

North Coast Integrated College Attendance Policy

At NCIC we value the link between good attendance and academic success and strive as a school community to ensure that we maintain strong links between home and school in order to achieve this. The monitoring of attendance is the joint responsibility of the Form Teacher, the Head of Year and the Senior Teacher for Pastoral Care, and Pastoral VP, in conjunction with EWS.

Traffic Light System

In order to highlight attendance, and to work to improve the overall percentage, NCIC will pilot a new Traffic Light System to monitor attendance, beginning September 2012.

Each HOY, in conjunction with ST for Pastoral Care and VP, will set an attendance target for their year group in September.

A traffic light system of targets will be introduced to all students via their form tutors. This tackles attendance at an individual level:

Green – 95-100%

Amber – 86-94%

Red – 85% and below

Students will receive a sticker to be displayed in their diaries at the start of the academic year. The starting colour will be Green, signifying attendance of 100%. Students set themselves a target to maintain their Green sticker.

Form Teachers will display the names of each student and their sticker on a chart at the front of their form room. Students will also have a sticker placed in their diaries.

Attendance will be monitored by the form teacher and HOY on a monthly basis, and students' sticker colour changed if necessary. The sticker should also change in the student's homework diary if necessary.

HOYs should monitor and reward improvements in monthly attendance.

SLT should monitor and reward improvements in half-termly attendance.

Attendance should be highlighted during Target Setting at the beginning of the year. The importance of good attendance should be stressed with the parent at this point in an effort to obtain parental support.

Should a student's attendance fall to within the Amber percentage, the form teacher should contact the parent to arrange an interview, and send home a Frequent Absence letter. The form teacher should also engage with the student to determine how they feel about school and to check on progress.

Should a student's attendance continue to fall to within the Red percentage, the form teacher should inform the HOY, who should make contact with the parent to arrange interview, and send home the Persistent Absence letter.

If percentage attendance does not improve, and is below 85%, the HOY should then complete an EWS referral form, in conjunction with the form teacher. HOY should inform the parent that a referral will be made to the EWS.

The Vice Principal, makes the referral to EWS.

The role of the Form Teacher

It is the Form Teacher's responsibility to monitor and record the daily attendance of the individual students in their form class. This is a pivotal role if good attendance is to be maintained. The Form Teacher uses SIMS Attendance Module to record this information. The Form Teacher also collects and records absence notes, and amends the attendance register with the appropriate code.

As the primary source of contact between the college, the student and the home, the Form Teacher holds an overview of each student's attendance and should be able to account for any periods of absence as required to the HOY. Should a student's attendance fall to within the Amber percentage, the form teacher should contact the parent to arrange an interview, and send home a Frequent Absence letter.

The form teacher should also engage with the student to determine how they feel about school and to check on progress.

It is the Form Teacher's responsibility to make initial contact with the parent/guardian should an attendance issue arise. If this issue cannot be resolved, i.e. attendance falls below 95% it is the Form Teacher's responsibility to pass these concerns to the HOY.

The role of the Head of Year

It is the HOY's responsibility to liaise with the Form Teacher, the Senior Teacher for Pastoral Care, I VP and EWO regarding a student's attendance. Should a student's attendance continue to below 90%, the form teacher should inform the HOY, who should make contact with the parent to arrange interview, and send home the Persistent Absence letter. This follow up will involve continued contact with the parent/guardian and may result in referral to the EWS, in conjunction with the Senior Teacher for Pastoral Care and the Pastoral VP. If percentage attendance does not improve, and is below 85%, the HOY should then complete an EWS referral form, in conjunction with the form teacher. HOY should inform the parent that a referral

will be made to the EWS. Following discussion with the Senior Teacher for Pastoral Care, this referral should be posted to EWS.

Rewards

Form teachers, HOYs, and SLT should take every opportunity to raise the profile of attendance within the College by praising and rewarding good attendance in both Head of Year assemblies and Junior and Senior assemblies.

HOYs should aim to praise improved attendance on a monthly basis, and attendance should be rewarded on a whole school level each half-term.

Specific Procedures Related to Attendance

The Daily Duties of the Form Teacher

- Use SIMS Attendance Module to record attendance in morning registration
- Mark students present, absent or late within the registration period
- Ask for absence note upon a student's return to school following an absence
- Amend 'N' with 'I' or other suitable code when absence note has been received
- File absence note in 'blue box' or other suitable place
- If a note has not been provided for absence, remind student to do so (this reminder can be written in the student's diary)
- Make contact with parent via phone call or letter if absence note is still not received
- Change 'N' to 'D' if no reason has been provided for absence after 5 days.
- Inform HOY if absence note is still not forthcoming
- Maintain the traffic light sticker system on a monthly basis on the display chart and in the student's diary.

When a student is absent the Form Teacher

- Makes contact with home via phone on the second day of absence. Form Teacher informs HOY if contact cannot be made.
- If truancy or suspicious circumstance is suspected the Form Teacher must make an immediate phone call home to verify the absence (if the Form Teacher is unable to make this call, the HOY or school office may do so instead)

Other Form Teacher duties

- To provide an account of a student's absence for the HOY or the Senior teacher.
- To make contact with home via phone or letter should a student display a worrying pattern of attendance

- To review monthly attendance percentages as generated by the College office.
- Send a 'frequent absence' letter home if attendance falls to Amber percentage without sufficient reason
- To inform the HOY after a period of two weeks if attendance does not improve
- To assist the HOY in gathering relevant data should a referral be made to EWS.

HOY Responsibilities

- To respond to Form Teacher referral of a student following an unsatisfactory response to 'frequent absence' letter
- To engage with parent/guardian via phone or meeting if a satisfactory response to a 'frequent absence' letter cannot be obtained
- To follow this up with a 'persistent absence' letter if percentage falls to within Red percentage.
- If there is an unsatisfactory response to a 'persistent absence' letter, the HOY (assisted by the Form Teacher) will complete a referral form and refer the student to EWS.
- To make Senior Teacher for Pastoral Care aware of referral to EWS.

Other HOY Responsibilities

- Discuss attendance at Tuesday morning pastoral meeting and feedback relevant information to Senior Teacher for Pastoral Care.
- Review monthly attendance percentages with form teachers as generated from the College office.
- Continue to engage in a positive manner with those students who display attendance concerns

Vice Principal Responsibilities

- Review attendance percentages with HOYs.
- Liaise with EWO regarding referrals and to update HOYs regarding progress.
- Support HOYs in meetings with parents.
- Attend meetings with EWS if necessary and provide relevant information.

As part of NCIC's commitment to Pastoral Care, all teaching members of staff encourage good attendance among the student population. It is the responsibility of the teacher to pass on any attendance concerns they may have about a student to the student's Form Teacher. The Form Teacher has a responsibility to follow up this concern and is accountable to the HOY, who is in turn accountable to the Senior Teacher for Pastoral Care and the VP. Together we work as a team to improve attendance concerns at North Coast Integrated College.