



# City of London Academy

## Highbury Grove

# Attendance and Punctuality

# Policy

***‘Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.’***

Taken from ‘School Attendance - guidance for maintained schools, academies, independent schools and local authorities’ Department for Education, November 2016

	Name	Signature	Date
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## 1. Aim

The aim of the City of London Academy Highbury Grove's attendance and punctuality policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance and punctuality of all pupils and which supports excellent pupil progress.

City of London Academy Highbury Grove takes a whole-school approach to maintaining excellent attendance and punctuality and as such, it is the joint responsibility of parents/carers, pupils, and all staff members to ensure that where possible pupils are attending school on time every day. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance or punctuality are given the right attention and appropriate support.

This policy is supported by the City of London Academy Highbury Grove policies on safeguarding, bullying, and behaviour.

<b>Attendance</b>	<b>Description</b>	<b>Approx. days lost per year</b>	<b>Approx. weeks lost per year</b>
98-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
93-96%	Satisfactory	10-13	2-3
90-93%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4

## 2. Legal framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A pupil is of Compulsory School Age at the beginning of the term following their 5th birthday. A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. From September 2015 all 16 year olds will be required to continue in education or training until their 18th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

This responsibility is undertaken by the Access and Engagement Service.

The Education (Pupil Registration) (England) Regulations 2006, expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present
- absent

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

City of London Academy Highbury Grove is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

### 3. Introduction

Central to raising standards in education and ensuring all pupils can fulfil their potential is excellent attendance and punctuality. It is our responsibility to promote excellent attendance and punctuality and work towards reducing absence, including persistent absence and poor punctuality. It is important to act early to address patterns of absence and poor punctuality.

#### Attendance procedures

- City of London Academy Highbury Grove uses a range of procedures to promote excellent attendance. When a student joins the school, attendance is part of the home school agreement and is reinforced in the student planner.
- The school's chosen data system for recording attendance is SIMs.
- The tutor is responsible for morning registration and will take a register. This is reinforced by the subject register in period one.
- The classroom teacher is responsible for taking a register during each lesson that they teach.
- Any adult working with a pupil at a time during the school day that means they are not in their regular lesson is responsible for ensuring that said pupil is marked into a SIMs register along with a note explaining why the pupil was not in their regular lesson.
- The class register taken during lesson 5 will be used as the afternoon registration mark.
- Posters showing attendance percentages for year groups and tutor groups are displayed every week. This is to be confirmed.
- There are termly certificates and rewards for those pupils that achieve the school's target of 96% attendance and above:
  - **Bronze = 96%-97.9%**
  - **Silver = 98%-99.9%**
  - **Gold = 100%**

Certificates are also awarded to those pupils who have significantly improved their attendance over the course of a term.

- See Appendix Two for attendance interventions.
- See Appendix Three for daily and weekly attendance procedures.

### 4. Roles and Responsibilities

#### Governing Body

As part of the whole school approach to maintaining high attendance, the Governing Body will:

- Ensure that attendance is given a high priority and will annually review the school's Attendance Policy.
- Ensure that all legislation regarding attendance is complied with and that up-to-date information is provided to families.
- Agree with the school, the appropriate and accurate attendance figures and also agree the targets that will be submitted to the borough.
- Once a term, at governor's meetings allow the time to discuss attendance issues and ways that they can support the school as necessary.

#### School Leadership Team

As part of our whole school approach to maintaining high attendance, the School Leadership Team will:

- Ensure that attendance is given the highest priority and ensure that each Year Leadership Team will be active in their approach to promoting good attendance with their students and parents/carers.

- Build links with each year group which will ensure that school policy is administered, and that the school's systems to promote good attendance are adhered to and are consistently done.
- Ensure that the data is analysed to identify whole school year group and student issues as soon as possible and implement the appropriate interventions and support.
- Provide the data for the governing body once a term.
- Nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their pupil to attend.
- Document any specific interventions or steps taken to work with families to improve their pupil's attendance in case of future legal proceedings.
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues.

### **Teachers and Support staff**

As part of our whole school approach to maintaining high attendance, the school's teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- Ensure that they are fully aware and up to date with the school's attendance policy and government legislation and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- Ensure that they are following the correct systems for recording attendance and that attendance is taken daily.
- Contribute to strategy meetings and interventions where they are needed.
- Work with external agencies to support pupils and their families who are struggling with regular attendance.

### **Parents**

As part of our whole-school approach to maintaining high attendance, we request that parents/carers:

- Notify the school by telephone on the first day that their child is unavailable to attend school.
- Confirm this in writing when the child returns to school.
- Avoid making medical/dental appointments during the school day.
- Do not take their child on holiday in term time and in the case of exceptional circumstances permission must be granted by the Head teacher. The Leave of Absence in Term Time application form is on the school website and applications must be made four weeks before the intended date of absence.
- Promote the value of excellent attendance at home and follow the procedures set by the school.
- Advise the school of any difficulties the child may be having so that the school can support as appropriate.
- Are aware that Section 444 of the Education Act states, '*If a pupil of compulsory school age who is a registered pupil fails to attend school regularly, his/her parent is guilty of an offence.*'

## **Pupils**

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- Ensure they are punctual, and regular attendance is maintained at the highest level.
- Attend all their lessons on time and be ready to learn.
- On those occasions that they return to school from an absence they must bring a written explanation to their form tutor.
- Inform their form tutor if they are experiencing difficulties with their attendance in the first instance, who will inform their Head of Year, who will decide on the appropriate support.

