

ATTENDANCE POLICY

THE THOMAS TALLIS SCHOOL PLAN

Excellence through creativity

We believe that creativity is crucial for young peoples' development. We therefore offer an excellent educational experience based on creativity in all our disciplines. We want our young people to understand the world they inherit so that they can change it for the better. We are committed to specific habits of mind, to being inquisitive, collaborative, persistent, disciplined and imaginative. We work with passion, dignity and style and we value individuality, playfulness and innovation.

Excellence through community

We are an inclusive community offering an entitlement to great opportunities in a friendly and disciplined atmosphere characterized by excellent relationships. Everyone is known, loved and included personally in our big family. We value fairness, equality and justice and respect each other's cultures and gifts. We work closely with parents and local people and we prepare our young people for a global future. Leadership is dispersed, shared and effective. We value trust, care, happiness, entitlement, inclusivity, equality, relationships, consideration and love.

Excellence through engagement

We want everyone in our community to learn and develop together through authentic engagement and exceptional teaching. Our young people love learning because of our commitment to knowledge, our common creativity and cohesive community. We educate them to become independent thinkers, working with their individual talents to learn and achieve. We share high aspirations and expectations for ourselves and our school and we expect that learning continues well beyond lessons. We value participation, communication, praise, experience and empowerment.

Excellence through challenge

We take our responsibilities seriously and we scrutinize our progress carefully. Every year we set ourselves new challenges and review what we have achieved so that all the doors in the world are open to our young people when they leave us. We want to make our aims real for every member of our community, so we hold one another to account with intelligence and thoughtfulness. We actively resist dehumanizing influences on education, but we value learning, performance, aspiration, risk and courage.

The importance of excellent attendance

- All children have the right to access education every day of the school year. This enables them to engage, progress and achieve in everything offered by the school community. Positive life outcomes are fundamentally linked to excellent attendance.
- All parents/carers have a legal duty to ensure that their children attend school regularly and arrive on time. It is an offence in law to permit absence without good reason and may result in prosecution
- The school has a statutory responsibility to ensure at every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional well-being during the day.

Attendance Procedures

- Informing the school of absence
If a child is absent Parents/Carers must;
 - Contact the school as soon as possible on the first day of absence, advising of the reason and likely length of absence.
 - Contact the school on the subsequent days of absence as necessary.
 - Send a note in on the first they return with an explanation of the absence.
 - Provide medical evidence to enable school to authorise the absence if due to ill health.
 - Request a discussion/meeting with the relevant Head of Year to discuss extended absence due to illness or if there are any other concerns affecting school attendance
- Authorising Absence
 - Thomas Tallis will authorise a student's absence due to illness or medical appointment with valid medical evidence. This can be in the form of GP, Hospital, Medical, Dental Appointment letters or cards, copies of prescriptions or antibiotics issued (provided they are in the child's name).
 - In exceptional circumstances the school may authorise a child's absence for a maximum of 10 days. To authorise an absence due to an emergency or unavoidable cause, parents or carers must speak or write to the relevant Head of Year, advise them of the issue and request the absence be authorised.
- Unauthorised Absence
Absence will not be authorised where;
 - Parents or carers keeping children off school unnecessarily.
 - Parents or carers do not communicate the reason for absence to the school.
 - Parents or carers do not provided medical evidence to support ill health.
 - Students arrive at school after the Registration period has ended.
 - Students truant (absence without the parents' or carers' knowledge).
 - Parents take students on holidays or trips (leave of Absence) during term time.Unauthorised Absences will be considered for referral to the Attendance Advisory Service if the student absence is of significant concern.

- Lateness

Poor punctuality is not acceptable. Late arriving students cannot start the day effectively, they disrupt lessons, and encourage absence in others.

- The school day starts at 8.35am and we expect students to be in their tutor base for Registration or assembly by 8.40am.
- Any student who arrives after the front gate is shut will be considered to be late
- Students who are late will be required to hand in their mobile phone for collection at the end of the day.
- Any student with 2 or more Lates in the week will be held after school in a Late Detention from 3.15 – 3.45pm

Poor punctuality is classed as irregular school attendance and is dealt with accordingly. This may mean that parents or carers could face the possibility legal action if the problem persists.

