

## **Attendance & Punctuality Policy**

### **Rationale:**

- Ickniel High School seeks to ensure that all students receive full-time education which maximises opportunities for each student to realise his/her full potential.
- The school will strive to provide a welcoming caring environment, whereby each member of the school community feels wanted and secure.
- The school aims to work with students and their families to ensure each student attends school regularly and punctually.
- The school has effective rewards and incentives which acknowledge the efforts of students to improve their attendance and time keeping and will challenge the behaviours of students and parents that do not meet the required standard.
- The school will work with outside agencies to provide information, advice and support.

### **Aims:**

- To maintain and improve overall percentage attendance of students at school.
- To make attendance and punctuality a priority for students, parents, staff and Governors.
- To develop a framework which delivers agreed roles and responsibilities (including the Home School Agreement)
- To engage with parents and other agencies effectively to support these aims.
- To use positive recognition of students attendance achievements.
- To recognise the needs of individual students when planning reintegration following significant periods of absence.

### **To achieve our aims we will:**

- Keep accurate and up to date attendance registers in line with current legislation.
- Use Sims registration system
- Record student registrations details in line with regulations.
- Collate and analyse data, identifying trends and individuals.
- Work closely with parents, students, staff and Educational Welfare to ensure good attendance is a priority.
- Operate a first day of absence calling system.

### **Success criteria:**

- School attendance data shows sustained or improved attendance of students.
- Lates are reduced.
- Success will be measured against whole school targets.
- Attendance procedures and protocols are followed by staff.
- Parents understand and follow attendance policy procedures.

Requests for term time leave will not be authorised unless there are 'exceptional' circumstances, which need to be approved by the Headteacher.

Approved by Governing Body of Ickniel High School – July 2017

Policy Review date;	July 2018
Governors Committee;	Student Affairs
SLT Staff responsible;	Mrs J Knighton
Statutory Policy;	Yes