David Ross Education Trust
Broadening Horizons

Skegness Grammar School
Attendance policy appendix

SGS aims and objectives.	**Aims:** 1. To have a culture where good school attendance is embedded across all year groups. 2. To create a climate of ambition where good school attendance is imperative in enabling students to fulfil aspirational goals. 3. To have an annual absence rate and persistent absence rate that is at least equal to national average. **Objectives:** 1. Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors. 2. Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks. 3. Develop a systematic approach to gathering and analysing attendance related data. 4. Implement a system of rewards and sanctions. 5. Provide support, advice and guidance to parents/carers and pupils. 6. Further develop positive and consistent communication between home and school. 7. Develop effective partnerships with supporting services and agencies through the Local Authority. 8. Recognise and address the needs of the individual pupil when planning reintegration following significant periods of absence.
Roles and responsibilities of staff and members of the Academy Scrutiny Committee.	Set out the roles and responsibilities of the: **Headteacher** • To have oversight and understanding of the attendance and any manifesting trends at SGS. • To promote and communicate a culture of being present and prompt.

	• To create a sense of belonging within the school community. • To discuss and implement actions as a result of reviewing the attendance data. • To have an oversight and understanding of any support plans that are in place in relation to attendance. • To contribute to the decision making around the implementation of a reduced timetable if this is deemed necessary. • To communicate effectively regarding issues which may impact on attendance. E.g., suspensions, planned holiday for a student. • To give the overarching decision regarding planned time off for a student. E.g., a planned holiday for a special occasion, a celebration etc. • To communicate to staff the importance of effective record keeping including the time sensitivity of completing registers. **Designated senior leader responsible for attendance – Lindsey Bee (Assistant Headteacher)** • To meet with the attendance and safeguarding team on a weekly basis to review the data collated in relation to attendance and lateness. • To discuss and implement actions as a result of reviewing the data. • To have an oversight and understanding of any support plans that are in place in relation to attendance. • To contribute to the decision making around the implementation of a reduced timetable if this is deemed necessary. • To communicate effectively regarding issues which may impact on attendance. E.g., suspensions, planned holiday for a student. • To communicate, to the wider SLT, issues which are impacting on attendance and effectively plan interventions to support this alongside the safeguarding and attendance teams. • To conduct Quality Assurance visits to alternative providers. **Attendance Welfare Coordinator – Andrea Goodson and Attendance Information Officer – Joanne McCarthy** • To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school. • To administer a daily attendance and punctuality check each morning and support following up the daily absences by telephone/message or other means including checking the school answerphone for absence messages and record appropriately on the MIS (Bromcom).

	• To process applications for any leave/special absence of children in liaison with the Senior Leaders and Headteacher. • To engage with, attend and provide information for focal meetings with leaders responsible for key cohorts of students. E.g., SEND, disadvantaged. • To regularly review attendance and punctuality data. • To ensure, alongside SLT, that staff complete registers accurately and in a timely way in line with statutory regulations and to ensure that any discrepancies are amended. • To check and follow-up any missing or anomalous marks in registers. • To input attendance data onto school MIS and generate reports as required. • To request Penalty Notices from the LA in agreement with Lindsey Bee (Assistant Headteacher). • To ensure attendance / punctuality letters are consistently sent out. • To attend Attendance Panel meetings and take minutes. • To make/receive phone calls to/from parents regarding absence of students from school. • To deal with student enquiries efficiently and in a pleasant and courteous manner. • To maintain accurate and up to date records of attendance in line with legislation. • To carry out full, accurate and up to date administration of letters, files or other documentation for attendance. • To assist with targeted home visits/meetings and any attendance/punctuality data that may be required to support case work. • To regularly attend CPD around the use of Bromcom. • To work with colleagues to raise MCAS uptake with parents. • To maintain robust chronologies outlining all communication, support and intervention for individual pupils who do not attend well. • To administer a daily welfare check each morning with the families of all vulnerable pupils who are absent that morning and record the details of the conversations. • To conduct home visits where appropriate and always with another DRET colleague. • To chair meetings regarding pupil's attendance, including SAP and GAP meetings. • To liaise with members of the pastoral and welfare teams, including HOYs, Tutors, the SENDCo and Student Services for a full understanding of each pupil's circumstances.

