



AMBITION

RESPECT

COMMUNITY

Knox Academy strives to be inclusive by welcoming all, celebrating difference and endeavouring to ensure all members of our community are supported to reach their full potential.



Knox Academy

ATTENDANCE MANAGEMENT POLICY

Last updated: 15.5.20

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Article 3: The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 28: Every child has the right to an education...Discipline in schools must respect children's dignity and their rights.

RATIONALE

A robust system for the accurate recording and monitoring of pupil attendance is crucial for the following reasons.

1. Child protection and safeguarding

When pupils are missing from class this may impact on their safety and wellbeing. Unexplained, regular or extended absence from school may be suggestive of a wellbeing concern. In order to ensure the safety and wellbeing of pupils it is vital that attendance issues are identified in a timely manner.

2. Attainment and achievement

Poor attendance has a significant negative impact on attainment and achievement, and increases the chances of poorer outcomes later in life. Accurately recording and monitoring pupil attendance allows for early and appropriate interventions.

3. Social inclusion

Poor attendance is linked to poorer connections and relationships with peers and disengagement from the community.

ROLES AND RESPONSIBILITIES

All members of the school community have a role in monitoring and managing pupil attendance.

Pupils

- Attend the allocated register class and all timetabled classes.
- Provide the register teacher with absence notes.
- Engage in conversations with the register teacher regarding attendance issues.

Parents/Carers

- Inform the school office by phone, or the register teacher in writing about any planned absences.
- Ensure all absences are followed up by a note to the register teacher, or a phone call to the office.

Class Teacher

- Record and complete register on SEEMiS with first ten minutes of the lesson.
- Update the register during the period to record late coming.
- Inform the office attendance team (J Allan and L Lambert) if a pupil arrives after the initial register has been taken (if no phone in room please email or send a note with a pupil).
- If a pupil arrives with a notes saying they have been with another member of staff please update the register to present.

NB. All staff who are speaking to a pupil during class time should send them to class with a note detailing who they have been with and when they were sent to class. Please also inform the office if a pupil is with you but this is not their timetabled class.

- Refer any patterns of absence or other attendance concerns to Guidance.

Register Teacher

- Once the register has been taken and the announcements read the register teacher will check the absence sheet for the class for the previous day. This will be supplied as a paper copy in your pigeon-hole at the beginning of the week.
- The register teacher will query any TBCs, late-coming and patterns of absence with the individual pupil.
- Where a note explaining sickness is provided the teacher should update this on the absence sheet and arrange for it to be returned to the office at the end of registration for update.
- Where no explanation for absence is given, the explanation is unacceptable or there is a pattern of absence a referral should be made to Guidance.
- Absence notes should be submitted to the office for filing along with the annotated absence sheet.

Office

- Produce and distribute period by period anomalies and identify 'At Risk' pupils missing from class.
- Support the OCM in contacting parents and carrying out individual plans where appropriate.
- Record any planned or known absences in SEEMiS.
- Produce weekly attendance sheets per register class and issue to register teachers.
- Update SEEMiS as per the annotated attendance sheets received from register teachers, and pass outstanding issues to DHT Pupil Support.
- File notes and other communications regarding absence.

Guidance

- Address attendance issues raised via referrals from register teachers, either patterns or critical issues e.g. truancy.
- Update any attendance sheets and return to the office.
- As part of the House team and PSG monitor attendance patterns and plan interventions.

SLT

- As part of the House team and PSG monitor attendance patterns and plan interventions.
- Regularly review attendance statistics.
- Maintain attendance data on wellbeing monitoring spreadsheet (DHT PS).

Pupil Support Base

- Support identified pupils to address issues impacting upon attendance.

Pupil Support Group

- Produce and maintain 'At Risk' pupil list.
- Problem-solve around the most challenging attendance issues.
- Oversee referrals to partner agencies.

On Call Manager

- Address 'At Risk' attendance issues on a period by period basis, and all anomalies periods 2, 4 and 6.
- Annotate anomalies sheet and record issues in On Call folder.

ATTENDANCE MANAGEMENT INTERVENTIONS

Attendance will be monitored through the House system and Pupil Support Group. Staff should refer any attendance concerns to the relevant guidance teacher. Attendance will be updated on the Wellbeing Monitoring spreadsheet fortnightly, and regularly at SLT meetings.

Where attendance becomes an issue the school may intervene in the following ways.

- Text message home to raise awareness of attendance issue e.g. period of truancy.
- Attendance concern letters home on a regular basis.
- Request a parental meeting to discuss issues of attendance.
- Development of an individual attendance management plan.

If the measures above do not improve the situation, or where there is concern for the wellbeing or safety of a pupil, the school may involve a partner agency, as below.

- An unexplained absence for three days may result in referral to Children's Services.
- Referral to the Children's Reporter.

Where there are significant concerns for the safety or wellbeing of a young person the school may

- Involve Police Scotland, the Public Protection Unit or any other appropriate agency.

ATTENDANCE PROCEDURES: PERIOD BY PERIOD

Step 1

- Register (roll-call) taken by classroom teacher and closed within first ten minutes.
- Any changes after ten minutes should be referred directly to the school office.
- Office produce anomalies list.

Step 2

- Office filter anomalies against any information held by the office e.g. home unwell, music tuition, planned absence/trips etc.
- Office identify genuine anomalies.

Step 3

- At Risk (every period) - office highlight At Risk anomalies to OCM.
- OCM makes checks and if whereabouts cannot be confirmed appropriate action is taken, including actions outlined in any individual attendance plans.

Step 4

- All anomalies (p2, 4, 6) - office to inform home by text of all anomalies.

Step 6

- Anomalies sheet annotated by OCM to reflect attendance status.
- SEEMiS updated as per annotations by Office.
- Attendance issues recorded in On Call folder. by OCM.

ATTENDANCE PROCEDURES: MORNING REGISTRATION

Step 1

- Parents and carers to inform office of any planned absence.
- Parents inform office on the morning of any unplanned absence.
- Office to update SEEMiS to reflect planned/known absences.
- Office produce and distribute weekly absence sheet.

Step 2

- Register (roll-call) taking by register teacher.
- Attendance sheet from previous week annotated following discussions of specific attendance issues.
- Annotated attendance sheet and notes returned to office for processing on a weekly basis.

Step 3

- Office update attendance to reflect annotations on register sheet.
- Outstanding issues passed to DHT support for reference or further referral.
- Notes processed.

Step 4

- Guidance follow-up on issues highlighted on the register sheet.
- Guidance to inform register teacher of any issues the register teacher needs to be aware of.
- SEEMiS updated by office.

Step 6

- Attendance per house reviewed at weekly House meeting.
- Attendance updated on Wellbeing Monitoring spreadsheet every fortnight.
- Attendance letters sent home where appropriate.
- Referrals to PSG where appropriate.