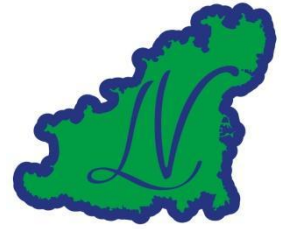




Les Voies

School



Attendance Policy

Type of Policy	Les Voies
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Version Number	4.1
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Date Completed	Sept 2014
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Reviewed	Sept 2023
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Review Period	2 years
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Next Review	Sept 2025
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Signed by	
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Links to other policies:

Behaviour and Attitudes Policy

Child Protection and Safeguarding

Policy

Why do we have an Attendance Policy at Les Voies?

Regular school attendance is essential if children are to achieve their full potential.

We have a policy to:

- Ensure a consistent approach to managing attendance
- Ensure every pupil has access to the full time education to which they are entitled
- To support pupils to succeed at school
- Ensure that pupils have access to the widest possible range of opportunities when they leave school

At Les Voies we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

At Les Voies we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Anti-Bullying, Behaviour and Attitudes, Teaching and Learning.

Why is Attendance Important?

Learners who do not attend school regularly are at risk from a whole range of factors that may lead to poor outcomes including low attainment and social exclusion. The link between poor school attendance and poor academic achievement and limited life outcomes has been well established in national research.

Research indicates that:

- Across the UK only 3% of learners with 50% or less attendance manage to achieve five or more GCSEs at grades A* - C including Maths and English (DfE statistics 2012)
- Across the UK 73% of learners whose have attendance is above 95 % achieve five or more GCSEs at grades A*-C (DfE statistics 2012)
- 33% of those who have attendance below 80% achieve no qualifications at all (DfE statistics)
- Students with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment or training (NEET) when they leave school (Department of Health statistics)

It is essential that all of the learners registered for education attend regularly and on time and that they access all of the opportunities that education offers.

Legal Framework

Section 17 of the Education [Guernsey] Law 1970 places a legal duty on parents of every child of compulsory school age to ensure that they are receiving efficient full-time education suitable to their age, aptitude and to any special educational needs they may have, either by attendance at school or otherwise.

The word “otherwise” refers to educational provision that does not take the form of attendance at school. The majority of these cases will apply to learners who are being home educated or receiving home tuition or having an individualized learning programme as prescribed by a Determination of Needs.

Compulsory school age is defined by Section 16 of the 1970 Law, as amended by The Education (Guernsey) (Amendment) Law, 2009 and the Education (Compulsory School Age) (Guernsey) (No2) Ordinance 2008. Compulsory School age is defined as the start of the term commencing on or after the child’s fifth birthday, until the last Friday of June in the school year in which they reach 16 years of age.

Under Section 20 of the 1970 Law, parents / carers who fail to secure their children’s regular attendance (at school) shall be guilty of an offence and Education Inclusion Services has a duty to take appropriate action by serving a School Attendance Order on the parent(s)/ carer(s).

Under Section 35 of the Children (Guernsey and Alderney) Law, 2008, the following conditions must be satisfied to justify a court or the Tribunal making an order about a child for reasons of non - attendance:

“There is, or appears to be, no person able and willing to exercise parental responsibility in such a manner as to provide the child with adequate care, protection, guidance or control, and ;
(g) the child (being under the upper limit of the compulsory school age) is failing to attend school without good reason”

In accordance with the Learners’ Registration (Guernsey) Regulations, 1970, it is a statutory requirement for schools to:

- Maintain school registers
- Accurately record the presence or absence of all learners at the commencement of each morning and afternoon session
- Make their registers available for inspection by Education Inclusion Services

Roles and Responsibilities

The following guidance indicates the areas of responsibility for staff, parents and students

Behaviour and Attendance Lead

- To establish whole school policy, including staged, escalating systems and procedures for the management of attendance
- To monitor and evaluate the implementation of this policy in the cycle of improvement
- To liaise with administration staff regarding communication from parents regarding absence and procedures for the use of Group Call
- To collate and analyse data for the purpose of intervention and forward planning
- To liaise with, Form Tutors, Class Teachers, and SLT regarding systems, procedures and interventions
- To monitor the accuracy of registers on a regular basis

- To update attendance displays
- To develop and monitor recognition systems
- To communicate positive messages to parents about attendance
- To issue letters to parents as a follow up to non-attendance and where there are concern about levels of absence
- To arrange school attendance meetings with parents as part of the school's staged escalation procedure for the management of attendance
- To meet regularly with the designated School Attendance Officer for the school to discuss whole school and individual cases including any new referrals
- To attend Education Office Attendance Interviews, when required.
- To promote positive messages about attendance in school
- To prepare written reports and statements for legal purposes and representing the school in the Magistrates Court or the Child Youth Community Tribunal.