## **5. Categories of absence and procedure for reporting absences**

It is the responsibility of the Headteacher to authorise any pupil's absence from school. Therefore, absences will be treated as unauthorised unless a satisfactory explanation is given to the school. ***Parents/carers cannot authorise absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised.*** Staff will make it clear on the school register when recording attendance whether a pupil's absence is authorised or unauthorised.

When a pupil is absent from school without prior permission, parents/carers should inform the school by telephone on the first day of absence and every day thereafter to give the reason for absence.

### **Illness**

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to alert the school on each day of absence. In some cases the school will require medical evidence such as a note from the pupil's doctor, an appointment card or a prescription paper.

Additionally the school may wish to refer to the school nursing service where there are health concerns or if there is a view that illness is being used to cover other reasons for absence. The school may also wish to seek the advice of the family GP, having first discussed the matter with parents/carer to seek their permission to do this.

### **Medical or dental appointments**

Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it cannot be avoided, pupils should attend school for as much of that day as possible.

### **Authorised absences**

There may be some exceptional circumstances where the school will authorise absence such as:

- Illness - High temperature/vomiting and diarrhoea, emergency medical/dental appointments which unavoidably falls in school time. While pupils should not be sent to school if they are genuinely unwell, if their illness is not sufficient to go and consult a doctor then parents/carers are advised to send them to school in the first instance, where they can be monitored. Should the need arise parents/carers can then be contacted and arrangements made to send pupils home.
- Religious observances.
- Family bereavement.
- Visits to prospective new schools, external exams or educational assessments.
- Exclusion from school.

## Unauthorised absences

These are absences which the school does not consider reasonable and for which “leave” of absence has not been given. This type of absence can lead to the school requesting that the Local Authority use sanctions and/or legal proceedings. Some examples of this type of absence include:

- Parents/carers keeping their pupil away from school unnecessarily – this can be due to pupil care arrangements, to look after siblings/relatives or because parents are unwell. In this case, alternative arrangements should be in place to ensure the pupil attends school;
- Shopping trips;
- Birthdays;
- Day trips and holidays in term time that have not been agreed by the Headteacher.

## Attendance Codes, Descriptions and Meanings

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

Code	Description	Meaning
/	Present (AM)	Present in school during registration. Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.
\	Present (PM)	
L	Late	Late before registers closed. Schools should have a policy on how long registers should be kept open. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

## Approved Educational Activity<sup>1</sup>

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code	Description	Meaning
B	Educated Off-Site (NOT Dual Registration)	<p>This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.</p> <p><u>Consortia Schools</u> Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.</p>

<sup>1</sup> An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

<b>D</b>	Dual Registration (i.e. pupil attending another establishment)	<p>This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used for Gypsy, Roma and Traveller children, but only when the pupil is known to be registered at another school during the session in question.</p> <p>Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.</p>
<b>J</b>	At an interview with prospective employers, or another educational establishment	This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
<b>P</b>	Participating in an approved sporting activity	This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
<b>V</b>	Educational visit or trip	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
<b>W</b>	Work experience	Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

## Authorised Absence from School<sup>2</sup>

Absence codes when pupils are not present in school are as follows:

Code	Description	Meaning
<b>C</b>	Leave of Absence authorised by the school	Only exceptional circumstances warrant leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.
<b>E</b>	Excluded (no alternative provision made)	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using code E. Where alternative provision is made they should be marked using the appropriate attendance code.
<b>H</b>	Holiday authorised by the school	Headteachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion.
<b>I</b>	Illness (NOT medical or dental appointments etc.)	Schools should advise parents/carers to notify the school as soon as possible when a child is ill. If the authenticity of illness is in doubt, schools can request parents/carers to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the seriousness of the illness but should advise parents of their intention. Schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not

<sup>2</sup> 'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

		treated by a doctor at the time. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
<b>M</b>	Medical / Dental appointments	Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
<b>R</b>	Religious observance	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, schools should seek advice from the parent/carers' religious body about whether it has set the day apart for religious observance.
<b>S</b>	Study leave	Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
<b>T</b>	Gypsy, Roma and Traveller absence	<p>A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.</p> <p><i>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.</i></p> <p>To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.</p>

### Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

<b>Code</b>	<b>Description</b>	<b>Meaning</b>
<b>G</b>	Holiday not authorised by the school or in excess of the period determined by the Headteacher.	If a school does not authorise a leave of absence and the parents/carers still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If parents/carers did not apply for the leave of absence in advance the absence must be recorded as unauthorised.
<b>N</b>	Reason not yet provided for absence	Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended immediately.
<b>O</b>	Absent from school without authorisation	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
<b>U</b>	Arrived in school after registration closed	Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.



## Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code	Description	Meaning
<b>X</b>	Not required to be in school	This code is used to record sessions that non-compulsory school age children are not expected to attend.
<b>Y</b>	Unable to attend due to exceptional circumstances	<p>This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The school site, or part of it, is closed due to an unavoidable cause.</li> <li>• The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance.</li> <li><input type="checkbox"/> A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.</li> </ul> <p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).</li> </ul> <p>This code <b>is</b> collected in the School Census for statistical purposes.</p>
<b>Z</b>	Pupil not on admission register	This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
<b>#</b>	Planned whole or partial school closure	This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days to be used for curriculum planning/training; and use of schools as polling stations. <sup>3</sup>

### Family holidays and term time leave

Parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time. Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

Family leave and extended holidays will not be granted except in very exceptional circumstances and must be applied for four weeks before the proposed absence. The family must also provide contact details for the proposed absence and details of any siblings also involved in the absence.

If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice. The HOY will alert the local authority to any unauthorised holidays. The correct codes must be recorded in the register in order to support the case. Requests for penalty notices for unauthorised holidays must be sent to [pupilservices@islington.gov.uk](mailto:pupilservices@islington.gov.uk) by the HOY.

<sup>3</sup> Different Term Dates for Different Pupils - Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education (i.e. 380 sessions) over the school year.

## **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they are absent from school for 10% or more across the school year for whatever reason. The reasons can be both authorised and unauthorised.

Absence below 90% will do considerable damage to any pupil's educational achievement and future prospects. We will need the full support and co-operation of all parents/carers to both avoid and where necessary tackle this.

Pupils who have reached the PA level will be tracked and monitored carefully through our pastoral system.

## **Religious observance**

City of London Academy Highbury Grove acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to request their child not to attend school on any day of religious observance if recognised by the parent/carer's religious body. Parents/carers are requested to give advance notice to the school if they intend their child to be absent.

## **Off Rolling / Deletions from the Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. The reasons below provide a summary.

Islington's local protocol requires schools to notify the local authority of any pupil who has been absent for ten consecutive school days or more without permission using the **LA Missing Pupil Alert Form**. In such cases, the pupil must be kept on roll until the local authority authorises their deletion from the school's register.

A pupil can be off-rolled if s/he has:

1. Been taken out of school by their parent/s and are being educated outside the school system. The parent must put this in writing and state how their child will be educated (e.g. to be electively home educated – *NB. Pupils with a Statement of SEN or EHCP must not be removed from roll until the LA has assessed the provision as different rules apply*).
2. Ceased to attend school and no longer live within reasonable distance of the school at which they are registered. The school should obtain written confirmation of the new address.
3. A medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.
4. Been taken into custody for a period of **more than four months** due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.
5. Been permanently excluded (once the exclusion and appeal process have been completed).
6. Been registered at another school and written confirmation has been received from the proprietor of the other school.
7. Been required to attend another school named on a School Attendance Order or other Court Order, or an Education Health and Care Plan.
8. Has died.
9. Ceased to be of compulsory school age.

City of London Academy Highbury Grove will follow Islington's Children Missing Education Protocol when a student's whereabouts is unknown.

## **6. Behaviour Support**

- Pupils in Behaviour Support do not start school until 10:00am. Therefore, form tutors should mark them absent for morning registration.
- On arriving at school, the Behaviour Support staff responsible for each pupil must ensure that they are marked into SIMs using a 'B' code for each lesson that they are in school for, as well as marking them into the Behaviour Support register.
- The 'B' code will also be put in for morning registration in place of the absent mark for those pupils in school.
- As Behaviour Support is operating as an 'off site provision', in the event of an evacuation, pupils should remain together and be registered by the Behaviour Support staff. They should NOT re-join either their tutor group or their regular class, as they will not appear as present on their register.

For those staff running support/mentoring sessions with pupils during lesson times:

- A list of pupils receiving additional support/mentoring sessions will be circulated to all staff at the start of each half term/week. This will include details of who the lead contact is for this support and on which day & period their session takes place.
- All pupils will have a copy of their support/mentoring sessions.
- When pupils arrive at their support/mentoring, the staff taking the support/mentoring session will mark the pupil's register on SIMs at the start of the session. A present mark will be entered and red flagged with comments '*IN SUPPORT/MENTORING SESSION WITH... (AND THE STAFF NAME CODE e.g. SOS)*'.

## **7. The Wellbeing Centre**

The Wellbeing Centre is a pre-planned provision and as such Heads of Year and the Head of Student Support have been involved in determining who should be accessing the provision.

- Where pupils are not in their regular lessons, it is the responsibility of the Wellbeing staff to keep an accurate register.
- All pupils must be entered into SIMs for each lesson they are in the Wellbeing Centre.
- Add the comment 'Wellbeing Centre' for each pupil.

## **8. Pupils Attending Support/Mentoring Sessions with Think Forward and Other Agencies**

It is the responsibility of the adult running a session to ensure that the pupil has been given a registration mark for the period they are with them. When a pupil arrives at their support/mentoring session, the staff member taking the support/mentoring session will mark the pupil's register on SIMs at the start of the session. A present mark will be entered and red flagged with comments '*IN SUPPORT/MENTORING SESSION WITH... (AND THE STAFF NAME CODE e.g. OMA)*'.

## **9. Pupils Attending Instrumental/Vocal Lessons**

A list of pupils receiving instrumental/vocal lessons will be circulated to all staff at the start of each term. This will include details of who their teacher is and on which day their lesson takes place. The timetables for these lessons will be available on the shared area.

