



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

ATTENDANCE POLICY

Nominated Lead Member of Staff:	HM
Last Review Date:	September 2019
Next Review Date:	September 2021

Altrincham Grammar School for Boys is a six-form entry 11-18 selective Academy School situated a mile from Altrincham Town centre within the Parish of Bowdon. It caters for boys who have been selected for grammar school education from a wide area of South Manchester and North Cheshire. Pupils travel to the school from Wilmslow, Knutsford, Lymm Warrington, Sale, Urmston, Old Trafford and Cheadle Hulme. The school has an excellent attendance record with most pupils achieving at least 95% attendance.

The school encourages pupils to maintain high standards of achievements by ensuring high levels of attendance and punctuality.

1. With regards to attendance the school aims to:

- 1.1. Keep an accurate and up-to date record of attendance
- 1.2. Maintain the high attendance record and focus on individuals and groups with a view to improving attendance where appropriate
- 1.3. Take appropriate action after identifying causes of non-attendance
- 1.4. Inform parents of any issues regarding attendance and punctuality
- 1.5. Work closely with pupils who have been absent through long term illness or absence over a period of several separate days
- 1.6. Work closely with the Education Welfare Officer
- 1.7. Ensure consistency with recording of data and the application of this policy

2. Procedures in School

2.1. The Form Tutor

- The register is taken electronically each morning at 8.40am and afternoon at 1.20pm. In the event of a failure of the electronic system a paper copy of the register must be taken and returned to Reception immediately
- Form Tutors should remind pupils of the late registration procedures (see paragraph 5.4)
- Form Tutors should ensure all pupils understand the importance of regular and prompt attendance at school
- If the attendance or punctuality of a pupil in the form is giving cause for concern the Form Tutor or Attendance Administrator will notify the Head of Year

2.2. Head of Year

- The Attendance Administrator will produce a report each half – term showing all late marks and absences for the Head of Year
- If a pupil's attendance or punctuality record shows cause for concern the Head of Year will contact the pupil's parents or carer to inform them of these concerns
- Where appropriate the Head of Year will contact the parent or carer to arrange a meeting within school to discuss the pupil's attendance record
- The Head of Year is responsible for ensuring a programme of work is in place for any pupil returning to school after a prolonged absence. This may include discussions with the Special Educational Needs Co-ordinator

2.3. Leadership Team

- The Head of Year will decide, when appropriate, to arrange a meeting with the parents or carers of a pupil with poor attendance or punctuality along with the Educational Welfare Officer and the Deputy Head, or whoever is deputising for him

- At the meeting it will be explained to the parents or carers the effect the poor attendance/punctuality is having on the pupil's education and achievements
- Following this meeting the pupil's attendance will be closely monitored and if further concerns are raised the appropriate sanctions will be put in place

3. Attendance Administrator and Educational Welfare Officer

Daily and Weekly monitoring

- 3.1. The Attendance Administrator/Sixth Form Administrator will make contact with the parents or carer of any pupil who is absent from school without any notification by the first day of absence.
- 3.2. The Attendance Administrator/Sixth Form Administrator will keep records of these absences
- 3.3. If a pupil's attendance drops to below 90% the Head of Year will be notified by the Attendance Administrator. A letter will be sent from the school to the parents or carer advising that the EWO will be monitoring the situation. In the event that attendance falls to below 85% a letter will be sent from school inviting the parents or carers into school for a meeting with the EWO and Deputy Head/Head of Year to explain the consequences and effects of such poor attendance. The EWO may also be asked to visit the pupil's home address.
- 3.4. If the pupil's attendance does not improve and in accordance with the Trafford guidelines on attendance, the Head teacher or EWO may commence formal legal proceedings which will start with the parents being issued with a penalty notice on behalf of Trafford Local Authority
- 3.5. If there continues to be no further improvement there may follow a prosecution by the EWO on behalf of the Local Authority
- 3.6. Pupils (Years 7-9) who record five late marks in a half-term will attend a detention for half an hour. A total of ten late marks in a half-term will result in a detention for 45 minutes. In the event of five further late marks in a half-term the pupil will receive an hour long detention. In the event of any further late marks in the same half-term a Saturday morning detention with the Head teacher will result and the EWO will be asked to contact the parents. Should a pupil incur any late marks further to this it will result in a further Saturday morning detention

Pupils (Years 10-11) who record five late marks in a term will attend a detention for half an hour. A total of ten late marks in a term will result in a detention for 45 minutes. In the event of five further late marks in a term the pupil will receive an hour long detention. In the event of any further late marks in the same term a Saturday morning detention with the Head teacher will result and the EWO will be asked to contact the parents. Should a pupil incur any late marks further to this it will result in a further Saturday morning detention

4. Parental or Carer Responsibility

The parent or carer will:

- 4.1. Ensure the pupil leaves for school on time each day
- 4.2. In the case of illness, ring the school before 10.00am on the first morning to explain the reason for the pupil's absence
- 4.3. On the pupil's return to school send a letter or email to the Form Tutor/Attendance Officer
- 4.4. Provide a letter or email to the Form Tutor/Attendance Officer in advance advising of any medical or other appointments requiring the pupil to be absent or having to leave school during the school day
- 4.5. Not take a pupil out of school during term time unless permission has been granted by the Head teacher
- 4.6. Provide a written explanation for any pupil absence from school

5. Pupil responsibilities

A pupil is required to:

- 5.1. Arrive in their form room in time for registration at 8.40 am and 1.20 pm
- 5.2. Arrive on time and to be prepared for all lessons
- 5.3. Provide a written note to school upon their return if they have been absent
- 5.4. To follow late procedure - a pupil must report to Reception and sign in giving a reason for lateness if they have missed either morning or afternoon registration
- 5.5. Bring a letter of authorisation if they need to leave school before the end of the school day. The relevant Form Tutor should be informed and the pupil must sign out at Reception before leaving school

6. Special Leave Requests

- 6.1. The Head teacher will consider all requests for a pupil to be allowed time off during the school term. The granting of holidays during term time is entirely the Head teachers' decision and is not a parental right
- 6.2. Special leave is always at the Head teachers' discretion and the parents or carers will be notified of the decision.
- 6.3. Parents must write in to the Head teacher to request leave of absence giving at least 4 weeks' notice prior to the absence.
- 6.4. In the case of a bereavement the 4 weeks' notice will not apply and the Head teacher will usually grant one day's absence to attend the funeral; however, each case will be considered according to individual circumstances
- 6.5. When a request has been refused, any absence still taken during that time will be marked as unauthorised
- 6.6. If a pupil is still absent from school after a request for absence has been refused the Head teacher or EWO may issue the parent or carer with a Penalty Notice

6.7. If a pupil is absent for the two days either before or after a school holiday the school may ask for evidence of the illness or in certain situations may request the EWO to visit the home address

7. Conclusion

The issue of attendance and punctuality is given high priority by the school and staff and pupils are made aware of this. Parents can access their son's attendance and punctuality record by checking the SIMS Learning Gateway on-line facility for up to date information