



*"Bryn Hafren Comprehensive School  
is committed to providing equality of  
opportunity for all pupils regardless of  
gender, ability or race."*

## **Attendance & Punctuality Policy**

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Bryn Hafren has high expectations of its students in terms of punctuality and attendance. This document outlines the procedures that all staff follow, the tools used for monitoring students, and the possible support and consequence for parents.

### **1. Staff Responsibility**

Form Tutors (FT) are responsible for the monitoring of attendance & punctuality for the students within their tutor group on a daily basis. Heads of Year (HOY) along with Pastoral support Officers (PSOs) are responsible for the overview of the students within their year groups and ensuring weekly targets are being met.

### **2.E-registration**

Bryn Hafren uses the SIMs.net lesson monitor. Every classroom contains a PC; teachers register every class using attendance codes:

/ = Present

N = Absent

L = Late

Upon entering an L mark, teachers are prompted to enter into the system the number of minutes late. The other available attendance codes are entered into the system by either the HOY or the Attendance Administration Manager.

### **3. AM / PM Registration**

AM registration is at 8.30am every day. Registration closes at 8.50am. PM registration is at 1.50pm.

### **4. Lateness to Lessons**

Lateness to lessons is monitored by subject teachers and appropriate detention / consequences given by subject staff and is recorded on SIMs.

### **5. Unauthorised Lateness**

Students arriving after 8.30am will register with their FT and SIMs will record late minutes. Pupils habitually late to registration will be referred to the HOY who will send a letter home to parents and be given appropriate detention. Any student arriving to school after 8.50am is required to sign in late at reception. They should write their name, form and reason for lateness. HOY / PSOs monitor these late sheets and send letters to parents of students who write unacceptable reasons for lateness. Unacceptable lateness will result in a detention with the HOY/ PSO.

## **6. First Day of Absence**

If a student is absent, parents are requested to telephone the school to inform the school. Parents can also email the school website. If no telephone call is received by 9.30am the PSOs will make phone calls to parents to discuss reasons for absence prioritising the vulnerable pupils. If there is no response on a subsequent day's absence from the daily home call a letter is generated and sent home.

## **7. Punctuality Concerns**

A student with a poor punctuality record is set a detention in the first instance. If the student continues to show poor punctuality, a letter of concern is sent to the parents and the HOY will monitor the student. If the situation improves, then a letter of congratulations is sent to the student. If punctuality does not improve, then a second letter is sent home, inviting the parents to a meeting with the HOY/PSO to discuss how to help improve the situation. If the situation does not improve parents will be invited to attend a panel meeting to discuss punctuality. If there is no improvement, then a FPN warning letter will be issued. Finally if the situation continues a referral will be made to the EWS.

## **8. Attendance Concerns**

**8.1** The school target for attendance is 94.2%. Within an academic year, this is the equivalent of 14 days / 2 weeks absence a year. If a student's attendance falls below 93%, an initial letter of concern is sent to parents and HOY will monitor the student. If the situation does not improve a second letter of concern will be sent informing parents that the school will be monitoring attendance over a further two weeks. If the situation improves at any time then a letter of congratulations is sent to the student.

**8.2** If the situation still does not improve, or the student's attendance falls below 85%, then a further letter of concern is sent home, inviting the parents to a meeting with their HOY/PSO to discuss how to help improve the situation. Parents will usually be requested to provide medical evidence, in the form of appointment cards or a letter from GP in order to authorise any further absences. An Action Plan will be created, if the situation improves, then a letter of congratulations is sent to the student, If there is no improvement within the two week period parents will be invited to a formal "Attendance Panel" meeting when the EWO will be present along with a school governor. If the attendance does not then improve the student will be formally referred to the EWS. A FPN warning letter will be issued.

**8.3** Fast Tracking – for pupils with historical attendance issues they will follow the Fast Tracking attendance map. They will be invited to a panel meeting by week 7. If no significant improvement in following two weeks a warning FPN will be issued and a referral made to the EWS.

**8.4** HOY will record concerns of punctuality and attendance on an Individual Attendance Weekly Record Sheet which is given to the lead attendance member of staff.

## **9. The role of Heads of Departments (HODS)**

HODs are asked to monitor attendance in lessons and share any concerns they have with the relevant HOY.