- It is the class teacher's responsibility to check in advance when a pupil will be missing part of their lesson. If there are any issues with instrumental/vocal lesson timing (e.g. vital assessments), the class teacher must email the Music Administrator (Jake Bernard) at least 24 hours before the lesson so that changes can be made.
- If teachers have not notified the Music Administrator 24 hours before a lesson is scheduled then they are not allowed to stop a pupil from attending their instrumental/vocal lesson.
- All pupils will have a copy of their timetable for lessons.
- At the beginning of a class lesson the pupil will notify the teacher that they have an instrumental/vocal lesson during that period.
- The class teacher will mark them as present when they take the register.
- When it is time for the pupil to leave for their instrumental/vocal lesson, the class teacher must allow the pupil to leave the lesson. This process should cause as little disruption as possible. If there are any issues with the pupil prior to their instrumental/vocal lesson, the class teacher should deal with these separately (after the instrumental/vocal and/or class lesson).
- When pupils arrive at their music lesson (especially those that take place at the very start of class lessons), the tutor will check that the pupil has been marked into their class register. If they have not, then they will be sent to their classroom to get their mark before their music lesson begins.
- Lessons are all half an hour long; if a student takes more than 5 minutes to get back to their class lesson after the end of their instrumental/vocal lesson then internal truancy should be investigated.

## **10. Process for Sending Pupils Home During the School Day**

- When a pupil feels unwell, they come down to Student Reception with a note from their class teacher.
- If they do not arrive with a note, they are sent back to their lesson by the Student Reception Admin Assistant to get one. This ensures that their class teacher is aware of where they are and that they have been marked into a register.
- The Student Reception Admin Assistant refers the pupil to their respective HoY to deal with.
- If, after speaking with the pupil and considering all extenuating circumstances, the HoY decides to send the pupil home, then they make contact with the parent/carer.
- Once the parent/carer has agreed to the pupil being sent home/collected, then a pink slip is issued to the pupil by the Student Reception Admin Assistant and they are either sent home or wait in Student Reception to be collected.
- The information from the pink slip is entered into the pupil's SIMs file by the Student Reception Admin Assistant.

## 11. Punctuality matters too!

### **missed minutes = missed learning = missed opportunities!**

As a school, we are aware lateness can severely affect achievement. We monitor punctuality closely and have strategies in place to address lateness. We run late detentions every week. Form Tutors and Heads of Year monitor pupils if lateness becomes persistent. Awareness of the impact of lateness is raised with pupils, staff and parents regularly.

Registration begins at **8.55am** and all pupils are expected to be in their form room at this time. Pupils who arrive after this time but before 9:10am will be issued with a 30 minute lunchtime detention and an L marked in the register. Pupils arriving after 9:10am should go straight to the school office to be signed in and give a reason for their lateness. They will be given a 60 minute after school detention and will be marked as having an unauthorised absence for the morning (Attendance Code U) unless a specific reason for the lateness is provided.

It is vital that pupils sign in at the office to ensure that appropriate health and safety and safeguarding regulations are followed and that all pupils are accounted for.

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

19 days lost a year through being late = 90% attendance = Persistent Absence.

### **Some strategies to support improving punctuality**

#### **Night time routines**



- Check your timetable and pack any books and equipment you will need into your school bag before going to bed, ready for the next day.
- Make sure your uniform is clean, ironed and ready to wear.
- Check the travel situation for the next day – buses, underground, road works etc.
- Make sure you will have everything you will need for lunch – packed lunch, lunch pass, money etc.
- Go to bed at a time that will ensure you have enough sleep. An early night will ensure you are refreshed in the morning.
- Set a time for a television, iPad, computer, mobile phone and other devices to be turned off.
- Set your alarm clock – try getting up 10 minutes earlier to make absolutely sure you will be on time.
- If you are likely to oversleep, you could ask a friend to phone you to make sure that you are awake!

#### **Morning routines**



- Setting the alarm for a time that allows all morning routines to be carried out without making her late for school.
- Get out of bed as soon as the alarm sounds – you may fall back to sleep otherwise!
- Start thinking about a routine – you are less likely to forget things if you do them in the same order each day.
- Have some breakfast before leaving home, so that you do not feel tempted to stop at the shop on the way to school.

- Check you have your Oyster card before you leave the house.
- Try and watch or listen to the news so that you know of any problems on the roads or with public transport.
- Leave home at least five minutes earlier than you think you need to.
- Walk with friends who are likely to be on time – this will make sure that you too are on time and that you are not influenced by less punctual people.
- Come to school for breakfast club if available.

## **12. Addressing Attendance Concerns**

The school expects attendance of at least 96%. Where a pupil's attendance falls below this level, parents/carers will be informed by letter. If there is further absence parents/carers will be invited to attend a meeting at school and a plan to improve attendance will be agreed.

If a pupil's attendance drops below 90% they are considered to be persistently absent. If attendance does not improve, parents/carers may be issued with a penalty notice – minimum £60 – by the Access and Engagement Service in Islington.

Where students have been away for either short or long term, the school will support that pupil when they re-enter school to help them catch up on learning and any work that they have missed.

