



Ysgol Uwchradd Casnewydd

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# Newport High School

## Attendance Policy

## Polisi Presenoldeb

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## Aims

**We actively promote and encourage 100% attendance for all students. There is a strong partnership with parents and close liaison with a variety of outside agencies.**

At Newport High School, we aim to ensure that the provision outlined in the Attendance Policy considers the varied individual needs and expectations of all stakeholders. We aim to ensure that everyone has equal access to this provision regardless of race, ethnic origin, language, gender, disability, age, sexuality, nationality, religious or non religious belief, family background or any other individual characteristics. We aim to ensure that all stakeholders also share these values.

Regular attendance at school is essential if students are to succeed and fulfil their potential. Newport High School employs a whole school approach toward attendance with Subject teachers, Subject Team Leaders, Tutors for Learning, Heads of House, Assistant Headteacher, Attendance Clerk and the Educational Welfare Officer all fully involved in monitoring student attendance.

Good attendance is given a high profile throughout the school. We aim to ensure that the students in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure designed to encourage consistent attendance.

In accordance with Newport Local Authority guidance, absence due to family holidays will not be authorised by Newport High School from September 2013.

Regular attendance is required by law and Wales is introducing Fixed Penalty Notice and Fines from September 2014 for parents who have children with more than 5 days of unauthorised absence. This can be issued for any absences not authorised by the school, including holidays. Newport City Council will issue these notices when concerns are raised by school or the police. The fine is £120 unless paid within 28 days when it is £60.

## Attendance Policy Guidance and Procedures

The oversight of attendance will be the responsibility of the Deputy Headteacher. Support will be given by the Attendance Clerk who will act as co-ordinator of the SERCO system.

Specific responsibilities include:

- **Tutor for Learning**

- To monitor attendance of their tutor group daily and ensure SERCO attendance records are updated.

- Issue and monitor attendance cards where necessary.

- To collect information from students regarding any absence.

- To meet with parents as appropriate.

- To use previous attendance figures to negotiate termly attendance targets with each member of the tutor group.

- To support students in achieving attendance targets.

- To set detentions for students who are late.

- **Head of House / Second in Key Stage 3/ Head of Key Stage 5**

- To monitor attendance weekly.

- Monitor late book weekly

- To follow up on all students who have been absent for 3 days or more through home contacts

- Follow up on students late 3 times or more in a week and issue sanctions

- Follow up with parents students who are repeatedly late

- To meet the Educational Welfare Officer fortnightly.

- To discuss attendance issues with Tutors for Learning at weekly briefing sessions and team meetings.

- To distribute rewards for attendance and ensure attendance receives a high profile in assemblies and through displays.

- To co-ordinate work for long-term absentees.

- To target a 'spotlight group' of students whose attendance can be improved and work with these students.

- To use attendance rewards to improve attendance.

- To arrange for the production and distribution of attendance certificates termly.

- To meet with parents as appropriate.

- **Attendance Clerk**

- To monitor the SERCO system and report faults to the Deputy Headteacher

- To contact all students on first day of absence by telephone/text message or letter.

- To refer students who have been absent for 3 days with no response to Second in KS3/HoH.

- To update attendance data daily with parental returns/holiday forms/manual registers.

To produce registers and statistics weekly for Tutors for Learning, Heads of House 2<sup>nd</sup> in KS3, Head of KS5 and Deputy Headteacher.  
To send text message to parents of students who arrive late.  
To submit monthly attendance report to Local Authority.  
To provide monthly attendance report to DHT.

#### • **Heads of Key Stages**

To monitor attendance weekly.  
To negotiate annual attendance targets based on previous attendance figures.  
To liaise with Head of House / 2nds in KS 3 and Educational Welfare Officer to ensure resources are used effectively and students monitored appropriately.  
To meet with parents as appropriate.  
To ensure attendance is discussed in fortnightly meetings with all Head of House / 2nds in Key Stage 3.  
To report to DHT on attendance in the key stage

#### • **Subject Teacher**

Liaise with HOH and 2nds in Key Stage about students whose learning is being negatively affected by repeated lateness or absence.

#### • **Deputy Headteacher**

To ensure that all staff are aware of whole school and Year group/House attendance targets and progress on achieving these.  
To produce summary documents for Governors and the Headteacher.  
To produce an Attendance Matters Booklet annually.  
To organize Governors' Attendance Panel meetings with parents of target students annually.  
To ensure parents, staff and students are made aware of changes to attendance recording or reporting.

#### • **Educational Welfare Officer**

To liaise with the Attendance Clerk about daily contacts.  
To meet with HoH/2nds KS 3 fortnightly to discuss attendance issues.  
To prosecute parents where all other avenues have failed.  
To visit parents of students who have unsatisfactory attendance and devise suitable home-school agreements for their reintegration to school.  
To visit parents as requested by Head of House / 2ns Key Stage 3 / Head of Key Stage 5.  
To liaise with school and LA to issue fixed penalty notices where appropriate.

#### • **Parents/Carers**

To contact school via telephone (**01633820106**) to notify of absence.  
To arrange medical appointments outside of school time whenever possible.  
To arrange family holidays during the school holidays.

To contact the attendance clerk to report any attendance concerns.

### **RE-INTEGRATION**

The school has arrangements to reintegrate students who have been absent for extended periods. In such cases each student will be treated individually and arrangements will be made that are most appropriate to the individual's circumstances. All reintegration plans are formalised by the Head of Inclusion and monitored by Inclusion Centre Staff.