



Bourneville School and Sixth Form Centre

Business Enterprise and Music College *where learning leads to great opportunities*

Improving Attendance

Bourneville School believes that education is important “to develop each student’s intellectual, moral, social, physical and spiritual talents as fully as possible and to enable each student to gain the sense of satisfaction which comes from using one’s abilities to the full”

Bourneville School believes regular attendance is important to ensure continuity and progression in learning and a preparation for working life “to assist all students to grow into mature, tolerant adults and to develop in them a caring attitude towards others and in this way prepare them for the opportunities, responsibilities and experiences of adult life.”

Bourneville School believes that only through regular attendance will a full entitlement to learning and regular access to the curriculum be achieved “to provide access to a relevant and worthwhile education which is the entitlement of every child.”

Bourneville School believes that attendance at school is a shared responsibility between the school, parents, students, the local community and appropriate agencies.

Bourneville is an effective school and we convey our positive regard for regular attendance to students, parents, teachers and the wider community. We want our students to know that their presence in school is important.

Improving Attendance: Aims

Bournville School will:

- Make contact with parents/carers on first day of absence using Truancy Call.
- Have clear procedures for enabling students to come to school. Produce a booklet for every parent each academic year
- Ensure that all students and parents/carers understand the issues and procedures for attendance
- Aim to allocate resources e.g. time, space and funding to support the policy
- Ensure that attendance issues are addressed in the curriculum
- Give parents/carers and students opportunity to raise concerns and share in the addressing of attendance concerns.

Rights Roles and Responsibilities

- The LA has to offer educational provision for all school age children
- Schools must
 - a) Keep an am/pm register
 - b) Report students who fail to attend regularly
- Parents must ensure that their children are educated
- The ESW has a role in helping parents and the LA meet their Statutory Obligation with regards to school attendance.

Absence Procedures

1. All students marked absent from an registration will receive an automated call/txt from Truancy Call unless the Attendance Manager has been informed previously of the absence
2. Parents/carers are requested to telephone school to inform of any known absence as soon as possible.
3. Any parent not responding to Truancy call receives a letter by the third day of absence.
4. The Attendance Manager works closely with Form Tutors, SPL's, Assistant Headteacher responsible for attendance and ESW regarding students with attendance concerns.
5. Other agencies e.g. Connexions may also be involved
6. Weekly Data (Form attendance statistics) is given to Form Tutors and SPL's/Pastoral Support Manager.
7. Half termly data is given to the Leadership Team and SPLs
8. Termly DCSF figures are given to the Assistant Headteacher for attendance. Annual summaries are produced for Governors.
9. The Attendance Manager contacts parents/carers of students with unexplained absences and those students below 85% attendance.
10. All parents/carers to receive at least annually, an Attendance Registration Certificate for information.
11. Students may be referred to the school nurse if there are concerns about a student's health that is causing frequent absence
12. Medical evidence from parents/carers will be requested if deemed necessary
13. Prolonged unauthorised absence may result in court action through liaison with ESW
14. Attendance Manager to monitor Post Registration Truancy and refer to SPL's

Registration Procedures

- Daily =** Tutors mark am/pm registers through e-portal. The Attendance Manager checks registers in preparation for Truancy Call. The Attendance Manager will print out registers in case of a fire alarm by 9.30am
- Weekly =** The Attendance Manager monitors system to ensure the smooth running of Truancy Call and identifies unexplained absences.
- On Going =** Spot-checks are made on individuals attendance, in liaison with parents/ SPL's/ ESW and the Leadership Team.

Punctuality and Lates

1. All students should be in rooms by 8.40am registration.
2. Students will be deemed to be late for purposes of detention after 8.40.
3. Late detentions will be given if the student is late after 9.00a.m. twice in one week for 40 minutes. These detentions take place during Head Teacher Detention
4. Letters will be sent to parents by Pastoral Office and students placed in Head Teacher Detention
5. Termly letters are to be sent by The Attendance Manager to students with poor punctuality and possible penalty notices through ESW.

Improving Attendance: Procedure For Leaving School During School Hours.

1. Students must bring a note from parents giving the date and time of the appointment, the time they are leaving school and the reason.
2. During am registration students take the note to the attendance office, who will advise the student when to return it and issue an official school pass.
3. On return to school the student is to return the pass to the Attendance Office and will be signed in.