## **13. Attendance in the Sixth Form**

Attendance at non-compulsory post-16 study is currently not covered by the law relating to attendance (Section 7 of the Education Act 1996) but is covered by the law relating to safeguarding (Section 175 of the Education Act 2002). Therefore registers should be taken accurately in every lesson for all pupils.

It is an expectation of Highbury Grove Sixth Form that all pupils have good attendance to all tutorials, assemblies, timetabled lessons, study sessions and enrichment activities. Good attendance is classed by the school as 96% or above. By enrolling in Highbury Grove Sixth Form, all pupils are agreeing to attend school at least 96% of the time and to the attendance procedure as outlined below.

### **Highbury Grove Sixth Form Attendance Procedure**

#### **Absences due to medical circumstances:**

- If, upon joining Highbury Grove Sixth Form, a student has a known medical condition that may affect their attendance, the student should inform the Head of Sixth Form at the first opportunity and, where appropriate, provide medical evidence of this.
- In the event of a student being too unwell to attend school, their parent/carer should leave a message on the school absence mailbox by 8.30am on the morning of the absence, stating the name of the student, the reason for absence and the likely day of return.
- In the event of a student missing more than 5 continuous school days as a result of illness or other medical circumstances not known to the school, medical evidence should be provided. If this is not provided, then the absence may be deemed to be unauthorised.

#### **Absences due to appointments:**

- Students should endeavour to make all appointments, medical or otherwise, outside of school hours.

- In the event of this being impossible, the student should provide the Head of Sixth Form with written evidence of the appointment at least 24 hours in advance of it. It is at the discretion of the Head of Sixth to grant absence in such an instance and, if the absence is granted, it is the responsibility of the student to inform their subject teachers and complete any work missed as a consequence.
- It is not acceptable for any student to be unavailable during the school day due to unauthorised appointments or part-time work.

### **Improving attendance process in the event of a student failing to have good attendance to school:**

Students' attendance is monitored on a weekly basis by the Sixth Form Administrator, Head of Year and Deputy Headteacher with responsibility for the Sixth Form. If, at any stage of the academic year, a student's attendance is not good, then the improving attendance process outlined below will be triggered. Once a student has reached a particular stage of the process, if their attendance becomes a cause for concern at any later date, then they will progress to the next stage.

#### **Stage 1**

- Stage 1 of the improving attendance process will take place if a student's attendance falls below 95%.
  - Student to be given 3 weeks to improve their attendance to school or they will move onto Stage 2 of the process.
  - Student to be given a letter informing them of expectations and a copy to be posted to parents/carers.
- A copy of the letter will also be copied to the student's form tutor and subject teachers.

#### **Stage 2**

- Stage 2 of the improving attendance process will take place if, after 3 weeks from the date of the Stage 1 letter, a student's attendance has not improved or fallen further.
  - Head of Sixth Form/another appropriate member of the Sixth Form Team to hold a Stage 2 improving attendance meeting with the student and their parents/carers.
  - Student to be given a further 3 weeks to improve their attendance to school or they will move onto Stage 3 of the process.
  - Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home.
- A copy of the letter will also be copied to the student's form tutor and subject teachers.

#### **Stage 3**

- Stage 3 of the attendance process will take place if, after 3 weeks from the date of the Stage 2 meeting, a student's attendance has not improved or fallen further.
  - Deputy Headteacher to hold a Stage 3 improving attendance meeting with the student and their parents/carers.
- Student to be given a further 3 weeks to improve their attendance to school or they will move onto Stage 4 of the process – possible removal from the Sixth Form.
  - Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home.
- A copy of the letter will also be copied to the student's form tutor and subject teachers.

#### **Stage 4**

- Stage 4 of the attendance process will take place if, after 3 weeks from the date of the Stage 3 meeting, a student's attendance has not improved or fallen further.
  - In the event of a student reaching Stage 4 of the improving attendance process, the Headteacher will be informed and will make a decision regarding whether the student should be asked to leave the Sixth Form.

- Deputy Headteacher to hold a Stage 4 meeting with the student and their parents/carers, informing them of the Headteacher's decision and helping them to devise next steps as appropriate.
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home.
- A copy of the letter will also be copied to the student's form tutor and subject teachers.

**Exceptions to the improving attendance process:**

- If a student's attendance is not good due to exceptional circumstances, medical or otherwise, then the Deputy Headteacher can make the decision to not trigger the improving attendance process.
- If a student's attendance at any time falls below 90% due to a sustained period of absence without an acceptable reason, then Stage 4 of the improving attendance process will be triggered.
- If the school is unable to contact either the student involved in the improving attainment process or their parents/carers – or they fail to attend the agreed meetings – then a decision regarding whether to progress the student to the next stage of the process may be made in their absence.



## APPENDIX ONE: Using SIMs to Support Improving Attendance - How to Edit Marks and Run Reports

SIMS (School Information Management System) is a school management information system currently developed by Capita. School leaders and governors should know what's working in a school and what isn't – SIMS can provide them with an overview of everything that's happening in their school, so they can generate the evidence they need and communicate effectively with staff. With real-time data, school staff can also track the impact of the strategies they put in place.

As well as recording attendance, schools use SIMS to track every student's progress, helping them understand every child's needs and raise attainment across the school. SIMS can give parents easy online and remote access to daily attendance and attainment records, making them more actively involved in the progress of their child and their school life.

