



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	Attendance Policy
Approved by:	Governors – T,L,B & S Committee
Policy Created:	2010
Review:	2 years
Update Approved:	February 2022
All policies are available to stakeholders either on the school website or upon request from the school office.	

## PRINCIPLES

### **The Attendance Policy is guided by and committed to the following principles:**

Altrincham Grammar School for Girls is a selective school for students aged 11 – 18 years. It is situated in the south of the Borough of Trafford and it draws its students from a wide geographical area. A significant number of students travel to this school from outside Trafford. Some students travel for up to one hour to and from school each day. Despite that, the school is very proud of its attendance record. Most students achieve less than 3% absence and those who do not are often those who have been absent through long term illness.

As a school we aim to maintain and raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in school.

The principles in this policy concur in all respects with the aims and vision of the Bright Futures Educational Trust.

## PURPOSE

### **The aims of this Attendance Policy are to:**

To maintain our high attendance record and to improve on it by focusing on individuals and groups, where appropriate.

1. To keep an accurate and up-to-date record of attendance.
2. To identify causes of non-attendance and to take appropriate action.
3. To inform parents/carers of attendance and punctuality issues.
4. To work closely with Trafford and the Education Welfare team to support the attendance and wellbeing of the students.
5. To work closely with a student who has been absent for a prolonged period of time, or for a period of absence over a series of separate days.
6. To be consistent with the application of this policy.

## POLICY

<b>1.</b>	<b>THE FORM TUTOR</b>
<b>1.1</b>	It is the form tutor's responsibility to take the online register each morning. This register should be completed accurately in form time.
<b>1.2</b>	Form Tutors should inform senior tutors/assistant senior tutors if they feel the attendance of a student in their form is giving cause for concern.
<b>1.3</b>	Students will be made aware of the late registration procedures. They will be reminded of these by form tutors.
<b>1.4</b>	Form tutors are also responsible for making sure the students in their form understand the importance of regular and prompt attendance at school.



<b>2.</b>	<b>THE SUBJECT TUTOR</b>
<b>2.1</b>	It is the subject teacher's responsibility to take a register at the start of each lesson and to make a note of any student who leaves the room during the lesson for whatever reason.
<b>2.2</b>	The subject teacher should enquire of the group as to why a student is absent and should, if there are any unexplained absences, inform the Pastoral Assistant or Sixth Form Administrators immediately.
<b>2.3</b>	Staff should also check the register for any notes regarding students with appointments during the lesson.

<b>3.</b>	<b>THE SENIOR TUTOR</b>
<b>3.1</b>	The Pastoral Assistant or Sixth Form Administrator gives half-termly records of all lates and absences to the senior tutors of each year group and to the Vice Principal/Head of Sixth Form.
<b>3.2</b>	The Senior Tutors monitor patterns of absence and, where appropriate, follow this up by contacting the student's parents/carers to raise their concerns either via letter or telephone call.
<b>3.3</b>	In some cases, the senior tutor will ask the parent/carer to attend a meeting in school to discuss the student's attendance.
<b>3.4</b>	When a student returns to school after a long-term absence, the senior tutor is responsible for ensuring that a reintegration programme is in place for the first morning of the student's return to school and to support the student with catching up on missed work.

<b>4.</b>	<b>LEADERSHIP TEAM</b>
<b>4.1</b>	When it is felt appropriate, after consultation with senior tutors, the pastoral assistant and the Education Welfare Officer, the parents/carers of a student with poor punctuality or attendance may be asked to attend a meeting with the Vice Principal, Head of Sixth Form or the Principal.
<b>4.2</b>	This meeting will be to discuss poor attendance and/or punctuality and to explain to parents/ carers the effects this may have on the students' education and achievements and to agree targets for the student.
<b>4.3</b>	Further close monitoring, support and appropriate sanctions will be put in place following this meeting.

<b>5.</b>	<b>PASTORAL ASSISTANTS (Years 7 to 13) – DAILY AND WEEKLY MONITORING</b>
<b>5.1</b>	The pastoral assistant/sixth form administrator will contact the parents/carers of any student who is absent without notification on the first morning of the absence. First day absence contact is a priority in this school. The pastoral assistant /sixth form administrator will keep records of any absences.
<b>5.2</b>	In the case of a student whose absences are a cause for concern, that is a student whose attendance is dropping below an acceptable level for this school for no apparent reason, the senior tutor will meet with that student and explore the reasons for their absence and the consequences of such poor attendance. Following advice from Trafford, we will also offer advice and support to the parents/carers and work together to support the student's wellbeing.
<b>5.3</b>	
<b>5.4</b>	If the student's attendance does not improve, the school may contact parents/carers or do a home visit. This procedure will also be followed for a student who is persistently late. If the student's attendance does not improve, and in accordance with the Trafford guidelines on attendance, the school may commence formal legal



<b>5.5</b>	proceedings which will start with the parents/carers being issued with a penalty notice on behalf of Trafford Local Authority. This may be followed by the issue of a parenting order.
<b>5.6</b>	If there continues to be no improvement there may follow a prosecution by the Education Welfare Service on behalf of the Local Authority.

