

# Woolton High School Attendance Procedures Policy 2017-2018

## **Introduction**

This policy has been developed through consultation between Woolton High School and Liverpool LA Pupil Attendance and Education Welfare Service.

Woolton High School has a strong ethos towards individual learning and educational attainment, which can only be achieved through attendance at school.

All pupils should have access to all elements of school life and it is a school priority to ensure that once on roll, each pupil must attend regularly in order to receive their entitlement.

## **Pre-admission**

Pre-admission meetings are held at school to capture as much historic information about each pupil as possible, including their attendance figures from their previous school. If a pupil was PA in their previous school, an attendance contract can be used and warnings are given about the school's use of prosecution.

## **Attendance Monitoring**

Attendance of all pupils in school will be monitored on a daily basis. Registers will be taken by allocated members of staff on arrival and pupils will be escorted to their first lesson after breakfast club.

Pupils will report to form tutors for afternoon registration during reading time after lunch. This will be reinforced by weekly attendance monitoring by the Senior Management Team at school. Further monitoring will be carried out by the Attendance/Safeguarding Monitoring Group on a half termly basis, who will report to the Governing Body.

*(Attendance Monitoring/Safeguarding Group consists of Head teacher, PAEWO, Attendance Officer, Head of Pastoral Care/Safeguarding Lead and a representative from AEP/EHAT Team).*

## **Non-Attendance Escalation Process** (refer to attendance ladder of action and support appendix 1)

In the case of pupil absence, the following stages will come into play:

### **Stage 1**

For any pupil who is absent, checks will be made initially with the taxi company to determine if pick up occurred. If not, phone contact will be made to parents to check on the pupil's whereabouts. In the case of illness, an authorised absence will be recorded for that pupil.

Should there be no satisfactory explanation for the absence, parents / carers must support the school in ensuring that their child is brought to school. For any two consecutive absences (or patterns of erratic attendance) whereby parents/carers cannot be contacted the school Attendance Officer will be notified. If there is no contact all day and the pupil is absent the following day, PAEWO will carry out a welfare visit and inform school of the whereabouts of the pupil.

For referrals that are not related to welfare or safeguarding, the Attendance Officer will initially send out a school letter to inform parents of school attendance expectations and if no improvement is made the following week attempts will be made to make telephone contact with parents/carers to identify reasons for any absences before a referral to PAEWO is made. The Attendance Officer may also meet with pupils to discuss attendance if possible. School will have made telephone calls and sent a letter prior to referring pupil for Stage 1 action. Social workers/support workers and YOS will also be informed for pupils who have allocated workers.

### **Stage 2**

If family support is not forthcoming or the pupil is refusing to attend school, the matter will be immediately referred to Pupil Attendance Education Welfare Service. This will involve a letter to parents / carers and a home visit from the Pupil Attendance Education Welfare Officer for discussion about the circumstances of absence and the resulting action(s) to follow. Pupils who present with persistent medical reasons for absences will be referred to the School Nurse for appropriate action. These pupils may be placed on a first response GP note for any further absences.

### **Stage 3**

Pupil and Parents may be invited to attend school to meet with the Head and PAEWO and possibly sign a Parenting Contract to address attendance.

#### **Stage 4**

If there is still no improvement in attendance at school, parents may be issued with a fixed penalty notice for failing to ensure that their child has attended school.

#### **Stage 5**

Following further attendance issues, parents may be prosecuted by the courts (up to a maximum of £2,000) and can incur a parenting order for failing to ensure that their child has attended school.

#### **Stage 6**

For continued pupil non-attendance after Stage 5, parents could face re-prosecution, which could lead to imprisonment.

#### **Stage 7**

Alongside court proceedings, school can also call an Emergency Review meeting to determine whether an individual pupil's needs are being met by the school. Alternately, a decision could be made that a pupil's EHCP be amended and the pupil may be removed from the roll of the school due to extreme poor attendance and lack of engagement.

### **Attendance action Plan**

**(Steps taken by WHS to address and improve pupil attendance issues)**

- 1 All parents informed about acceptable levels of attendance by letter. Any pupils falling below acceptable levels will receive a separate letter with the pupil's individual attendance at that time.
- 2 **Pre-Admission meetings** - For any pupil that has been identified as having poor attendance at their previous school PAEWO may be invited.
- 3 **Attendance Monitoring** - for every pupil on a daily basis, including first day phone calls home recorded on database for Attendance Officer to monitor.
- 4 **Weekly Monitoring** - by admin support, Attendance Officer and Head Teacher to identify poor attendance and identify follow up actions.
- 5 **Referral to PAEWO** - followed up with phone contact/complete home visit.
- 6 **Regular phone / email contact with PAEWO**
- 7 **Weekly Meeting** - Attendance Officer and PAEWO meet to discuss actions and new referrals.
- 8 **Attendance meetings at school** - for pupils who are still persistently absent / falling below persistent absenteeism threshold (agreed as 90% for WHS)