- Informing parents of absence, lateness and illness

If a child is absent, the school will:

- Telephone or text parents or carers on the first and subsequent day of absence if the school has not already been notified of the absence.
- Advise parents or carers in writing of any concern regarding absence and lateness in line with our Tallis Attendance Support procedures [pg]

If a student is unwell at school

- The student should speak to their Form Tutor or Head of Year
- The student with permission may take time out of a lesson to see if their condition improves
- The Head of Year or member of the Leadership Group may authorise the reception team to contact parents
- Parents will be requested to collect students from school
- Students must NOT contact parents and request collection or permission to leave

- Removing a student from the school roll

- If parents or carers decide to transfer their child to another school, they should advise the relevant Head of year, as a matter of priority, providing all necessary details, including any new address (if relevant) and the school the child is transferring to.
- If the school does not receive this information and a child ceases to attend school, he or she becomes a 'Child Missing Education'. Any child in this category is reported to the Child Missing Education Officer of the Local Authority, who will follow up the matter under safeguarding legislation.

- Elective Home Education

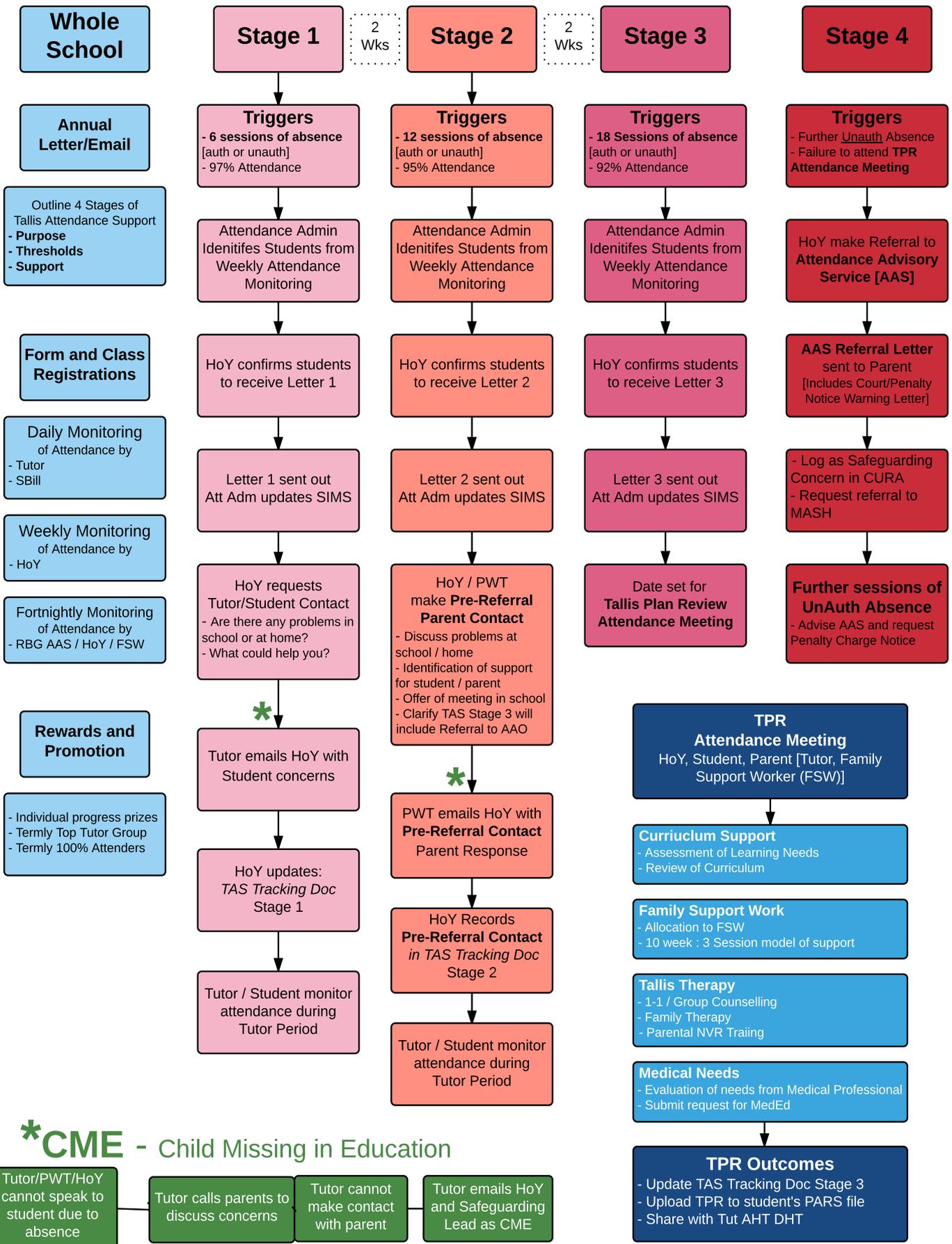
- If parents or carers take the decision to educate a child at home, they must tell the school of this in writing/email.
- Once this letter is received, the school will remove the student from the school roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers.
- If a letter is not received, the student remains on the school roll and action may be undertaken following irregular/non-school attendance procedures, which may include a referral to the Attendance Advisory Service).

