



Review Date: Annual review

Review Officer: Head of Students Secondary / Assistant Head Primary

“The poor attendance of a number of pupils can disrupt their own learning and that of other pupils. These children quickly begin to fall behind their peers and often never catch up with gaps in their skills or knowledge. Over time these pupils become bored and disillusioned with education and by Year 10 and Year 11 they are lost to the system. Not surprisingly there is a clear link between poor attendance at school and low levels of achievement.”

(Department for Education - July 2011)

Attendance and Punctuality Policy

Rationale

If a student does not attend school on a regular basis their learning is fragmented, their acquisition of skills and knowledge is interrupted, and their educational achievements are potentially damaged. If a student’s attendance is 90% continually throughout their time at QIS, over five years they will miss the equivalent of approximately one half of a school year. A 90% attendance rate means that a student has missed the equivalent of four whole weeks per year. Research suggests that 17 days missed from school in one year equates to a full grade at IGCSE.

Good punctuality shows respect for other students and teachers. Where students are late at the start of the school day or to lessons during the day it often means that important information is missed from the form tutor or that key learning objectives are not fully understood. This can have a significant impact on a student. We understand that unforeseen instances arise which may cause a student to be late through no fault of their own and we will always take this into consideration.

Promoting and supporting good attendance and punctuality at school is, therefore, fundamental to supporting learning and the raising of standards. QIS will challenge all student absence and lateness, celebrate achievement and recognise that regular attendance is a critical contributory factor to a productive and successful career.

Taking into consideration the above information and the impact that poor attendance and punctuality has on student progress; QIS expects all students from FS2 and above to have an attendance % above 75 or it is expected that they would repeat the school year. If there are extenuating circumstances e.g., a medical condition that is supported in writing, from the medical profession, a decision to promote the student to the next academic year is at the discretion of the Senior Management Team.

To be able to attend the annual school graduation, students in Year 12 and 13 must have an attendance % above 75.

Aims

- To support the school vision.

- To encourage outstanding levels of attendance and punctuality.
- To encourage parents to make non-essential appointments outside of school hours.
- To recognise that ALL partners, students, teachers and parents/guardians need to collaborate to promote and support good attendance and punctuality.
- To identify, investigate and intervene early where there is a concern about a student's attendance or punctuality.
- To ensure that registers are completed accurately, consistently and reliably by ALL staff.
- To analyse attendance and punctuality data and use it to assist monitoring and intervention.
- To have a target of 95% or above for attendance and punctuality for every student.
- To use the school attendance officer to identify and communicate to relevant parties where there are concerns regarding attendance or punctuality.
- To raise all stakeholders' awareness about the importance of attendance and punctuality.
- To promote a greater understanding with the students and parents about the importance of attendance and punctuality.
- To ensure that all staff, but especially those with a pastoral responsibility, are clear on their responsibilities in addressing attendance and punctuality.

Procedures

- Attendance is recorded at 6.50am by the student's class teacher.
- A student who arrives after 7.00am should register at the school office and then go to their first lesson. They will be marked as late.
- Attendance and punctuality is monitored by the tutor/class teacher, the Head of Progress/Deputy Head of Key Stage and senior members of the Pastoral team. A letter of concern will be sent to parents/guardians where attendance falls below 90% each month or where a pupil has been late 3 or more times within a month.
- The Attendance Officer will notify the HOPs, Deputy Head of Key Stage and senior members of the Pastoral team once per month to identify students who have persistent absence below 90% and who have been late more than 3 times within a month.
- Attendance percentages are available for parents to view through SIMS Parent application.
- Recognise and reward excellent attendance and punctuality.

Appendices

Strategies for promoting attendance and punctuality

- Attendance and punctuality data will be regularly analysed by the Head of Progress/ Deputy Head of Key Stage and Senior staff with responsibility for Pastoral care.
- The School Attendance Officer will contact parents after 2 consecutive days of absence for no reason.
- Good attendance and punctuality will be praised by the Head of Progress/ Deputy Head of Key Stage in their assemblies.
- The highest attendance for each year group will receive an award weekly (Primary).
- 100% attendance certificates will be awarded on a termly basis (Secondary).
- Parents can view the child's attendance percentages through the SIMS Parent application.
- Parents/guardians will be informed each month by a letter of concern when their child's attendance falls below 90% and/or if they have been late 3 or more times. Further letters

will be sent, and meetings held, if there is no improvement in attendance/punctuality or if there is a decline.

Signing out

Signing out during the school day can be disruptive to learning and it will impact on progress. We strongly discourage parents from making non-essential appointments during the school day. We do, however, acknowledge that it is sometimes unavoidable and appointments need to be made. If a student needs to leave during the school day for an appointment their parent should write a note in their planner and provide a copy of the appointment card. This letter should be shown to the form tutor and they will sign the planner to sanction the request. If the tutor is not available, this can be signed by the Head of Progress/Deputy Head of Key Stage. After two requests to leave early the form tutor should call the parent and send an Intouch message to inform the parents about the impact of leaving during the school day. All parents are expected to show class teachers and form tutors evidence of a medical appointment and communicate this via google classroom, email prior to collection or, in secondary via the student planner.

