



BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY
Headteacher: Robert Hodges BA Hons, NPQH



Attendance Policy

School Policy/Procedure No: 07

Last Reviewed: March 2016

Last Amended: March 2015 Next Review: March 2017

PRINCIPLES

- Every child has a fundamental right to be educated.
- Parents, teachers and students have a duty to ensure maximum attendance at school.

AIMS

- To enable maximum student attendance through valuing high attendance rates.
- To encourage students to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence student attendance and work in partnership with parents and the EWS when difficulties arise, including supporting truancy sweeps.
- To meet our current attendance target as agreed by the Governing Body in the Strategic Development Plan.

OBJECTIVES

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To provide an effective and efficient system for the monitoring of attendance.
- To maintain first day contact.

SCHOOL POLICY

1. Beauchamps High School will require parents to phone in or send a note for every absence.
2. Student Reception staff will inform the Heads of Year if unexplained absence continues.
3. Student Reception staff will contact parents on the first day of absence, with follow-up calls if necessary.
4. Heads of Year and EWS will monitor attendance and agree action plans for unexplained absence and regular periods of explained absence.
5. The Headteacher will consider applications for holidays during term time, using statutory guidelines, and only approve the absence under exceptional circumstances. The Headteacher may request the issue of a Penalty Notice to parents who take their children on unauthorised term time holidays.
6. Registers will be taken on a lesson-by-lesson basis by Tutors and Teachers.
7. Office staff will keep letters of absence for at least six months.
8. Weekly print out of unexplained absence will be sent to Heads of Year.

9. Regular, but random, truancy checks will be made.
10. Students will be rewarded with a certificate, letter home and a picture in the Newsletter for 100% attendance: bronze (1 term), silver (2 terms), gold (3 terms). Gold attenders will also receive an additional award.
11. Students will be rewarded with a certificate on a termly basis for 100% punctuality: bronze (1 term), silver (2 terms), gold (3 terms).
12. The School may request a School Attendance meeting or a Penalty Notice for students who have regular unauthorised absence where they meet referral criteria.

Persistent Absence (PA): students who have less than 90% attendance

In line with the Local Authority's monitoring of Persistent Absence, Beauchamps High School will do the following:

- aim to exceed our PA target as agreed by the Governing Body in the Strategic Development Plan;
- monitor and support students with less than 90% attendance for the previous academic year (role of Head of Year)

- analyse PA on a half-termly basis to identify students who have improved and students who have less than 90% attendance but were not previously monitored, and instigate an intervention plan led by the Head of Year.

- write to parents to congratulate students who improve their attendance;

- write to parents to indicate concern about students whose attendance is below 90%.