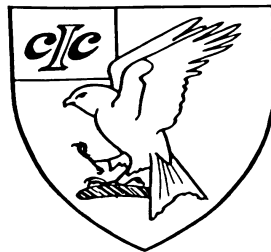


Attendance Policy

September 2010



**Icknield Community College
Love Lane
Watlington
OX49 5RB**

Approval & Review

Approved by:	Governing Body for the academic year 2010/2011
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Icknield Community College Attendance Policy

Aim

To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality

Objectives

1. To keep an accurate and up to date record of attendance
2. To inform parents of punctuality and attendance issues
3. To identify the causes of non-attendance and act upon them using the first day absence telephone calls and follow up letters in order to obtain a response from parents
4. To obtain response from parents within a week, send letter
5. To monitor absence through holidays in term time
6. To ensure all staff understand their roles in the monitoring and recording of attendance
7. To maintain attendance throughout the school through rewarding and target setting
8. To monitor and evaluate the processes on a regular basis

Procedures

All teaching staff

- Be a good role model
- Give attendance and punctuality a high profile by praising students who arrive on time and monitoring those who arrive late
- Complete BROMCOM every lesson
- Inform parents when absence is impacting on achievement
- Inform Tutor, HoF and HoY of concerns by completing incident sheets

Tutors

- Be a good role model
- Give attendance and punctuality a high profile. Praise and reward good attendance. Deal with students who are late on a regular basis
- Use BROMCOM to register.
- Discuss any issues with HoY.

Attendance Officer (LH)

- Reception Staff to telephone parents of referred students on first day of absence
- Check lessons of those whose parents have not telephoned
- Send follow up letter if absence unexplained or parent has failed to respond after one week
- Take referrals from Tutors and HoYs regarding other vulnerable students
- Liaise with AEO/SC weekly on all attendance below 80%.

Heads of Year

- Give attendance and punctuality a high profile throughout the week and in assemblies
- Implement a system of rewards and sanctions
- Support and monitor the work of the tutor
- Meet with SC fortnightly to discuss unauthorised/authorised attendance issues
Agree action and monitor progress
- Prepare referrals for the AEO service with Sue Conn
- Discuss work for excluded students, long term absentees, flexible learning, re-integration programmes and after-school school with SC/Behaviour Manager

Heads of Faculty

- Monitor internal truancy, considering possible causes
- Make attendance/punctuality an Agenda item
- Ensure parents are made aware of issues
- Create a bank of work to set for students on long term absence/exclusion/after-school school
- Ensure Tutors/HoY are aware of concerns by passing on relevant section of incident sheets

Flexible Learning Co-ordinator (NAM)

- Meet with SC to discuss issues relating to excluded students, long term absentees, reduced timetables and re-integration programmes

Assistant Head, Pastoral(SC)

- Support/monitor work of HoF/ HoY with internal truancy by exploring causes and applying sanctions, if necessary
- Liaise with AEO/LH over issues of concern, make referrals and monitor effectiveness of remedial action
- Oversee administration of registering process
- Ensure HoF/HoY takes appropriate action when students truant
- Support/monitor attendance and punctuality for students on the Register through the implementation of the SEN Policy
- Ensure school targets are met
- Give attendance/punctuality a high profile through School Newsletters and certificates awarded in assemblies

Students

- Arrive at School by 8.25 am and at Period 6 at 2.30pm.
- Move purposefully between lessons
- Ensure parents write a letter explaining any absence
- Sign out at Reception when leaving the site for appointments

Parents

- Ensure son/daughter leaves for school or to catch the bus on time
- Telephone school to report any absence
- Provide explanation for absences

- Endeavour not to take holidays in term time but if this proves necessary, application must be made in writing 6 weeks before requested date
- Encourage and support regular and prompt attendance of their son/daughter at school

Administrative Staff

- Administer SIMS/Bromcom
- Update registers for students arriving after registers close
- Provide LH with daily absence data
- Provide AEO/SC/HoY with data fortnightly

Governors

- Review the attendance Policy annually
- Monitor its implementation
- Monitor progress against school targets

Success Criteria

1. Attendance improves to target attendance figure.
2. Procedures for all groups followed.
3. Parents aware of all attendance procedures.
4. Regular review and monitoring of attendance figures and procedures takes place.