<b>Edit Marks</b>	
<b>Use</b>	<b>How to access this report on SIMS</b>
To enter/edit registration marks so that registers are accurate and up to date.	<ol style="list-style-type: none"> <li>1. Go to Focus &gt; Lesson Monitor &gt; Edit Marks</li> <li>2. Make sure that the week beginning shows the date you want to view, otherwise change it.</li> <li>3. Pick Group Type (Reg Group for Individual pupils or Year Group for an overview of all registration groups).</li> <li>4. Double click on group you wish to look at. Students will show up on this list whether they have been marked in or not. As parents are contacted and reasons for absence are established, codes can be put directly into the register.</li> <li>5. Save changes before moving onto the next group.</li> </ol>
<b>Percentage Attendance Report</b>	
This can be used weekly to monitor the persistent absentees (PAs).	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Selected Student Reports &gt; Percentage Attendance Report</li> <li>2. Change the dates in the 'from' and 'to' tabs.</li> <li>3. Make sure Group Type is Year Group.</li> <li>4. Click on 'Order By' Percentage.</li> <li>5. Press Search.</li> <li>6. Double click on the group you would like to check.</li> <li>7. Press OK on pop-up.</li> </ol>
<b>Analysis by Attendance Category</b>	
This report can be used to generate the weekly Attendance Posters for use during registration time with pupils.	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Group Reports &gt; Group Analysis by Attendance Category Report</li> <li>2. Check the dates in the 'from' and 'to' tabs are correct.</li> <li>3. Unclick 'Restrict by DOB Range'.</li> <li>4. Make sure Group Type is 'Reg Group' (for the whole Year Group, highlight all the registration groups in the year using the mouse and the shift key).</li> <li>5. Press return.</li> <li>6. Press OK on pop-up.</li> <li>7. To transfer information into a chart for posters, right click inside the table, export to Excel and save.</li> </ol>

<b>Registration Certificate Report</b>	
<b>Use</b>	<b>How to access this report on SIMS</b>
Registration certificates are a way of looking at an individual's pattern of attendance for the whole school year, or to get an individual's attendance percentage for a specific period of time.	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Individual Student Reports &gt; Registration Certificate Report</li> <li>2. Change the dates in the 'from' and 'to' tabs.</li> <li>3. Make sure Group Type is Individual Students.</li> <li>4. Press Search.</li> <li>5. Double click on the name of the pupil you would like to check.</li> <li>6. Press OK on the pop-up.</li> </ol>
<b>Print Letters</b>	
Schools send out letters to parents whose children have any absences from school that haven't been explained to them or who have fallen below a certain threshold. This can be done electronically and printed out from SIMS.	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Letters &gt; Print Letters</li> <li>2. Check the dates in the 'from' and 'to' tabs are correct.</li> <li>3. Make sure Group Type is what you are looking for and highlight.</li> <li>4. Press Next.</li> <li>5. Choose (highlight) the letter that you want to send.</li> <li>6. Press Print.</li> <li>7. Click on the individual pupils that require the letter you have requested.</li> <li>8. Press OK.</li> </ol> <p>The letters will be generated into a Word document, so that if there are any additions/changes needed, these can be made before they are saved and printed.</p>
<b>Group Analysis by Code Report</b>	
When looking at potential patterns and trends, the reason for absence may be a factor. This report generates a breakdown for groups of pupils under each registration code.	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Group Reports &gt; Group Analysis by Code Report</li> <li>2. Check the dates in the 'from' and 'to' tabs are correct.</li> <li>3. Click on values as a percentage.</li> <li>4. Unclick 'Restrict by DOB Range'.</li> <li>5. Make sure Group Type is 'Year Group'.</li> <li>6. Click on 'show girls and boys separately'.</li> <li>7. Press search.</li> <li>8. Double click on the year group you want the information for.</li> <li>9. Click ok on pop-up.</li> </ol>
<b>Student Analysis by Attendance Code</b>	
When looking at potential patterns and trends, the reason for absence may be a factor. This report generates figures for individual pupils under each registration code.	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Whole Group Student Reports &gt; Student Analysis by Attendance Code Report</li> <li>2. Check the dates in the 'from' and 'to' tabs are correct.</li> <li>3. Click on values as a percentage.</li> <li>4. Make sure Group Type is 'Year Group'.</li> <li>5. Press search.</li> <li>6. Double click on the year group you want the information for.</li> <li>7. Click OK on pop-up.</li> <li>8. Column E shows you the exclusion % for each pupil. Those with a percentage that is in double figures are those where the exclusion is a high percentage of their absence figure and therefore writing to the parents is unlikely to be appropriate.</li> </ol>
<b>Today's Register Report</b>	
To monitor the daily taking of registers (registration and class).	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Whole Group Student Reports &gt; Today's Register Report</li> <li>2. Press OK on pop-up.</li> </ol>

