



Ralph Thoresby School Attendance Policy

Regular school attendance is essential for children to achieve their full potential, and is a matter for the whole school community. In order for the school's Attendance Policy to be successful, every member of staff must make attendance a priority and convey this to the students.

We will reward excellent attendance and work with families to identify the reasons for poor attendance, try to resolve any difficulties and provide support to improve attendance.

Students are expected to be in school and outside their classroom, ready to meet their mentor at 8.35am, registers are taken as a priority at the start of this lesson. Registers will close at 9.20am, arrival after that time will result in the 'U' code being used. In the afternoon, the register will be taken at 1.55pm.

Our Attendance Policy should not be viewed in isolation; it runs through all aspects of school improvement, supported by our policies on Safeguarding, Anti-Bullying and Behaviour.

Expectations

We expect that all students will:

- Attend school regularly and punctually
- Attend school appropriately prepared for the day
- Strive to achieve and exceed their attendance target of 97%
- Discuss promptly with their Mentor or Head of Year any reason which might deter them from attending

We recognise the key role of parents/carers in supporting their children's learning and in continually encouraging students to achieve the highest standards of attendance.

We expect that all parents/carers will:

- Be familiar with the attendance and punctuality statements in the student planner
- Encourage excellent attendance and be aware of their legal responsibilities.
- Ensure that they contact school on the morning of every day of absence, by telephoning 0113 3979911 (Option 1) or messaging school via the 'MyEd' app.

We expect that all staff will encourage excellent attendance by:

- Ensuring that attendance is prioritised within the school community
- Providing a warm, welcoming and safe learning environment for the students
- Being on the corridor at the change of lesson, to ensure that students are in class promptly
- Acting quickly and effectively in response to any student's concerns

The following members of staff have specific responsibilities:

The Governor with Responsibility for Attendance will:

- Report regularly to the Governing Body
- Support intervention initiatives
- Reward students whose attendance significantly improves

The Head Teacher will:

- Set annual attendance and absence reduction targets
- Monitor progress towards those targets
- Verify the accuracy of returns for the Department of Education

The Senior Leadership Team will:

- Visit their link year groups every Monday to engage in conversations with mentors and students regarding attendance
- Check that procedures and initiatives are being followed properly
- Give out rewards as appropriate
- Engage with and monitor the attendance of a group of students as part of interventions

The Assistant Head Teacher with responsibility for attendance will:

- Meet regularly with the Attendance Officer, Head of Years, and the Safer Schools Police Officer for planning and feedback
- Write the attendance policy and strategies for improvement
- Lead the Attendance Monday focus and intervention strategies
- Ensure that registration procedures are carried out efficiently
- Consult and liaise with the Attendance Officer, Heads of Year and Targeted Services to make sure that poor attendees are identified and referred for intervention
- Calendar truancy sweeps
- Prepare half termly reports for SLT and Governors
- Work in collaboration with the Attendance team to produce and analyse data

The Heads of Year will:

- Monitor attendance and punctuality in their year groups
- Make daily phone calls to parents of absent/ late students
- Make attendance a standing item in assembly to reinforce our expectations
- Visit all of their mentor groups on Attendance Monday
- Discuss concerns and strategies for improvement with mentors
- Raise concerns with the member of staff who leads on safeguarding
- Monitor the students whose attendance puts them in the PA Group
- Prepare referral forms for support from external agencies
- Oversee competitions and rewards relating to attendance
- Attend meetings with parents, the Attendance Officer and external agencies

The Class Teachers/Mentors will:

- Make every child welcome
- Complete registers accurately and punctually
- Inform the Head of Year of any concerns
- Be alert to early signs of disengagement or any safeguarding issues and report these to the appropriate person
- Prepare and mark work regularly for those students who are not able to attend school but can complete some work at home
- Inform students weekly of their percentage attendance and ensure that it is recorded in their planner
- Fully engage in Attendance Monday initiatives by inspiring and challenging every student to achieve 97% attendance

The Attendance Officer will:

- Attend regular planning meetings with the Assistant Head Teacher with responsibility for attendance
- Take charge of the Student Reception Area and Student Services Assistant
- Sign in students who are late and issue sanctions
- Make first day truancy calls and support truancy visits
- Monitor class registers throughout the day
- Send out letters and communication as appropriate
- Publish weekly attendance statistics and present to SLT
- Produce visual displays to be used in Mentor time
- Keep the web site and attendance board up to date with attendance initiatives and statistics
- Organise a variety of rewards/awards
- Organise and track the progress of Intervention Groups
- Prepare the data returns for the Local Authority, SLT and Governors