

St Benedict's High School

Attendance and Latecoming

St Benedict's High School is committed to improving the life chances of all school pupils and to working in partnership with parents/carers to enable their children to achieve success at school and in their future lives. For children and young people to enjoy school and to achieve their full potential regular attendance is essential. Absence from school disrupts learning. Good attendance is central to our aim to help pupils become confident individuals, effective contributors, responsible citizens and successful learners. We have pro-active strategies to promote good attendance for all pupils and praise and reward good attendance in a variety of ways.

Role of the Teacher

- All staff have a legal obligation to ensure timely and accurate attendance recording. **All Staff** have a responsibility to take a complete register using SEEMIS for every class. A register is a legal document and as such it is vitally important that care is taken to ensure it is accurate. Teachers should only register pupils present in their class.

The following codes should be used:

LAT – late to class

TBC – not in class - absence to be confirmed.

- To ensure timely contact with parents carers, staff must ensure that registration is completed within the **first 10 minutes of a lesson**.
- Where you have a **vulnerable pupil** who has been identified as a high alert, (staff/office will be informed of names by e-mail) **you should notify the school office immediately if pupils are absent from class**.
- **Vulnerable /Red Alert pupils** - these pupils will have an amber box next to names on class registers. Staff should be vigilant and contact the office immediately if any of the identified pupils do not attend their class. The office staff will check the attendance of the vulnerable pupils during period 1 each day.
- Class teachers should alert Pastoral Care to ongoing attendance, late coming or a **pattern of absence** concerns ASAP via SEEMIS referral system.
- If staff are organising activities in school or leading trips out of school it is their responsibility to ensure the register is completed for these pupils. Similarly if a pupil has been given permission to be elsewhere eg out of class to catch up on missed assessment then it is the class teacher's responsibility to register them before they leave the class.

- No pupil should be allowed out of class without a valid reason – pupils feeling unwell should be given a pink slip and referred to office / pastoral care for support.

Role of Principal Teachers/Faculty Heads

- PT should have an overview of the pupil attendance in their depts in order that those pupils who are underachieving due to poor attendance may be identified. A referral should be made through the SEEMIS system and not through e-mail to Pastoral Care if a pupil's attendance is causing concern.
- PT /FH should ensure that cover/supply teacher are aware of how to register a class on Click & Go. This should be completed on SEEMIS by using Application - Attendance - Registration by staff and then selecting the teacher the date and the time.
- Attendance concerns should be a standing item at DMs with specifications in place to ensure interventions/monitoring of these pupils.

Role of Pastoral Care Teachers

A major part of the Pastoral Care Staff remit is to monitor attendance and timekeeping. Pastoral staff will build long lasting relationships with pupils in their caseload and through **daily monitoring** of pupil's attendance and timekeeping they will identify at the earliest point pupils who require additional support to maximise their attendance. This can only be effective if all staff are involved in monitoring attendance and timekeeping.

- Pastoral staff should monitor absence discrepancies on a daily basis.
- Pastoral staff should liaise with the Inclusion Support officer who will monitor full day absences for S1 – S3 pupils. If she is not in school then it is the responsibility of the Pastoral staff. Pastoral staff will monitor sporadic tbc's and full day absences for S4,S5 &S6 contacting parents of pupils who are marked as tbc's by phone.
- Pastoral Care teachers will have a discussion with pupils whose attendance is between 90-95% in SE.
- Pastoral Care teachers will send out attendance letter (A1) to parents of pupils whose attendance falls below 90%. If there is still no improvement in attendance within 4 weeks or no improvement at all within two weeks then then the parent will be invited in for a meeting (A2) with the Pastoral Care teacher to discuss attendance concerns. If there is still no improvement in attendance parent will be invited to attend an in school attendance panel meeting with the PCT and Year Head (A3) .
- Pupils who need strategies to help improve their attendance should complete my attendance plan after meeting with their parent/carers and PCT.

- If there is still no improvement in attendance within 4 weeks. PCT will raise pupils at attendance EST (A3) to look for supports from other agencies, an Integrated Assessment will be initiated, and situation monitored.
- Attendance falls below 75% - absences condoned by parent /carer or no contact can be made with parent – PCT referral to SCRA.
- House points will be awarded by PCT to all pupils in their house group who have a good attendance and timekeeping record.
- Certificates will be issued to all pupils with 100% attendance at the end of each term at House Assemblies.

Role of Office Staff

- Check all registers are complete for periods 1 and 2
- Send out group call when last register is completed to all pupils who are marked TBC for both periods 1 and 2.
- Office will print out attendance/absence reports every morning for SLT and PCT's.
- A second groupcall message is sent out at the end of the day
 - (1) To all pupils who are marked TBC all day.
 - (2) To all pupils who have random TBC's throughout the day.
- Office will printout discrepancy report at the end of the day and PCT will follow up.
- Office will change TBC to ABS when parents contact school and they will change all TBC's to UNA at the end of the week.
- Office will send a list of incomplete registers at the end of the day to all staff to update.

Other strategies used

Attendance printouts with tracking reports, asking U's to be authorized or pupil support contacted if absences unknown.

Attendance printouts issued at parent's evenings, for U recordings to be authorised.

Office alert PCT to any undelivered Groupcalls.

If PCT /office staff are contacting home for other issues, then attendance could be checked and any U recordings discussed.

SLT and Pastoral Care Staff will be timetabled to be on late coming duty every day (at start period 1 and the period after lunch).