



Haberdashers' **ADAMS**

Attendance and Registration Policy

<u>Attendance and Registration Policy 2023-2024</u>	
Named Responsibility of Policy	Mr D. Biggins Deputy Head Haberdashers' Adams
Date of Policy	September 2023
Date of next Review	September 2024

Introduction

Haberdashers' Adams is committed to providing an outstanding education. In order for our pupils to gain the greatest benefit from education it is essential that they attend school **regularly and punctually**. We understand that, on occasion, absence is unavoidable and there are clearly times that pupils need to be away from school – however a cough/cold is not a 'significant illness,' for example and pupils should be urged to attend where possible. Good attendance is one of the keys to success. In acknowledgement of this, attendance and punctuality are regularly reviewed and reported on at Haberdashers' Adams.

We, along with all of the Newport Cluster Schools, aspire to be above the national average (95.3%) for attendance. Every school day counts:

98% attendance = 4 days absent from school per year
95% attendance = 10 days absent from school per year
90% attendance = 4 weeks absent from school per year
85% attendance = 5 ½ weeks absent from school per year
80% attendance = 7 ½ weeks absent from school per year (over 5 years this is equivalent to a whole year off school)

Pupils who have attendance below 90% are classified as persistent absentees by the Department for Education. References for pupils who leave school with attendance less than 90% will indicate they are a persistent absentee.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern regarding attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive, in partnership with parents and pupils, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

We will:

- Complete registers accurately at the beginning of each morning and during the afternoon session:
All students are required to register with their form tutor twice daily: at 8.55am and at 1.40pm. Registers are also taken by teachers during each lesson. If a student does not register or sign in late and a reason for their absence has not been provided, then they will be recorded as being absent without authorisation and an explanation for this absence will be requested. We may contact parents of any student who is absent without our knowledge.
- Stress to parents/carers the importance of contacting staff early on the first and all days of absence.
- Regularly monitor attendance.
- Promote and celebrate 100% attendance.
- Promote positive staff attitudes to pupils returning after absence.
- Have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members.

Procedures

In order to ensure the success of this policy, every member of the school staff will make attendance a priority and convey to the pupils the importance of attendance and punctuality to their education. We will monitor attendance and inform Heads of House and Form Tutors of persistent absences. The threshold for attendance concerns is 95%. If a pupil's attendance falls below 95% there are a number of interventions that will be put into place:

STAGE 1

Following investigations and communication between the relevant Head of House and Form Tutor, the first contact home will be from the Attendance Officer if we have concerns over attendance (possibly due to emerging patterns of absences).

STAGE 2

If attendance does not improve at the next review point and decreases to 93% or below, a letter will be sent home and a copy will be added to the student's personal file.

STAGE 3

If the attendance does not improve at the next review point and decreases to 90% or below, a referral will be made to our Educational Welfare Officer who will investigate further.

For persistent absentees in our Sixth Form, the relevant Head of House will liaise with the Head of Sixth Form and students may be charged for their exam entries (please see the Sixth Form Handbook for further details).

Requesting leave during term time:

Routine dental and medical appointments should take place outside of school hours. If this is not possible and it needs to happen during school time, the school should be notified in advance via a letter to the school office and students should attempt to come in for lessons around these appointments where possible.

Parents / Carers wishing the school to consider granting leave of absence in school term time should contact the Headmaster via his PA at registrar@adamsgs.uk. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the School. There is no automatic right to any leave during term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headmaster should decide if there are **exceptional circumstances**.