- 9 **School Attendance linked to all Pupils on orders with YOS** - This can lead to breach of order for not maintaining the education requirement of YOS orders.
- 10 **Court Proceedings** - for parents of any pupils that continue to demonstrate poor attendance.
- 11 **Emergency Review of EHC plan** - for continual chronic attendance issues with the recommendation to remove pupil from roll. Emergency Annual Review held. SEN present case to Education Placements Panel (EPP). Pupils remain on roll whilst awaiting placement change. WHS will attempt to arrange tuition sessions at home or in another setting whilst pupil still on roll.
- 12 **Levels of Monitoring School Attendance** - Fixed agenda item for all staff, SMT, Governors and Team Around the School meetings.
- 13 **Named Governor** with responsibility for monitoring Attendance.
- 14 **Attendance rewards for pupils** - Weekly recognition of improvement in attendance through Praise Meeting. Representing school for sports linked to attendance. Half termly Behaviour Reward trips linked to attendance. Phone calls / text messages home to parents for good attendance. Termly / Annual prizes for good / improved attendance.
- 15 **Attendance targeted through House Meetings at school.** Attendance ladder (*refer to Pupil Attendance Ladder, appendix 2*) displayed in meeting room to raise pupil awareness of attendance targets and any progress they are making. Form tutors/Assertive mentors to encourage pupils to work towards achieving/exceeding targets set and encouragement for competition between houses. House leaders to liaise with Attendance Officer to ensure targets are addressed and any issues are identified.
- 16 **Attendance will be monitored on a half termly basis by the Attendance and Safeguarding Monitoring Group:** This group will look at the overall attendance levels of individuals, Year groups and identified Vulnerable Groups. Group includes HT, Named Governor for Attendance, PAEWO, Safeguarding Lead and Attendance Officer. Identified vulnerable groups for discussion are LAC, SP, CIN, EHAT and AEP.
- 17 **AEP** pupils will be monitored through the same system although a separate monitoring group will be held to ensure attendance, safety and progress is closely monitored and immediate actions taken where necessary. This will feed into Attendance and Safeguarding Monitoring Group.
- 18 **CME pupils will continue to be reported through the LA.** Changes in guidance from September 2016 has been acknowledged however this practice was already in place due to LA involvement with EHC plans for all pupils. WHS works closely with other agencies such as PAEWO, Targeted Services, CAMHS, School Health and Social Care. Attendance and welfare is closely monitored and links with other agencies are strong.

**Pupils absconding from school** – see “policy in the event of pupils absconding”

Inclusion in all elements of school life is considered by the SMT at school to be the preferred route to meeting the holistic needs of all pupils. With this in mind, it is felt that this Attendance policy is the most appropriate way to address the individual attendance of each pupil in school. Woolton High operate a number of incentives to promote the individual levels of attendance of each pupil. Representation for schools' sports teams and trips out are influenced by each pupil's attendance figures. Lists are displayed of the best attenders each week and pupils can earn incentives for demonstrating progress in their individual attendance figure, regardless of their overall level.

In response to the changes to the measurement for school attendance from September 2015, the following points have been raised:

- PA pupils are Safeguarding and Welfare concerns and therefore, for pupil's whose parents cannot be contacted a welfare visit will be requested from PAEWO or Community Police.
- A meeting has been held with Education and Welfare Services to look into codes for pupils who are on AEP and reduced timetables as there have been conflicting opinions in relation to arrangements for these pupils. Pupils will be recorded as B for placement days and C for other days.
- Referring to EWO promptly and requesting medical evidence due to reduction of PA expectations.
- Informing and engaging parents through group activities, website information. Educating parents around when it is acceptable to keep pupils off school.

Safeguarding and Attendance joint ideas for action plan:

- Home visits - staff safety. If no contact is made with parents of absent pupil referral to EWO for visit following day. Joint visit if necessary. 1-1 TA if available.
- Parent sessions - offer training SG, school nurse information section for parents covering a range or relevant issues.