  

<b>6.</b>	<b>PERSISTANT ABSENCE</b>
<b>6.1</b>	If a student's attendance falls below 90% they are defined by the Department for Education as 'persistently absent'. At this level their progress and development may be significantly impaired.
<b>6.2</b>	The case may be referred to the Education Welfare Officer who will contact the family and offer to visit them at home to address any concerns and offer support.
<b>6.3</b>	If attendance does not subsequently improve, an Attendance Panel Meeting will be called by the Educational Welfare Officer, and parental contracts or legal proceedings may follow.
<b>6.4</b>	In cases where there is concern regarding the level of attendance for sixth form students (attendance below 90%) the form tutor, senior tutor and Head of Sixth Form will consider action to support the student to improve their attendance and contact will be made with parents / carers. Students may be set targets to improve their attendance, lose privileges (eg being asked to sign in at the sixth form library during free periods) or be issued with a sixth form contract. In cases where attendance does not improve, a further disciplinary action, involving the Head of Sixth Form, Principal and parents/carers, will be taken.
<b>6.5</b>	Sixth form students in receipt of 16-19 bursary are made aware that payment of the bursary is dependent on good attendance. Payments may be affected by poor attendance and any periods of unauthorised absence.
<b>6.6</b>	<b>Punctuality Procedures</b> Students must be in school on time at 8.40 am each day when registration begins. It is important that all students make a good start to the day and are ready to learn. If a student arrives after 8.40 am but before 10.05am (when registers close) they will be given a late mark (L), after this time students will be marked with a U code (unless they are attending a medical appointment). Procedures are in place if a student is late on a number of occasions. For more than 4 lates, an after school detention will be issued.

  

<b>7.</b>	<b>PARENT/CARER RESPONSIBILITY</b>
<b>7.1</b>	To ensure that the student leaves for school on time each day.
<b>7.2</b>	To ensure that the travel arrangements in place will allow the child to arrive in school on time each day.
<b>7.3</b>	To contact the absence line each morning to notify the school of any absences.
<b>7.4</b>	To contact the form tutor, senior tutor or the pastoral assistant /sixth form administrator if they notice problems arising with attendance at school.
<b>7.5</b>	Provide an explanation for a student's absence from school if the absence is longer than 3 days. This can be an email or a letter to the form tutor Yr 7 -11.
<b>7.6</b>	We ask that any appointments including dental and non-urgent medical appointments are made outside of school time. We do understand that sometimes this is difficult, parents/carers will need to inform the Pastoral Assistant, in advance, of the date and time of the appointment. Students who attend an appointment during the School day will need to be collected and brought back to the school following the appointment, if it ends during the school day.
<b>7.7</b>	We ask parents/carers to avoid taking the student out of school in term time and not to arrange family holidays during the school term.



<b>7.8</b>	Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.
<b>8.</b>	<b>STUDENTS' RESPONSIBILITIES</b>
<b>8.1</b>	To arrive at school in time to be in their form rooms for registration at 8:40 a.m.
<b>8.2</b>	To arrive on time for lessons and should pack their bags before form time in preparation for their lessons.
<b>8.3</b>	To follow the late procedures: any student who arrives late for registration or misses registration for any reason must sign in at Reception or the Sixth Form Office.
<b>8.4</b>	If a student needs to leave school before the end of the school day, they must either bring a letter of authorisation from their parent/carer, or parents/carers can send an email or contact school prior to the date of the appointment to inform the Pastoral Assistant or Sixth Form Administrators. Parents/carers or a listed contact for students in Year 7-11 must come into school to Reception to collect their child and sign them out.
<b>8.5</b>	A student who is persistently late must realise that sanctions will be imposed if there is no acceptable reason for their persistent lateness.
<b>9.</b>	<b>SPECIAL LEAVE REQUESTS</b>
<b>9.1</b>	The Vice Principal/Head of Sixth form will consider all requests for a student to take time off school during the term.
<b>9.2</b>	The appropriate form should be obtained by the student from the school reception, and parents/carers should complete it and return it to school promptly for the attention of the Vice Principal/Head of Sixth form. In almost every case, at least one month notice should be given of any such request.
<b>9.3</b>	The parents/carers will be notified of the decision by parentmail.
<b>9.4</b>	The Government does not allow time off for family holidays and requests will only be granted in exceptional circumstances. Granting such special leave is always at the discretion of the Principal.
<b>9.5</b>	Requests for time off school will not be granted for the start and end of any half term/term. When a request has been refused, any absence during that period will be recorded as unauthorised absence.
<b>9.6</b>	If a parent/carer still takes the student out of school when a request has been refused, the school will issue the parent/carer with a Penalty Notice and further action may be taken.
<b>9.7</b>	If a student is absent for two days either at the beginning or end of a half-term or term, the school will ask for evidence of their illness (medical certificate) or, in certain circumstances, request the Education Welfare Officer to visit.
<b>9.8</b>	No holidays will be authorised during the run up to examination periods for any year groups, or during mock/internal examinations. If the student is sitting external examinations and is taken out of school when a request has been refused, the Principal reserves the right to withdraw the school's support for the student's public examination entries and parents/carers will have to pay privately for all their child's examinations , including any NEAs.
<b>10.</b>	<b>ATTENDANCE AND EXAMINATIONS</b>
<b>10.1</b>	Students are expected to attend all internal/external examinations.
<b>10.2</b>	For information regarding external examinations at a different examination centre, please refer to the Examinations Policy. Students who intend to sit an examination elsewhere during the school day should apply for leave of absence as set out in section 9 above.



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<b>11.</b>	<b>EXCLUSIONS</b> In the case of exclusion, the separate exclusion policy procedures will be followed.
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<b>12.</b>	<b>CONCLUSION</b>
<b>12.1</b>	The school makes it clear to both staff and students that the issue of attendance is of the highest priority.
<b>12.2</b>	Attendance and punctuality are also recorded on the student's reports which are sent home during the school year and can also be accessed through Edulink by parents/carers.

## Responsibility

<b>Responsible Staff</b>	Mrs Ogunmyiwa; Mrs Galvin
<b>Approving body</b>	T,L,B & S