



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

**Attendance and Punctuality
Policy**

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Attendance and Punctuality Policy

1. Vision:

- Thamesview School recognises that high attendance is vital in ensuring that students have the best opportunity to achieve their potential. At Thamesview, we are constantly promoting good attendance through a robust monitoring system that includes rewards and sanctions linked to attendance and punctuality. We promise to work closely with parents, carers, students and outside agencies to ensure that regular attendance is good.

The responsibility for ensuring that children attend school regularly and punctually rests with parents/carers. This fact must be emphasised and acknowledged.

2. Roles and Responsibilities:

- The Governors, Headteacher and staff will work to ensure maximum attendance by all their students through regular monitoring and identifying of any problems that may impact on a child's attendance.
- The school will ensure that parents and carers are aware, that it is ultimately their responsibility to ensure their children attend, as laid down by DfE guidelines. It is the parent/carer's responsibility to contact the school for any absence. Please note where no contact is made the absence will automatically be marked as unauthorised (O code).

3. Implementation:

Registration:

- School will abide by the regulations as identified DfE guidance (School attendance October 2014). Document can be viewed by pasting the following link you're your web browser.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf
- Class Teachers will accurately register students, three times a day. This will occur before the start of the morning (between 8.35 and 8.55am), lesson 1 and lesson 5 in the afternoon (13:55), although it is good practice to complete a register every lesson.
- For students who do not arrive during tutor time, an O code should be used (a / code for those that are present). The Progress Manager for each community will then adjust these codes after lesson one registers have been taken and the late list has been sent out. Progress Managers will then complete first day calling during lesson 1.
- Where the absence continues and there is no contact, the school will complete a home visit or send a letter home, requesting an immediate response. See Appendix 1 and Appendix 2.
- Thamesview School will follow the Attendance Flow Chart for all students. See Appendix 3.
- Where reasons are provided for absence, it is important to note that it is the Headteacher who has the right to authorise the absence and not the parent/carers. Where there is continued sickness, the school can request medical evidence (not necessarily a Medical Certificate e.g. Appointment Card/Prescription) before authorising further absence.

Holidays:

- Thamesview School does not grant any term time holidays and will make a referral to the Inclusion and Attendance service if any unauthorised holiday is taken that exceeds 10 sessions (5 days).

Sanctions:

- Thamesview School will follow the Attendance Flow Chart for all students Appendix 3. The school will participate in the procedures related to poor attendance as set out by Kent County Council (KCC).

Rewards:

- Thamesview School incorporates many reward schemes that are designated to encourage good attendance. The reward schemes include:
 - Weekly and fortnightly non-uniform days for 100% attendance in a form
 - Highest attendance in a fortnight to the end of term prize draw
 - Gift vouchers for students achieving 100% attendance and 95-99% attendance
 - Termly pizza lunch for the form winning the attendance league.

Punctuality:

- The school operates a late detention system for any student that arrives after 8:35. Students' names are written down and they are given a lunch time detention for 10 minutes. The sanction for being late each morning increases in time every other day.
- The punctuality of students is monitored each term by the Assistant Headteacher in charge of attendance. Students who have been identified as having persistent punctuality concerns will be placed on a punctuality report and closely monitored by their community to ensure that improvements are made. If concerns still exist, parents/carers will be invited in to school to discuss next steps.

Attendance and Punctuality Policy

This policy was agreed and adopted at a Governors' Meeting held on

_____ (date)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (date)

Appendix 1

RISK ASSESSMENT FOR HOME VISITS					
Hazard	Risk	Risk H, M, L	Control Measures	Any Further Actions	Is risk adequately controlled?
Safety of staff members off site during working hours	Staff	Low	Visit for two members of staff to attend approved by AHT. Specific register to be maintained in school detailing proposed date and time of visit; full details of name and address of student being visited, names of attendees, contact mobile phone number of off-site personnel.	The school's normal signing in/out procedure must be observed in addition to this action. All risks covered	Yes
School employees being met with aggression on arrival at students home	Staff	Medium	Agreement received from parent/carer where possible that scheduled appointment is convenient (In the event of any aggression the members of staff will immediately leave and return to school).	All risks covered	Yes
Staff arrive at home and find student alone	Student and Staff	Low	Staff will not enter the premises where a parent/carer is not also present. Detailed conversations will not be held on the doorstep.	All risks covered	Yes
Change of mood of parent/carer or student to an uncooperative or abusive manner	Staff	Low	Two members of staff will always be present (In this situation, both will leave immediately and return to school).	All risks covered	Yes