After signing out on 5 or more occasions the Head of Progress should make contact with the parents

After signing out on 8 or more occasions the Head of Students should make contact with the parents

Parents/Guardians can support their child's attendance and punctuality by:

- Ensuring their child comes to school every day and arrives on time.
- Ensuring that their child has enough sleep and eats breakfast to enable them to access the curriculum.
- Taking a serious interest in their child's education.
- Contacting their child's tutor/ class teacher or Head of Progress/Key Stage Leader if their child shows a reluctance to attend school or there is a need to leave early
- Attending meetings to discuss attendance and punctuality issues as requested by the school
- Downloading and using SIMS Parent application which allows them to monitor percentage attendance and will give them live attendance data.

Roles and Responsibilities:

A student will:

- Attend school daily and register at 6.50am.
- Provide a signed note from their parents/guardians to explain any absence on the first day that they return to school.
- Provide a signed note in the planner from their parents/guardians if they need to leave the school site during the school day and show the note to their Form Tutor / Class Teacher during the class registration period. The parent can also communicate this through google classroom or by email.
- Move promptly between lessons to ensure that they don't miss the start of the lesson.

A parent/guardian will:

- Ensure that their child attends school every day and on time.
- Notify the school before or on their child's first day of absence, and for each subsequent day of absence, before 7.15am. This can be through an email, phone call or by providing a note.
- Avoid taking their child out of school for non-essential appointments.
- Ensure that the school has an up-to-date telephone number and email address on which they can be contacted.

QIS will:

- Ensure that the registers are marked consistently and accurately.
- Reward students who have good attendance and punctuality.
- Liaise with the parents/guardians of students who are a cause for concern regarding attendance and punctuality.
- Send monthly letters and hold meetings to inform parents where attendance levels drop below 90% and/or who have been late 3 or more times.
- After two letters of concern regarding attendance and punctuality the form tutor/ class teacher will meet with the parent and discuss concerns.
- After three letters of concern regarding attendance and punctuality the HOP/Deputy Head of Key Stage will meet with the parent and discuss concerns.
- After four letters of concern the Head of Students/ Head of Key Stage will meet with the parents and discuss concerns.
- Inform parents early if there are attendance or punctuality concerns that may mean that their child has to repeat the year.
- Inform parents of students in Year 12 and 13 if their child's attendance may mean that they are unable to attend the graduation.

Attendance Choices and Consequences – Secondary

<u>STAGE</u>	<u>Behaviour</u>	<u>Student Choices</u>	<u>Teacher's Actions</u>
1	100% attendance each term.	Well done. This is what we want all our students to do on a regular basis.	QIS will recognise this positive behaviour by presenting you with a 100% Attendance Certificate at the Prize Assembly held each term.

2	By the end of each month you have achieved less than 90% attendance.	Address the concern. Listen to your tutor and act on the advice given.	Your tutor will use their professional judgement regarding your absence. A letter of concern will be sent to your parents. The letter will be recorded on SIMS.
3	You have achieved less than 90% attendance in two months.	Your poor attendance has a negative impact on your Education.	Your HoP will use their professional judgement regarding your absence. Your HoP will send a letter of concern to your parents and your tutor will organise a meeting with your parents. The letter will be recorded on SIMS.
4	You have achieved less than 90% attendance in three months.	You have not accepted that your poor attendance has a negative impact on your Education.	Your HoP will use their professional judgement regarding your absence. Your HoP will send a letter of concern to your parents and will organise a meeting with your parents to resolve the issue. The letter will be recorded on SIMS.
5	You have achieved less than 90% attendance in four months.	You have not accepted that your poor attendance has a negative impact on your Education.	Your HoP will use their professional judgement regarding your absence. Your HoP will send a letter of concern to your parents and the Head of Students will organise a meeting with your parents to resolve the issue. The letter will be recorded on SIMS.

C Present online

/ Present

N Absent

L Late (*minutes to be recorded*)

Class teachers to only use above codes. Attendance Officer will input all authorised absences.