## **10. The role of the Form Tutor & Head of Year**

Form Tutors are given a report each week; this is in the traditional form showing the attendance data for their tutor group for that week. Tutors are required to ask students to provide a letter from a parent stating a reason for the absence; the N code should then be updated appropriately. If a student does not produce an absence note, FTs must advise the HOY. FTs are also given a colour coded chart showing individual pupil % attendance which is discussed with the pupils. If a tutor is concerned about the attendance of a student in their form, they are asked to share their concern with the HOY at the weekly FT/HOY meeting. HOY may request medical evidence for pupils who have a number of absences related to illness.. HOYS are responsible for checking form / year targets are being met.

## **11. Education Welfare Officer**

Once HOY have followed the procedures above and no improvement has been made, and attendance has dropped to 80% then a referral may be made to the Educational Welfare Service. The HOY, together with the Local Authority (LA) and assigned Educational Welfare Officer (EWO) will monitor the student's attendance and/or punctuality. The EWS will issue a "Blue Notice" if attendance does not improve after 2 weeks this is followed by a 6 week monitoring period, if no improvement a court date will be issued.

## **12. Exceptional Leave**

Whenever a parent requests to take a student out of school for a period of leave, unless there are exceptional circumstances, the absence will not be authorised by the Headteacher, and the parent is reminded that the request contravenes the Home-School Agreement signed upon application to the school.

- I. It is widely known that the link between a student's attendance and attainment is irrefutable
- II. Early poor attendance habits follow through from secondary school into employment
- III. Bryn Hafren adopts a policy of not routinely authorising exceptional leave. Individual extraordinary applications remain at the discretion of the Head Teacher to authorise.
- IV. Exceptional leave will be refused in Years 11, 12 and 13 and to pupils whose attendance is less than 93%.
- VI. Exceptional leave will be refused when school is aware of any individual truancy.
- VII. Exceptional leave will be refused when request patterns become identifiable.

### **13. Truancy**

If a student truants a lesson they will be issued a detention by the subject teacher.

### **14. Persistent Truancy**

HOYs have a wide variety of strategies to deal with persistent truancy. These strategies include closely monitoring on the SIMS system, having a student 'tracked' in every lesson by HOYs, using a target report book that will require a staff signature for every lesson, parents are invited to sign and monitor this report.

### **15. Truancy off Site**

Any student found to have left the school site at any time of the day, including break and lunch without permission from a member of school staff will be given an internal exclusion or a lunchtime school detention as is deemed appropriate.

### **16. Justifying Student Absence**

**16.1** Where no telephone call has been made to school, parents are asked to inform the school either in writing, via a note in the planner or email to their child's form tutor, the reason for the absence.

**16.2** Where no letter has been received from a parent or there is no telephone response, then a letter will be generated detailing a list of their child's absence with a reply slip, and sent home.

**16.3** During the first week of each half term, Form Tutors are asked to ensure that any absences from the previous half term are all justified. If they have difficulty in obtaining absence notes, Form Tutors must consult their HOY and letters can be generated from the SIMs system.

**16.4** During the second week of each half term, HOY are asked to ensure that all absences are justified, either authorised or unauthorised, from the previous half term. The Attendance Administration Officer will generate a report for the HOY, and the Senior Leader responsible for attendance.

### **17. Post-16 Students**

Whilst the same monitoring procedures are used for monitoring non-compulsory age students, the EWO will not be involved. The Head of Years 12 & 13 will instead work strategies as used for compulsory age students.

### **18. Promoting Good Attendance**

**18.1** In order to promote good attendance, Bryn Hafren provides encouragement to students and parents in several ways. The reception area hosts a display board for parents / visitors to highlight the importance of good attendance and the route through addressing attendance concerns at Bryn Hafren. There are display boards outside each year office area that displays each day's attendance percentage, as well as a weekly league table of attendance for each year group.

**18.2** Any tutor group that achieves 100% attendance in one week are rewarded by a non-uniform day (usually a Friday). A letter is sent home to all parents in the tutor group, signed by the Deputy Headteacher.

**18.2** Students that achieve 100% within each half term are awarded a certificate, signed by the HOY celebrating their achievement. There is a half termly certificate & reward for the form within each year group with the best attendance / most improved attendance.

**18.3** Students that achieve 100% during an entire academic year are presented with an award at the yearly Prize Giving ceremony.

**18.4** An attendance prize is awarded weekly in assemblies for an individual with improved attendance.

**18.5** By promoting good attendance, Bryn Hafren believes that we are encouraging and protecting students and giving them maximum opportunity to reach their academic potential.

**18.6** Parents will receive half termly attendance leaflets which helps to promote good attendance and foster relationships between home and school.