	• To work with individual pupils and their family in setting targets for improved attendance and reviewing success on a regular basis, always intervening to sustain improvement. • To lead on referrals to external agencies with the SENDCo and Safeguarding Manager. • To liaise with other agencies in finding appropriate solutions, such as the Virtual Head, representatives from the LSCP working with the family in consultation with the academy safeguarding leads, medical practitioners and CAMHS. • To conduct daily attendance checks for pupils attending alternative providers and hospital schools. • To source and deliver suitable intervention programmes and engage with LA led interventions such as the EBSA programme. • To liaise with the school leader responsible for PSHE and contribute to curriculum conversations about factors affecting poor attendance. • To contribute to the assembly programme, promoting good attendance. • To implement strategies to motivate strong attendance through incentives, rewards and workshops with target groups. • To lead on all communication and implementation of reduced timetables with the family and the LA. • To counsel families considering Elective Home Education in consultation with academic staff in school. • To engage with CPD opportunities, available externally through the LA and provided by members of the Core Team. **Parents and carers** • To actively promote and contribute to their child maintaining a high attendance level and ensure that their child arrives to school promptly and ready to learn. • To actively communicate with school staff to implement support, if needed. • Where support plans are in place, parents and carers are expected to implement the actions agreed and communicate with the staff supporting the plan on a regular basis. • To actively promote positive sleep hygiene and good routine which maintain a high level of attendance. • To ensure child absence is reported using the absence line by calling 01754 610000 or via the MCAS messaging system.

	Scholars • Scholars will attend school and contribute to lessons in line with their timetable. • Scholars will ensure that they arrive promptly to school with the correct equipment. • Where scholars identify difficulty with attending school, they will communicate with their HOY, the pastoral team or inclusion leaders so a plan of support can be implemented. • Scholars will follow the correct routines of using the toilets at break and lunch time. However, scholars will follow the correct routines in lesson time, should they need to leave the classroom for any reason.
The name and contact details of the academy designated senior leader responsible for attendance.	Lindsey Bee (Assistant Headteacher): lbee@skegnessgrammar.co.uk
The name of the link governor for attendance.	Michael Cowley.
How often, and how, the school will inform parents of their child's attendance.	Half-termly for students who fall into the persistently absent group via MCAS. KPI reports will also show attendance data.
How the school is promoting and incentivising good attendance and punctuality.	• Each week of 100% attendance = R1. • The form with top attendance in their year group (KS3 and KS4) gain early entry to the canteen for the final 3 days of each half-term. This will reset each half-term. • R2s awarded for improved attendance at the end of each half-term. • Attendance challenge cards for individuals (if required) – stationary prize. • Best tutor attendance and best year attendance cards to be handed out weekly. As soon as a form fills in their weekly attendance score card sheet with these cards, a mufti day will be awarded. • Tombola twice a year – students with 100% attendance each week will have their name entered into a draw that will take place at the end of half term 2 and half term 6 for a range of prizes.

Information and contact details of who pupils and parents should contact.	Report illness and non-attendance on a day-to-day basis to the attendance team; Miss Andrea Goodson and Miss Joanne McCarthy on 01754 610000 (option 1) or via the MCAS service on Bromcom. The first contact for any attendance concerns will be the students tutor and/or HOY. The HOY/tutor will explore the reasons for poor attendance and report this to the inclusion team. The attendance team will review data on a daily basis and report any trends regarding attendance at the weekly meeting. Communication with parents and carers will take place regularly via the school newsletter, MCAS alerts, phone calls and face to face communication so scholars are supported regarding good attendance both at home and school. If requesting a leave of absence for your child, the link (that can also be found on the school website and MCAS) must be submitted in advance: https://forms.office.com/Pages/ResponsePage.aspx?id=rNtiV9Z_jkCJ_3zpA_qaUlOyns4aXBlCv8itctAZsPBUMFM4UDkxWkZUMzNWTjc3MURSNTdKMzhZVi4u.
The academy's attendance and punctuality expectations of pupils and parents.	Scholars will arrive to line-up, or tutor time (in wet weather), where the registration at 08:40 is taken each morning. AM registers will close at 09:15. If students arrive after this time, they will get a U code for sessions missed unless an authorised reason has been given. Any request for a leave of absence during term time needs to be via the leave of absence link, giving the reasons for the request. Holidays will not be authorised during term time unless in exceptional circumstances which will be considered by the Headteacher. For each unexpected absence (e.g., illness, emergency medical appointment, hospitalisation), parents *must* notify school by 09:05 on the day of absence via telephone or MCAS giving the details of the reason for absence. Absences must be reported on each morning of prolonged absence.

The academy's day to day processes for managing attendance and absence.	The AM registers will be completed by 08:50 by form tutors. Any pre-populated codes will not be overwritten as these will have already been inputted by the attendance team. The attendance team will check all late registers and answer phones by 09:30 and input accurate information onto Bromcom. An attendance alert will be sent to all parents and carers at 09:30, if a student is absent and there has been no notification from a parent/carer. The attendance team will run a report by 10:30 of all non-attendees and share this with the DSL, inclusion team and HOYs. Parents/carers of those scholars deemed vulnerable will be contacted by one of the attendance team, if there has been no notification of an absence. If no contact is made, a decision will be made with the attendance lead and DSL as to whether a home visit is needed. The absence will be reported to any external agencies if this is necessary. If a scholar requires a planned absence, information with evidence for the planned absence will be inputted and recorded on Bromcom. The attendance team will be notified of the planned absence at the earliest convenience, and this will be coded on the registers appropriately.