Teaching Staff

- To keep accurate and up to date attendance records on SIMS (**this is a legal responsibility**)
- To discuss attendance during tutor time
- To support whole school attendance initiatives
- To work with individuals and their families to improve under the guidance of the Behaviour and attendance lead
- To communicate positive messages to parents/carers about attendance
- To be part of the school self-evaluation of attendance

SLT

- To have an overview of whole school data
- To liaise with Behaviour and Attendance Lead to have an overview of phase specific performance
- To have a termly agenda item on attendance
- To support whole school attendance initiatives
- To communicate positive messages to parents/carers about attendance
- To work with Behaviour and Attendance Lead to prepare reports and statements for legal purposes and representing the school in the Magistrate's Court or The Child Youth Community Tribunal
- To be part of attendance meetings regarding attendance as required.

Using Attendance Data

Les Voies will share attendance data with the Education Department. All information shared will be done so in accordance with the Data Protection Act 1998.

Every week attendance data is reviewed by the Behaviour and Attendance Lead and the School Attendance Officer

This data will be used to trigger school action as set out in the student attendance flowchart found in appendix 1

Support Systems

At Les Voies we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school.

Parents/Carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school. This will help the school identify any additional support that may be required.

At Les Voies we recognise that some pupils are more likely to require additional support than others.

The school will implement a range of strategies to support and improve attendance. Strategies used will include:

- Anti-bullying action by all staff
- Curriculum PSHE
- Collect and analyse data on bullying and implement strategies using this information
- Behaviour Support
- Identified Pastoral staff
- Awards and mentions in assembly
- Counselling
- Creating quiet and safe places around the school
- Corridors supervised at lesson change over
- Specific work targeted at vulnerable groups
- Reintegration processes that welcome children back in
- Alternative education projects for KS4 long term non-attendeers to re-engage
- Coaching and mentoring young people to help them cope emotionally and socially with school
- Discussion with parents and pupils
- Layered response reward systems
- Individulised timetables
- Additional learning support
- Reintegration support packages
- Pupil voice activities
- Termly trips out for best attenders
- Letters home (positive and negative)
- Certificate of achievement
- Name on attendance display
- Regular tutor contact with home
- Postcards home

Support for parents

- Clear expectations (home school agreement) and consistent follow up
- Home school links set up and maintained
- Complaints dealt with promptly and fairly
- Parenting support and early intervention services
- Discussion with parents and pupils

- Parenting contracts

Support for teachers

- Clear written daily routines (Daily cover sheet)
- Use of Inclusion service to mentor young people and help them cope emotionally with school
- Training in use of IT systems
- Behaviour training
- Clear role as Tutor, ensuring dedicated tutor time to discuss attendance
- Discussion with parents and pupils
- Behaviour and Attendance Lead for advice and guidance
- Group Call text service

Support offered to families will be child centred and planned in discussion and agreement with parents/carers and pupils. Where parents/carers are unable to engage with the support offered and, further unauthorised absence occurs, staged interventions will take place.

Punctuality

Students are expected to be in school at the start of the morning and afternoon sessions. Patterns of punctuality are monitored and addressed by the Behaviour and Attendance Lead.

Induction of new pupils and staff

- The school has a clear procedure for welcoming and inducting new Parents/Carers and pupils, and using constructively any information on the needs and backgrounds of pupils.
- New Staff, Pupils and Parents/Carers are all briefed on the school's philosophy on Attendance and the procedure which it follows.

Staged Absence Management Process

The staged approach to absence management (See the attendance policy for schools published by the office for education) is followed by Les Voies to ensure that there is a comprehensive process of management and intervention across the whole continuum of absence management from school level, through SAS to possible Child and Youth Community Tribunal or referral to Law Officer.

Home Education

Parents /carers do have the right to educate their children other than at school. If a parent decides that they wish to do this then they must write to the Director of Inclusion and Support Services at the Education Department.