Improving Attendance – Form Tutor

1. It is a legal requirement that students are registered twice daily
2. It is the form tutors responsibility to mark electronically the students in their form for am and pm registration.
3. Registers must be completed and submitted by 9.00am and 3.10pm
4. Form Tutors **must not** over-ride codes previously put in by The Attendance Manager, as this could corrupt previous data
5. Any queries the advice of the Attendance Manager must be sought.
6. Any absence notes from students must be sent to the Attendance Manager daily by Form Tutors
7. Form Tutors need to raise the awareness of whole form attendance by using the data provided, certificates, campaigns etc
8. Form Tutors must alert the Attendance Manager to any concerns that they may have, and may have students reporting to them with attendance targets.
9. Improving Attendance – Student Progress Leader
10. SPLs will use the data provided by The Attendance Manager to monitor the attendance of individuals, form groups and the year group.
11. SPLs will promote and support all campaigns to improve the attendance and punctuality of their year group liaising with the Attendance Manager and AHT as necessary.
12. SPLs will use school sanctions and rewards to maintain high standards of attendance. Eg. Reports, certificates, assemblies etc.

Lates

Students, who are late for registration after 8.40am, should be detained for 10 minutes at the end of the school day, by the Form Tutor. Persistent lateness will be dealt with by other methods.

Improving Attendance: Subject Tutor

- It is the subject tutors responsibility to mark the period 1 lessons register on days when there is no form time with a tutor before lessons. This is because on these days the period 1 lesson register is automatically read across into the am roll call by the attendance software.
- All lessons to be marked electronically. If there is a technical problem then paper registers should be taken and sent to the Pastoral Office.
- Please inform The Attendance Manager's office of suspicious absences

Improving Attendance: Parents

1. Parental responsibilities are outlined in an annual booklet "Attendance Matters." (Updated September '09)
2. School expectations are outlined to Year 7 parents during induction evening
3. Parents are encouraged to inform school of any problems and should be invited to school if necessary to discuss their concerns.
4. Truancy Call will be used to inform parents of first day absences – a letter will follow if there is no response.

Improving Attendance: Home School Links

1. First absence contact though Truancy call shows the concern of the school, it enables problems to be dealt with immediately.
2. Request to parents/carers that they should inform school immediately when they know their child will be absent
3. Contact with parents about attendance, will go through newsletters and Call Parent
4. Meetings between ESW and Attendance Manager and parent/carer to discuss attendance issues

Improving Attendance: Governing Body

1. The Governing Learner Outcomes Committee will be informed of long-term non-attendees on request.
2. It may be appropriate for long-term poor attendees to attend a Governor's Review.

Improving Attendance: The Role Of The ESW

1. To help and maintain good levels of attendance
2. To help monitor and implement our attendance policy
3. To help identify problems in conjunction with the school
 - a) Poor punctuality
 - b) Unsatisfactory attendance problems
 - c) Problems arising as a result of difficulties in school
4. To work with:
 - a) School, in particular meetings with the Attendance Manager
 - b) Parents
 - c) Students
 - d) Other agencies
 - e) Other staff
5. Home contact is particularly important
6. Working to re-integrate long term absentees
7. Discussion of condoned absence with parents
8. Setting up meetings between home and school
9. To investigate illegal employment
10. Prosecution of parents
11. Link Meetings

Improving Attendance: Re-Integration of Long Term Absentees.

1. Definition – long term may only constitute 2 or 3 weeks in the minds of students, therefore some of these measures may be required after such a period of absence as well as after much longer absence.
2. Identification of a problem (usually by Form Tutor, SPL or Attendance Manager) and the monitoring of the situation.
3. During absence:
 - It may be possible to send home appropriate work or set work using online resources
 - During illness the form group may be able to maintain contact e.g. send a card home.
 - Parents must make contact with the Attendance Manager to discuss the situation.
4. To facilitate re-integration the following will be considered/used as appropriate:
 - A key person (e.g. SPL or Attendance Manager) to monitor, co-ordinate, review and provide a “safe haven” of someone/somewhere to go if things get difficult (The Hub)
 - Ensure all staff are aware of the situation
 - Never make sarcastic comments to a student on their return to school (“nice of you to turn up” can destroy hours of careful preparation)
 - Set short-term targets
 - Liaise with The Hub if the student is finding difficulty re-adjusting
 - Have another student as a mentor/ buddy
 - Particularly long-term absentees may need support of the ESW or The Hub
5. There will be “Returner Interviews” with a key person.

Students returning after a long absence cannot perform miracles – renewing or remaking friendships, catching up in the classroom, readjusting to a structured day – all take time and do not happen overnight. There may be hiccups. But throughout the process the student must feel that Bournville School is glad to see them and values their return.

Improving Attendance: Post registration Truancy

Post Registration Truancy checks are made through the use of e-portal. Subject Tutors should inform The Attendance Manager of any suspicious absences of students.

Subject tutors can see the roll call and record of lesson registration for each student when they mark their current register. Thus suspicious absence can be identified. Students that are present but marked absent for a previous roll call may also be prompted to see their tutor or the office about this (usually due to lateness)

Improving Attendance: Re-Integration of Truants.

Distinct from long term absentees.

1. Discussion with student as to reason for truancy with SPL
2. Involvement of parents.
3. Attendance report, signed by Subject Tutor, SPL and parent.
4. Catching up with missed work and time.