	If a scholar is not present in their lesson but has been marked present for the period prior, the teacher will send an out of lesson email to: SGS-OutOfLesson@skegnessgrammar.co.uk and all members of staff will search for the missing scholar unless information is known of their whereabouts. Internal school radios will be used to coordinate the search and CCTV will be used to support the search where necessary. If it is thought that a scholar has left the school site without permission, this will be reported to the police and parents will be notified immediately. Teachers will record accurate information on the registers in a timely manner and contact the attendance team if they need any support with inputting the information. PM registration marks take place at 13:30. Any support plans implemented will be decided in conjunction with the scholar and their family.

	Absences There are two types of absence: • Authorised – where it is deemed that there is sufficient information in place that supports the absence. • Unauthorised absence – where the absence has been taken without sufficient evidence or notification.
The academy's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.	Attendance data is monitored on a daily basis looking at individual profiles. The data collected is analysed to identify any patterns or emerging trends which can trigger individual support plans for our scholars at an early stage. The data collated over the week is then analysed to review and explore any further support plans that may need to be actioned. This is discussed and shared at the inclusion meeting on a weekly basis. On a whole school basis, the attendance data is reviewed half termly to identify any trends or patterns throughout the school. This can lead to further implementation of promoting good attendance by targeting individual groups of children through support groups, PSHE and targeted intervention. The information collated is compared to national data to drive forward our targeted approach for improving attendance. This is shared with staff within SGS to encourage conversations around promoting good attendance and reinforcing the positive messages of supporting scholars to take full advantage of their educational opportunities. The data collated is used to identify changes being sustained where intervention has been implemented. This is regularly reviewed and shared with the families to support in achieving good attendance.
The academy's strategy for reducing persistent and severe absence.	**Support we offer** Here at SGS, we are committed to supporting our scholars around attendance and punctuality. If a scholar is persistently late, a member of the inclusion team, head of year or form tutor will explore this further by speaking to the scholar and communicate with parents/carers to explore the reasons for this. Support will be offered. The attendance of the scholar will continue to be monitored through daily reports and discussed at the weekly inclusion meeting.

	Persistent and Severe attendance • *Persistent is where a pupil misses 10% or more of school*. • *Severe is where a pupil misses 50% or more of school*. If scholars are persistently or severely absent or late, the attendance team will work alongside the DSL, inclusion team and HOY to implement a support plan. This may reflect the support of: • In school provision – pastoral. • Outside agencies. • Early Help Plan. • PSP (Pastoral Support Plan). • EBSA (Emotionally Based School Avoidance) pathway plan. Each stage of the plan will identify targets to work towards and actions that staff, parents and the student will complete. Plans will be reviewed on a 6-week basis and recorded on child centric recording systems within the school. Each of the identified plans work in conjunction with the local authority who can offer additional support and guidance.
How the school will support pupils absent from school due to mental or physical ill health and/or special educational needs and disabilities and provide them with additional support.	Our SENDCo and Safeguarding Manager will advise staff regarding the support required from themselves, the attendance team and HOYs. For example, regular calls, home visits, referrals to outside agencies, opportunities to catch up on missed work. Andrea Goodson (Attendance Welfare Coordinator) and Joanne McCarthy (Attendance Information Officer) are responsible for informing the Local Authority of any children who may need educational support under S19 of the Education Act 1996.
The academy will seek fixed penalty notices for absence and other sanctions in the following circumstances.	This might be when support: • Isn't appropriate for the situation (e.g., for an unauthorised holiday in term time). • Is not successful. • Is not engaged with. Any illness directly before or after a g code is o coded unless medical evidence is provided. Suspected holidays can still receive a penalty notice, the onus is on the parents to prove that the children were ill and not on holiday. The Local Authority's code of conduct on issuing fixed penalty notices: https://www.lincolnshire.gov.uk/school-attendance/school-fines/2.

Any specific needs of certain pupils and pupil cohorts.	SGS believe that all scholars benefit from the education it provides and therefore expects regular school attendance. To this end, SGS will do as much as it can to ensure that all scholars achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible whilst ***always*** considering the individual needs of scholars and their families who have specific barriers to attendance. Policies that support our rationale: • The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. • Working Together to Improve School Attendance 2024. • Keeping Children Safe in Education 2026. • Alternative Provision: Statutory guidance for local authorities 2014 and subsequent updates. • Arranging education for children who cannot attend school because of health needs 2023. • Mental health issues affecting a pupil's attendance: guidance for schools 2023. • The Equality Act 2010. • The United Nations Convention on the Rights of the Child.