Tallis Attendance Support

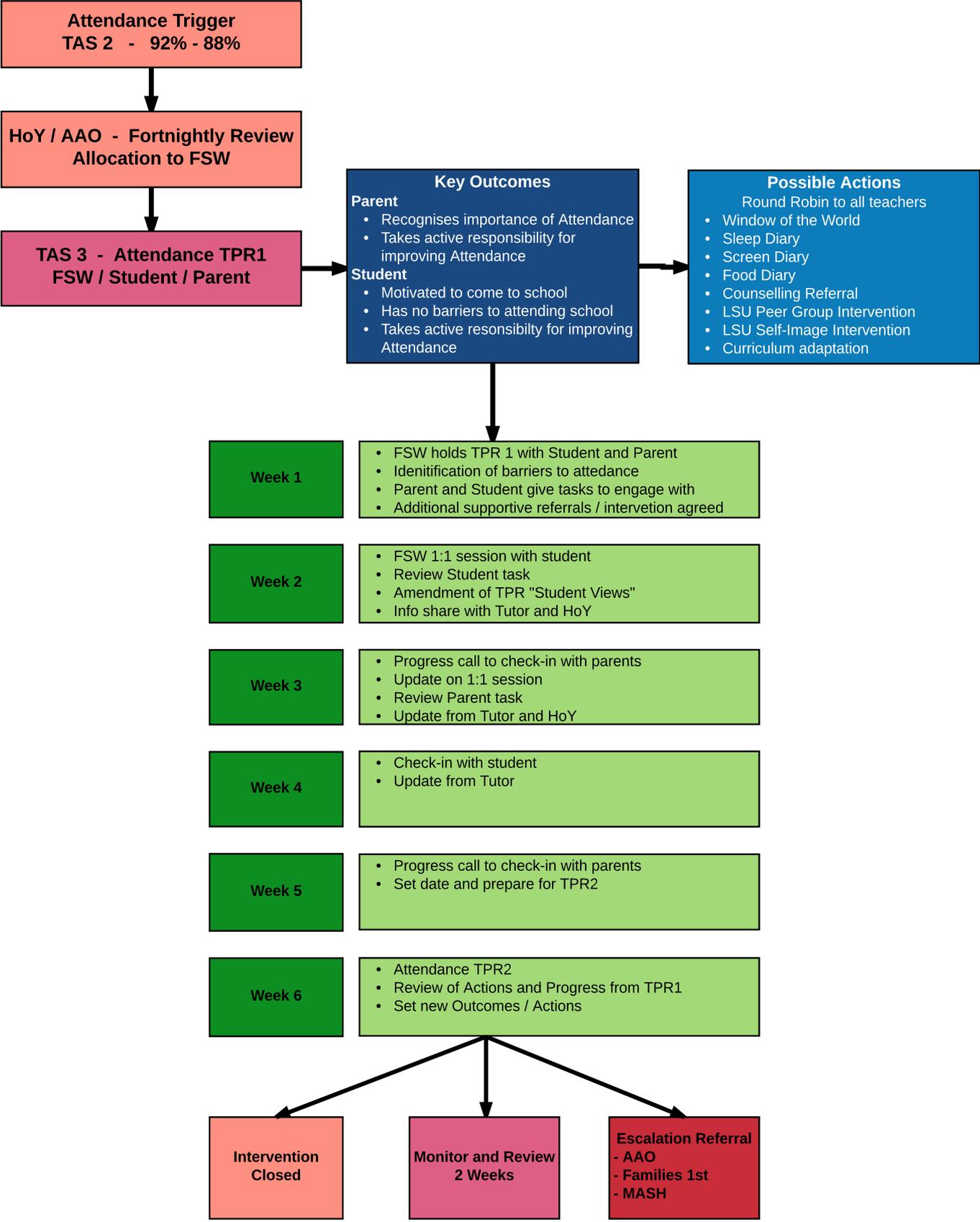
- A student become a 'Persistent Absentee' when he or she misses 10% (26 sessions or 13 days) or more schooling across the school year_for any reason. This includes authorised and unauthorised absences.
- Absence at this level considerably damages any child's educational prospects and life opportunities.
- The Tallis Attendance Support procedures are in place to;
 - Identify absence concerns early
 - Understand the causes of absence
 - Offer appropriate support to both students and parents
 - Avoid unnecessary prosecution
- The 4 stages of Tallis Attendance Support provide a framework for students, parents and the school to collaborate in promoting excellent attendance for all our students. This includes;
 - Stage 0: Celebrating and rewarding excellent and improved attendance
 - Stage 1 and Stage 2: Form Tutors working with students and parents
 - Stage 3: Establishing a clear plan to improve attendance with the Head of Year
 - Stage 4: Referring attendance concerns to the Local Authority Attendance Advisory Service
- Tallis Attendance Support includes support from the Local Authority Attendance Advisory Service
 - The Attendance Advisory Service are independent of the school and will give impartial advice or guidance on attendance matters. Their telephone number is 020 8921 8510
 - If necessary the Attendance Advisory Service will take legal action to enforce school attendance in accordance with Anti-Social Behaviour Act 2003 and or Section 444 of the Education Act 1996
- We will follow our CME Procedures if it is not possible to proceed with Tallis Attendance Support due to student absence and parents failure to respond to contact.