Primary Attendance Protocol

Action to be taken	Timescale
Class teacher to complete SIMS registration. Late children to be marked 'late' with minutes recorded.	6.50am during registration

Children who arrive after 7:00am to collect blue slip from Primary administrator. Class teacher to record minutes late on SIMS.	After 7:00am
Attendance officer to send monthly reports of year group attendance to the Head of Pastoral. Parents of pupils with below 90% will be contacted by class teacher expressing concern	Monthly
Parents of pupils who receive a second month with below 90% attendance will be contacted by class teacher and invited to school for a meeting to discuss concerns	Monthly
Parents of pupils who receive a third month with below 90% attendance will be contacted by the Deputy Head of Key Stage and invited to school for a meeting to discuss concerns	Monthly
Parents of pupils who receive a fourth month with below 90% attendance will be contacted by Head of Key Stage and invited to school for a meeting to discuss concerns and warn them that continuation of poor attendance may result in their child repeating the academic year	Monthly
Any parent communication regarding attendance is to be recorded on SIMS communication log. Specific concerns to be stated on termly reports.	Ongoing
Pupils with below 75% for the entire year may be asked to repeat the academic year	EOY
<p>/ Present N Absent L Late (<i>minutes to be recorded</i>)</p> <p>Class teachers to only use above codes. Attendance Officer will input all authorised absences.</p>	

Punctuality Choices and Consequences – Secondary

<u>Monthly Concerns</u>			
<u>STAGE</u>	<u>Behaviour</u>	<u>Student Choices</u>	<u>Teacher's Actions</u>

1	100% punctuality each term.	Well done. This is what we want all our students to do on a regular basis.	QIS will recognise this positive behaviour by presenting you with a 100% Punctuality Certificate at the Prize Assembly held each term
2	You are late 3 or more times in one month	Address the concern. Listen to your tutor and act on the advice given	Your tutor will use their professional judgement regarding your punctuality. A letter of concern will be sent to your parents. The letter will be recorded on SIMS.
3	You are late 3 or more times in two separate months.	Your poor punctuality has a negative impact on your Education.	Your HoP will use their professional judgement regarding your punctuality. Your HoP will send a letter of concern to your parents and your tutor will organise a meeting with your parents. The letter will be recorded on SIMS.
4	You are late 3 or more times in three separate months.	You have not accepted that your poor attendance has a negative impact on your Education.	Your HoP will use their professional judgement regarding your absence. Your HoP will send a letter of concern to your parents and will organise a meeting with your parents to resolve the issue. The letter will be recorded on SIMS.
5	You are late 3 or more times in four separate months.	You have not accepted that your poor attendance has a negative impact on your Education.	Your HoP will use their professional judgement regarding your absence. Your HoP will send a letter of concern to your parents and the Head of Students will organise a meeting with your parents to resolve the issue. The letter will be recorded on SIMS.

Weekly Concerns

<u>STAGE</u>	<u>Behaviour</u>	<u>Student Choices</u>	<u>Teacher's Actions</u>
1	100% punctuality each term.	Well done. This is what we want all our students to do on a regular basis.	QIS will recognise this positive behaviour by presenting you with a 100% Punctuality Certificate at the Prize Assembly held each term
2	You are late 2 times in one week.	Address the concern. Listen to your tutor and act on the advice given	Your tutor will discuss the matter with you.
3	You are late 3 times in one week.	Address the concern and organise yourself to be on time.	Your tutor will telephone your parents to discuss our concerns and to try to resolve the problem. This will be recorded on SIMS.
4	You are late 4 times in one week. Persistent stage 2 &/or stage 3.	You have not accepted that your poor punctuality has a negative impact on your Education.	Your HoP will telephone your parents to find a solution to the problem. This will be recorded on SIMS.
5	You are late 2 or more times the following week.	You have not accepted that your poor attendance has a negative impact on your Education.	Your HoP will organise a meeting with your parents to find a solution to the problem. This will be recorded on SIMS.
6	You continue to regularly come late.	You have not accepted that your poor attendance has a negative impact on your Education.	The Head of Students will organise a meeting with your parents to find a solution to the problem. This will be recorded on SIMS.

Primary Punctuality Protocol

Action to be taken	Timescale
Class teacher to complete SIMS registration. Late children to be marked 'late' with minutes recorded.	6.50am during registration
Children who arrive after 7:00am to collect blue slip from Primary administrator. Class teacher to record minutes late on SIMS.	After 7:00am
Pupils who are <u>consistently</u> late over a two-week period, class teacher to contact parents to express concern. This is to be recorded on SIMS, via the communication log.	2 weeks
Attendance officer to produce a 'minutes late' report and send to Head of Pastoral monthly. Data of pupils with daily late arrivals or a significant number of minutes late to share with relevant teachers. Children who are late more than 3 times within the month will be sent a letter from the Head of Pastoral.	Monthly
If punctuality does not improve (2nd punctuality letter sent home for the consecutive month) class teacher to meet with parents and highlight importance of arriving to school punctually. This is to be recorded on SIMS, via the communication log.	Ongoing
If late arrivals continue, (3rd punctuality letter sent home for the consecutive month), class teacher to inform Deputy Head of Key Stage to arrange a parent meeting. This is to be recorded on SIMS, via the communication log.	Ongoing
If late arrivals continue, (4th punctuality letter sent home for the consecutive month) class teacher to inform Head of Pastoral who will meet with the parents and explain that the school place of their child may be at risk. This is to be recorded on SIMS, via the communication log.	Ongoing
Any specific concerns regarding punctuality to be stated on termly report	Termly