Improving Attendance: Incentives and Rewards

1. A range of rewards have been developed in consultation with Form Tutors, Attendance Manager, Students and SPLs
2. Individual certificates per term and year for 100% attendance
3. Attendance records sent home to all students at least annually or on request
4. Termly raffle with prizes available to all 100% attenders
5. A yearly raffle for all 100% attenders
6. Form of the Week Certificate and Cup managed by PSM's using data provided by The Attendance Manager
7. Year group notice board promoting attendance
8. Regular attendance and punctuality campaigns

It is important that all students set themselves an attendance target in negotiation with the form tutor and that it is recorded in the homework planner. Praise should be given when the target is reached and help when it is not. Individual targeting is important and so is some flexibility in the giving of some incentives and rewards.

Improving Attendance: Realistic Targets

Bournville School Targets:

Whole School	Equal to or above LA average
Individual Classes	Will improve their attendance with targets set by their Form Tutor and their SPL.
Particular Students	Will improve their attendance by being linked to a contract with The Governing Body, SPL, Attendance Manager or their Form Tutor.

Improving Attendance: Monitoring And Evaluating The Policy

WHO HOW WHEN

Monitoring = The Assistant Headteacher for Attendance and the Attendance Manager monitor attendance on a regular basis. This is achieved by keeping an ongoing overview of the general pattern of attendance and making regular improvements to our policy and practice.

Evaluating = This is achieved by formally reviewing progress against the targets set annually.

Roll Call and Registration

E-portal distinguishes between lesson-by-lesson registration and am/pm registration by referring to the latter as Roll Call. Tutors mark Roll-Call every morning (except Weds) and every afternoon. Registration is used in every lesson, most especially first Period Wed morning as this becomes the school's am Roll Call.

If you are assigned cover, the register for the relevant group will appear in this section.

Roll Call – How to take the morning registration

The school operates a commercial product called Truancy Call which automatically phones or texts parents/carers of absent students for whom an explanation has not been received. In order to avoid unnecessary concern or stress it is therefore imperative that a Roll Call is taken and that it is an accurate record. It is also a legal process and essential for health and safety in cases of emergency evacuation.

If you are the tutor for a group, click on the register icon underneath Roll Call on the E-portal front-page.

To do this from the main menu, select Roll Call from the side-bar and then Today.

The cursor will automatically be in the first cell for the first student on the list. It is easiest to move through the list with the arrow keys. As you call the register, leave the cells for those present blank as when the register is submitted they will be automatically filled in.

Absent students should be marked N unless the reason for the absence is known. A suitable code from the list on the page should be chosen.

IF CODES ARE ALREADY AGAINST THE STUDENT'S NAME THEN THESE HAVE BEEN ENTERED CENTRALLY AND SHOULD NOT BE OVER-WRITTEN WITH ANY OTHER CODE WITHOUT PRIOR CONSULTATION WITH THE ATTENDANCE OFFICE (ext 222, Communicator: Elaine Tisdell or Margaret Smith, tisdell.e@bournville.bham.sch.uk, smith.m@bournville.bham.sch.uk)

Once the register is called, click submit. A tally appears which requires a response. Should the headcount tally with the register then OK can be clicked. Cancel will allow you to return and amend the roll call.

If on cover the register for the class you are assigned to should appear on your front page. However, if it does not, go to the main menu, select Roll Call, then Select Tutor and then enter the full code of the usual teacher i.e. DJT for a tutor group that might be known as 9DT. If the date is correct, carry on by choosing View Attendance.

Registration

The process for Registration is exactly the same as for Roll Call except that the student lists are called up from Registration.

AGAIN, IT IS IMPORTANT NOT TO OVER-WRITE ATTENDANCE CODES THAT ARE ALREADY NEXT TO A STUDENT'S NAME. If in doubt, contact the attendance office (see above)

The Registration view allows you to see the students' Roll Call marks and the lesson history up to that point in the day. This allows internal truancy to be spotted. For this to happen it is essential for all lessons to be registered. If a lesson register is missed then the lesson history will show a blank.

Should a student be absent for your lesson, though marked present previously, then the student's tutor and Year Leader should be informed, usually by email but msgpopup may serve this purpose.

IMPORTANT: WEDNESDAY PERIOD 1. The school's timetable has removed am roll call on Wednesday's. The E-portal system can cope with this by reading the first lesson's registration into the AM Roll Call. **In order for this to happen the register must be submitted before 9:00 am.** A register submitted after this time will not be read in by the system. If this is the case the Attendance Office must be contacted immediately.

If the system fails

Should E-portal be unavailable for any reason then a paper register should be taken and submitted to the Attendance Office. The office will provide all tutors and Wed period 1 teachers with relevant lists to be used in this case. The paper record should be sent to the attendance office as soon as possible.