SB
Oct 2016

Tallis Attendance Support



Tallis Family Support Work PA Intervention



Attendance Trigger
TAS 2 - 92% - 88%

HoY / AAO - Fortnightly Review
Allocation to FSW

TAS 3 - Attendance TPR1
FSW / Student / Parent

Key Outcomes

Parent

- Recognises importance of Attendance
- Takes active responsibility for improving Attendance

Student

- Motivated to come to school
- Has no barriers to attending school
- Takes active responsibility for improving Attendance

Possible Actions

Round Robin to all teachers

- Window of the World
- Sleep Diary
- Screen Diary
- Food Diary
- Counselling Referral
- LSU Peer Group Intervention
- LSU Self-Image Intervention
- Curriculum adaptation

Week 1

- FSW holds TPR 1 with Student and Parent
- Identification of barriers to attendance
- Parent and Student give tasks to engage with
- Additional supportive referrals / intervention agreed

Week 2

- FSW 1:1 session with student
- Review Student task
- Amendment of TPR "Student Views"
- Info share with Tutor and HoY

Week 3

- Progress call to check-in with parents
- Update on 1:1 session
- Review Parent task
- Update from Tutor and HoY

Week 4

- Check-in with student
- Update from Tutor

Week 5

- Progress call to check-in with parents
- Set date and prepare for TPR2

Week 6

- Attendance TPR2
- Review of Actions and Progress from TPR1
- Set new Outcomes / Actions

Intervention Closed

**Monitor and Review
2 Weeks**

Escalation Referral
- AAO
- Families 1st
- MASH

Tallis Children Missing Education Procedures

