of Year give attendance a high priority in Assembly time and certificates for good attendance are awarded every term and percentage totals for each Form are stressed. The Form with the best attendance in each Year Group each term receives a reward.
11. Where truancy has occurred, pupils are placed on report, to be signed by teaching staff and monitored by Heads of Year.
12. The Head of Year, Year 7 (Transition) visits associate Primary Schools prior to the start of the Year and information is gained regarding patterns of attendance from Year 6 class teachers.
13. Where long-term absence has occurred, we make efforts to effect reintegration as smoothly as possible. This may include monitoring, part-time attendance initially or support from the E W O and the Family Liaison Officer.
14. Subject teachers should report pupils regularly absent from lessons to the appropriate Head of Year.
15. Pupils whose attendance consistently falls below accepted attendance levels may be referred to the School Discipline Panel.

## **STRATEGIES FOR YEARS 7, 8, 9, 10 & 11**

Each term, attendance data will be collected, and all pupils will be placed in one of a series of leagues. These will be:

96% + above	-	Premiership
90% - 95%	-	Championship
85% - 89%	-	League 1
Below 85%	-	League 2

Letters will be sent home by “pupil post”, congratulating pupils “playing” in the Premiership and Championship. Letters will be sent home by post to pupils in League 1 and interviews with pupils and / or parents will be arranged for those in League 2. These will be carried out by the E W O and the Attendance Manager

League tables will be placed in all Form rooms and Form Tutors will be urged to use these figures in Tutor lessons to encourage improvement.

## **DATES / MEETINGS FOR 2014 / 2015**

- Weekly Meetings - Attendance Officer, Heads of Year and E W O.
- Fortnightly Meetings - 1 hour – Attendance Manager and E W O.

## **“LEAGUE” SYSTEM**

- AUTUMN TERM** - League details prepared and given to Heads of Year and Form Tutors / letters to parents – Attendance Officer – 2 – 6 November.
- SPRING TERM** - League details prepared and given to Heads of Year and Form Tutors / letters to Parents – Attendance Officer – 4 – 8 January.
- SUMMER TERM** - League details prepared and given to Heads of Year and Form Tutors / letters to Parents – Attendance Officer – 11 April – 15 April.

## **FORM ATTENDANCE FIGURES**

Figures are prepared by Attendance Officer and given to Heads of Year at the end of each half term. Individual 100% Attendance Certificates are also produced at the end of each term.

Friday 23 October  
Friday 12 February  
Friday 24 March  
Friday 27 May  
Wednesday 20 July (whole year figures)

Date as postmark

Dear Parent / Guardian

As part of an on-going monitoring of pupils' attendance, we try to encourage improvement for each individual through a "League" system.

Each half-term, pupils' attendance figures will be displayed in Form rooms. They will be categorised according to our League system, i e:

96% + above	-	the Premiership
90% - 95%	-	the Championship
85% - 89%	-	League 1
Below 85%	-	League 2

We aim to encourage all pupils to "play in the Premiership" in order to maximise their educational achievements.

Your child is currently in the Premiership and is to be congratulated on a high level of attendance.

Yours sincerely

J B SMITH  
ASSISTANT HEADTEACHER

H KETHRO  
EDUCATION WELFARE OFFICER

Date as postmark

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We aim to encourage all pupils to "play in the Premiership" in order to maximise their educational achievements.

Your child is currently in the Championship and, although this is creditable, we hope that you will encourage them to improve their attendance so that they can play in the Premiership.

You can support this project by asking your child about the scheme and encouraging him / her to attend school regularly and to play in a higher league.

Yours sincerely

J B SMITH  
ASSISTANT HEADTEACHER

H KETHRO  
EDUCATION WELFARE OFFICER

Date as postmark

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Below 85%	-	League 2

We aim to encourage all pupils to "play in the Premiership" in order to maximise their education achievements.

Your child is currently in League 1, and we hope to see an improvement in the next half term.

You can support this project by asking your child about the scheme and encouraging him / her to attend school regularly and to play in a higher league.

Yours sincerely

J B SMITH  
ASSISTANT HEADTEACHER

H KETHRO  
EDUCATION WELFARE OFFICER

Date as postmark

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85% - 89%	-	League 1
Below 85%	-	League 2

We aim to encourage all pupils to "play in the Premiership" in order to maximise their educational achievements.

Your child is currently in League 2 and as such is giving cause for concern. We would welcome the chance to discuss with you methods of improving this figure, and would be grateful if you could contact the school.

Yours sincerely

J B SMITH  
ASSISTANT HEADTEACHER

H KETHRO  
EDUCATION WELFARE OFFICER