<b>Group Analysis by Vulnerability Report</b>	
<b>Use</b>	<b>How to access this report on SIMS</b>
<p>When looking at potential patterns and trends, you may wish to see what the absence looks like for vulnerable pupils. This report generates a breakdown for groups of pupils according to their vulnerability category (FSM, EAL, PP etc). Please note that this report also includes ethnicity.</p>	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Group Reports &gt; Group Analysis by Vulnerability Report</li> <li>2. Check the dates in the 'from' and 'to' tabs are correct.</li> <li>3. Make sure Group Type is what you are looking for and highlight.</li> <li>4. Click on values as a percentage.</li> <li>5. Click on the description (of vulnerability) you want to generate the report for. The report will automatically generate including the following categories: <ul style="list-style-type: none"> <li>• Pupils in group</li> <li>• Attendances</li> <li>• Authorised absences</li> <li>• Unauthorised absences</li> <li>• Late before</li> <li>• Late after</li> </ul> <p>If you require the report to show up specific registration codes you can also select up to two of these per report.</p> </li> <li>6. Click Search.</li> <li>7. Double click on the group you want the report to be generated for (Reg Group or Year Group).</li> <li>8. Press OK on pop-up.</li> </ol>
<b>Group Session Summary</b>	
<p>To get a running attendance figure and breakdown of absences for a particular registration group or year group.</p>	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Group Reports &gt; Group Session Summary</li> <li>2. Make sure Group Type is what you are looking for and highlight.</li> <li>3. Click Search.</li> <li>4. Double click on the group you want the report to be generated for (Reg Group or Year Group). If you want to see all 5 year groups recorded on a single report then you need to hold the shift key down and highlight Yr 7-11. Then continuing to hold the shift key down double click. To get a running figure for all five year groups, simply add all five totals together and then divide by five. If you simply run a report for the whole school, this will include Years 12-13 also.</li> <li>5. Press OK on pop-up.</li> </ol>
<b>Students with Chosen Codes Report (Punctuality)</b>	
<p>To see at a glance, the number of late sessions a particular group of pupils have had.</p>	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Selected Student Reports &gt; Students with Chosen Code Report</li> <li>2. Change the dates in the 'from' and 'to' tabs.</li> <li>3. Make sure Group Type is Year Group.</li> <li>4. Decide whether to order the report by name or number of sessions.</li> <li>5. Click on L (and U if required). If both are clicked then the report will combine both. It does not separate them out. Two reports will need to be run for that.</li> <li>6. Press search.</li> <li>7. Double click on the group you want information for.</li> <li>8. Click OK on pop-up.</li> </ol>

<b>Persistent Absence Report – Student Threshold</b>	
<b>Use</b>	<b>How to access this report on SIMS</b>
<p>The new Persistent Absence Report – Student Threshold report enables schools to understand persistent absence, so that their figures can be compared with national figures and benchmarks. The report provides a list of students who are persistently absent (based on a chosen percentage, e.g. 10%), as well as overall figures about the number of students absent in school, and that figure as a percentage of the school population, in line with current DfE guidance.</p>	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor – Whole Group Student Reports &gt; Persistent Absence Report - Student Threshold.</li> <li>2. Make sure the Group Type is Year Group.</li> <li>3. Choose the report type – termly or summary.</li> <li>4. Choose the academic year and specific dates you want to run the report for.</li> <li>5. Press search.</li> <li>6. Double click on the group you want information for.</li> <li>7. Click OK on pop-up.</li> </ol>
<b>Minutes Late</b>	
<p>To get a breakdown of lateness by the date, which sessions/lessons pupils were late for and the number of minutes.</p>	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; Lesson Monitor &gt; Selected Student Reports &gt; Students with Chosen Code Report</li> <li>2. Change the dates in the 'from' and 'to' tabs.</li> <li>3. Make sure Group Type is Year Group.</li> <li>4. Select all or select the individual subjects you would like the information for.</li> <li>5. Press search.</li> <li>6. Double click on the group you want information for.</li> <li>7. Click OK on pop-up.</li> </ol>
<b>School Report</b>	
<p>Line Managers may want to have a more detailed overview of the year group. Running a School Report will provide the following information:</p> <ul style="list-style-type: none"> <li>• Pupil numbers</li> <li>• Key pastoral factors – Free School Meals (FSM), English as an additional language (EAL), Pupil Premium (PP), those with a recorded medical condition, In Care, Young Carers, Travellers, Gifted &amp; Talented, SEN Needs and SEN Status.</li> <li>• Session attendance summary</li> <li>• Conduct summary</li> <li>• Exclusions</li> <li>• Achievement details</li> <li>• Behaviour details</li> <li>• Key Stage 4 assessment</li> <li>• Appendix</li> <li>• Attainment 8/Progress 8 calculation data</li> </ul>	<ol style="list-style-type: none"> <li>1. Go to Reports &gt; School Report</li> <li>2. Check the dates in the 'from' and 'to' tabs are correct.</li> <li>3. Check the Assessment Term is correct.</li> <li>4. Make any other required changes to what you want the report to include.</li> <li>5. Press generate.</li> </ol>