## **Conclusion**

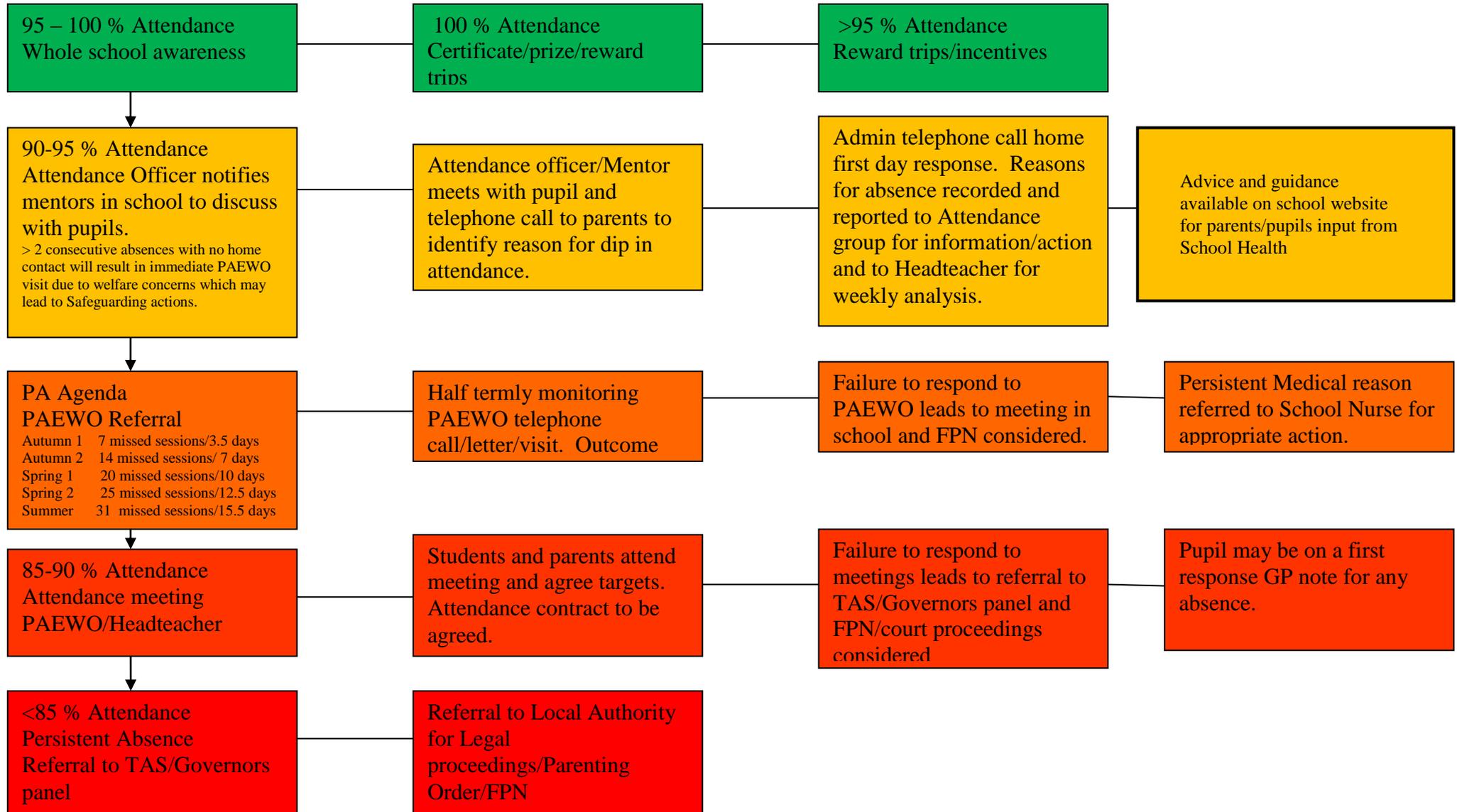
As can be seen from the information given above it is extremely important to recognise that in order for pupil learning and progress to

continue, there must be a determined commitment by Woolton High School, Liverpool LA Pupil Attendance and Education Welfare Service and the parents / carers of pupils to work in partnership to maintain an acceptable level of attendance of every pupil on roll at school.

Policy reviewed by Policy sub-committee on  
This policy will be reviewed in

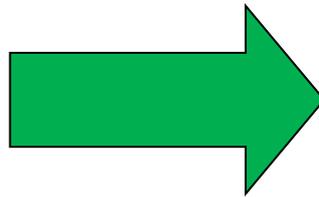
Appendix 1

ATTENDANCE LADDER OF ACTION & SUPPORT



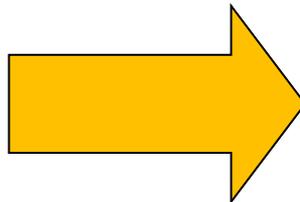
# PUPIL ATTENDANCE LADDER

95-100% Attendance



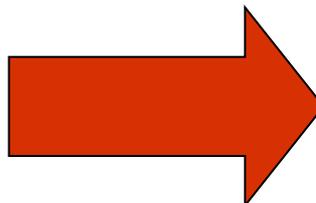
*CONGRATULATIONS!  
You are ON TARGET*

90-95 % Attendance



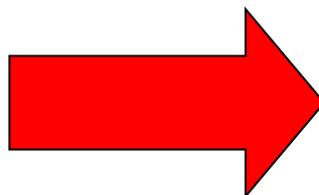
*Attendance Officer/Panel  
attendance target monitoring*

85 % to 90% Attendance



*PA Agenda - PAEWO Referral  
Attendance letter/visit/meeting*

Less than 85 %  
Attendance



*Serious Concern as now a  
Persistent Absence*