Visiting staff considering that a home situation is vulnerable	Student and Parent/Carer	Low	Staff are not expected or trained to make such assessments. Any concerns should be reported to the school CP Lead in the normal manner.	All risks covered	Yes
Consider other dangers at the meeting venue (e.g. dogs)	Staff	Low	A request should be made for animals to be in another room/area for staff safety. Any other hazards or dangers should be assessed before entering into discussions and if staff feel vulnerable they should leave.	All risks covered	Yes
Ability to summon help in the event of accident or injury to staff member	Staff	Low	Staff to be in pairs and have mobile telephone accessibility back to the school and/or emergency services as appropriate.	All risks covered	Yes
Staff not returned to school by allocated time	Staff	Low	Response procedure to be in place for late return (e.g. Reception member of staff in school to contact employees). Reception staff to inform AHT behaviour and attendance if concerns.	All risks covered	Yes
Gender appropriate visits	Staff	Low	Staff undertaking home visits will be gender appropriate.	All risks covered	Yes
Recording of visits	Student and Parent/Carer	Low	The register should be updated with time of return to school and any incidents noted on SIMS.	All risks covered	Yes

Transportation of Students	Staff	Medium	Students will not routinely be brought into school, or returned home by members of staff. Such action will only be undertaken with additional specific agreement of the Headteacher or School Business Manager and appropriate car insurance being in place.	Staff cannot make an agreement whilst undertaking a home visit with Parents/Carers/Students to transport students.	Yes
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Appendix 2

Home Visits Protocols & Procedures

Thamesview School recognises that high attendance is vital in ensuring that students have the best opportunity to achieve their potential. At Thamesview, we are constantly promoting good attendance through a robust monitoring system that includes rewards and sanctions linked to attendance and punctuality. We promise to work closely with parents, carers, students and outside agencies to ensure that regular attendance is good.

We recognise that parents and carers want this for their children too; as, indeed, do the students. We equally acknowledge that at times this journey can be very challenging, so its success is very dependent on working with each other in close partnership.

Sometimes, for a variety of reasons, working together is problematic: young people might not engage with school, external influences affect the young person's ability to cope; the usual communication between school and home has either broken down or been ineffective. Whilst both parties share the school's aim for the young person, for some the school environment is not the best or preferred location to meet for discussions. It is for this reason that the school may conduct home visits.

Such visits may be carried out for the following reasons:

- TAF meetings
- Disability (parents cannot access the usual school environment)
- Attendance meetings where the parents have cited their inability to attend
- Parents admit they are having difficulty getting their daughter to attend school (long or short term) and that visiting the home will demonstrate the seriousness of the issue
- Emergencies such as non-attendance for exams
- Suspected truancy
- Well-being – a student has been long term absent so a visit could “ease” the fear of return

Protocols for staff conducting visits:

- Conducted in pairs
- Prior agreement if possible with parent so supportive
- Written record of visit and outcomes made by visiting staff member and recorded centrally on SIMS
- House entry to be made only when parent is present (if staff find child is home alone the conversation to be conducted on the doorstep)
- One or both members of staff to carry a mobile phone
- Visiting staff to have a clear plan on length of home visit and return time to school
- Staff going on a home visit to inform the main office and AHT in charge of behaviour and attendance or in his absence The School Business Manager beforehand including the name and address of the student being visited
- Staff to sign out and in on return
- Reception staff to contact staff if length of visit exceeds that intended and no incoming call has been received

Appendix 3

Thamesview School Attendance Improvement Flow Chart