The School Attendance Service

The SAS works within the legal framework of The Education [Guernsey] Law 1970 and is directly concerned with discharging the Education Department's legal obligations in relation to school attendance, welfare and employment of children. In particular, the Service is concerned to ensure that the 1970 Law (which relates to the

children of compulsory school age receiving full-time education) is applied fairly and equally for the benefit of learners. The SAS works in partnership with schools and with a wide range of other support agencies in order to support families and children in improving school attendance.

In order to ensure that registered learners of compulsory school age attend school regularly and punctually the SAS uses a number of approaches:

- Allocation of a designated School Attendance Officer to each school
- Provision of strategic advice to schools in self-evaluation of attendance and in developing improved systems and policies for managing attendance
- Monitoring attendance through regular inspection of school records and liaising with school attendance leader
- Taking referrals for individual case work following staged and escalating intervention by the school
- Enforcing school attendance either through the provision of The Education (Guernsey) Law, 1970 or The Children (Guernsey & Alderney) Law 2008.

SAS will make routine visits to schools according to need and to meet a minimum schedule

Evaluating Les Voies Attendance Policy

- Les Voies has an attendance policy that is being followed
- Les Voies operates a first day absence procedure with escalating staged approaches beyond this
- Les Voies actively promotes the importance of attendance
- Les Voies has a member of staff dedicated to attendance as part of their role
- Les Voies has a robust system for collating, analysing and monitoring attendance data

NB: The staged approach and Convenor referral routes can be found by following this link

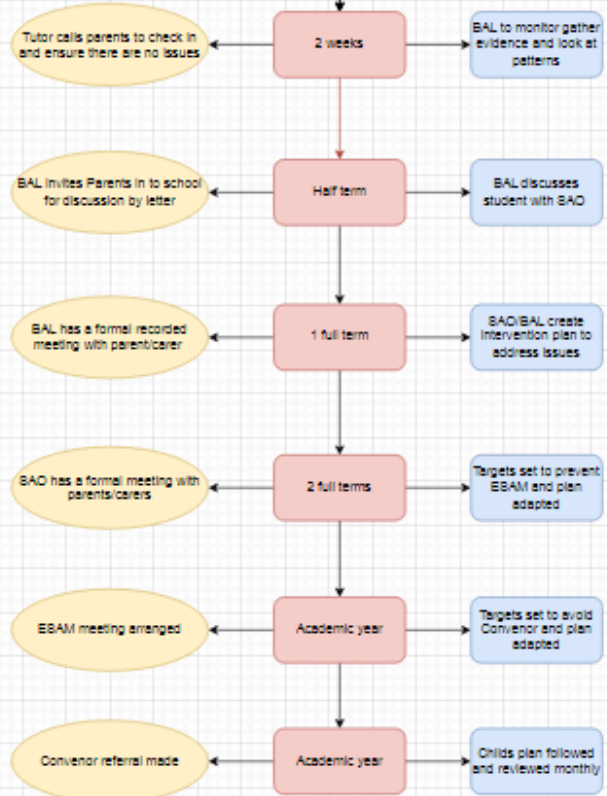
<http://bridge.sogcs.int.gov.gg/teamsite/education/policies/Attendance>

Student attendance

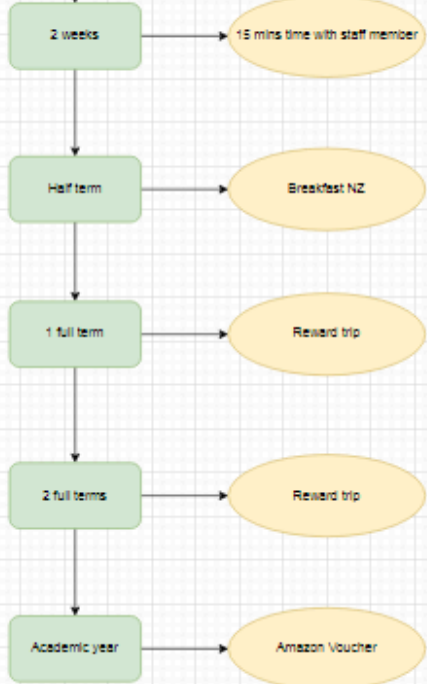
BAL shares data with tutor weekly

Attendance is above 95%

Attendance falls below 95%
Student is late 3 times a week
Student is off on the same day each week



Record made on SIMS



Assess, Plan, Do, Review