## APPENDIX TWO: Attendance Interventions

Threshold	Intervention	By whom
<b>100-96%</b>	<ul style="list-style-type: none"> <li>• Daily and weekly (at the Key Stage Meeting) monitoring takes place.</li> <li>• Assembly is used to share and celebrate attendance figures with pupils.</li> <li>• Attendance figures for the previous week are presented as a poster and used by form tutors to discuss the importance of maintaining good attendance.</li> <li>• Letter 1 sent out to any parents who cannot be contacted re: pupil's first day absence from school.</li> <li>• Termly awards (RLA) for pupils that meet and exceed the school's attendance target of 96% (bronze, silver, gold).</li> </ul>	<ul style="list-style-type: none"> <li>• Form Tutor encourages/monitors attendance</li> <li>• Head of Year</li> <li>• Student Welfare Admin</li> </ul>
<b>96-93% (preventative)</b>	<ul style="list-style-type: none"> <li>• If attendance dips below 96% and is either unauthorised or the reasons provided are questionable, a letter informing parents of this is sent out, requesting an initial meeting with the Head of Year.</li> <li>• Four week period of monitoring takes place where an insufficient reason for absence is provided (unauthorised).</li> <li>• Follow up with the family.</li> </ul>	<ul style="list-style-type: none"> <li>• Form Tutor encourages/monitors attendance</li> <li>• Head of Year</li> <li>• Student Welfare Admin</li> </ul>
<b>93-90%</b>	<ul style="list-style-type: none"> <li>• If attendance continues to drop, a letter informing parents of this is sent out, requesting a meeting with the Head of Year and Assistant Headteacher.</li> <li>• Four week period of monitoring takes place.</li> <li>• Follow up with the family.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Year</li> <li>• Assistant Headteacher</li> <li>• Student Welfare Admin</li> </ul>
<b>90% and below</b>	<p>PA threshold:</p> <ul style="list-style-type: none"> <li>• Meeting with the Head of School and/or Headteacher to discuss and agree on a plan of action.</li> <li>• Four week period of monitoring takes place.</li> <li>• Follow up with the family.</li> <li>• Where there is no improvement, then a referral to Islington's Access and Engagement Service for statutory action should be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Year</li> <li>• Assistant Headteacher</li> <li>• Head of School and/or Headteacher</li> <li>• Student Welfare Admin</li> <li>• Access and Engagement Service</li> </ul>

## APPENDIX THREE: Attendance Procedures

Daily routine	Weekly team meetings and persistent absenteeism	Data analysis	PA interventions
<p><b>Student not in school</b></p> <ul style="list-style-type: none"> <li>• First day absence calls by Student Welfare Admin.</li> <li>• Put reason for absence in a red flag.</li> <li>• If no answer letter one to be posted and attached to student profile - by HOY or Student Welfare Admin.</li> <li>• Letters in attendance folder.</li> </ul> <p><b>Applications for term time leave</b></p> <ul style="list-style-type: none"> <li>• Application for term time leave must be made to the Headteacher using the online form.</li> <li>• A return date must be given and any siblings included.</li> <li>• Unauthorised term time absence must be referred to Islington Pupil Services for a penalty notice to be issued.</li> <li>• Rachel Simmons to send PN forms to Pupil Services.</li> </ul>	<p><b>Weekly meetings HOY tracking</b></p> <ul style="list-style-type: none"> <li>• Students below 90%.</li> <li>• Progress of students on 4 weeks monitoring (first 4 weeks by HOY and second by SLT) - see flow chart in the policy/handbook.</li> </ul> <p>Issue letter two, three, four and five as appropriate and give to HOY or welfare admin to process.</p> <p>Penalty notices MUST be requested for students who are absent for 20+ sessions in a 12 week period - All interventions must be recorded on this form. Also issue for 10 consecutive days, missed and poor punctuality. They will be processed by Rachel Simmons/Student Welfare Admin.</p> <p>The monitoring process MUST include meetings with parents and fully completed minutes of meetings and follow up letters.</p> <p><b>Data</b> SIMS-Lesson Monitor-whole group-student analysis-this will give overall attendance.</p>	<p><b>Data analysis HOY/SLT</b> Attendance analysis for vulnerable groups and pupil premium - termly (JOA) and half termly (HOY):</p> <ul style="list-style-type: none"> <li>• Asylum status</li> <li>• Child protection plan</li> <li>• EAL/SEN</li> <li>• Ethnicity</li> <li>• Free school meals</li> <li>• In care</li> <li>• PUPIL Premium</li> <li>• Punctuality- boy/girl</li> </ul> <p>This data will be reviewed and acted on by the year team led by the AH/HOS every half term. The data will be retrieved by the HOY.</p> <p>(SIMS-group analysis by vulnerability)</p> <p><b>Missing students</b> Forms for Islington Pupil Services can be found in the attendance folder.</p> <p>Filled in by HOY and then sent by Rachel/Student Welfare Admin to process and send to Pupil Services.</p> <p><b>Truancy</b> SIMS – edit marks- this will allow you to track students.</p>	<p><b>Rewards</b></p> <ul style="list-style-type: none"> <li>• Gold (100%), silver (98%+), bronze certificates (96%+)</li> <li>• Tutor posters</li> <li>• Celebration assemblies</li> <li>• Raffles</li> </ul> <p><b>Extra help</b> The school should have a linked family support worker who can engage with Families First or contact the service on 02075274343 or by completing an ECAF and sending it to <a href="mailto:csctreferrals@islington.gov.uk">csctreferrals@islington.gov.uk</a></p> <p><b>Intervention spreadsheet</b> Every four weeks the HOY submits to Dily interventions for PA students. This is a centrally held spreadsheet and it is colour coded red, amber and green.</p>

