



The Royal School

Wolverhampton

ATTENDANCE AND PUNCTUALITY PROCEDURES

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Our Aim – Academic Year

At the Royal School we have a very clear focus on attendance and punctuality. We believe that attendance is a very important element to student success. We therefore place a huge emphasis on ensuring that our young people regularly attend school. Attendance is our priority as it enables our young people to take advantage of the wide range of educational opportunities here at The Royal School including academic achievement, personal development, welfare and wellbeing.

Pupils who attend school regularly feel more connected to their community, develop important social skills and are significantly more likely to be in a stronger position when considering future choices.

Our Commitment:

We will ensure that:

- We continue to promote the importance of attendance and punctuality.
- Attendance and punctuality are recorded daily, accurately and efficiently.
- We maintain a strong liaison with parents or guardians in any incidences of absence to ascertain reasons and provide supportive responses.
- The right support is in place for all pupils to attend regularly and punctually, including those with special educational needs and disability.
- Attendance and punctuality are monitored by staff and designated leads.
- Any concerns about attendance will be flagged up and followed up using effective processes including liaison with external agencies when required.
- Any pupil with a poor attendance record will be supported to help improve their attendance.

Parents/Guardians Commitment

Parents and guardians can help promote good attendance by:

- Ensuring that their child attends regularly and is punctual.
- Notifying the school if their child cannot attend for any reason.
- Working with us to resolve any attendance issues that may arise.
- Making sure their child understands that they support the school's commitment to attendance.
- Discussing any planned absences with the school prior to the period.
- Refraining from taking holidays during school time and that if for any reason a leave of absence is required during term time, the necessary contact will be made with school to discuss this. We reserve the right to contact the Local Authority for such absences, and fines may be issued.
- Showing an interest in their child's school journey by recognising, praising and encouraging their achievements
- Encouraging their child to participate in school activities.

- Ensuring where possible, that children's medical appointments are arranged for times outside of school hours.
- If a medical appointment is booked during school hours, a copy of the medical letter/appointment card must be emailed to attendance@theroyal.school with at least 24 hours' notice.
- Contacting the school immediately, if there are any concerns about absence or other related school matters.
- Notifying the school in writing if their child (in primary years) is to be collected by a nominated person, preferably with **24 hours notice in advance**.

Pupil's Commitment

Pupils have the clear responsibility to attend school regularly and punctually.

- They must inform their teacher if there is a problem that may lead to their absence.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

The Principal's Commitment

The Principal will:

- Ensure that the register of pupils is maintained in accordance with regulations.
- Inform the Local Authority:
 - If a pupil is not attending school regularly, when a pupil has been absent for 20 or more days.
- Promote the importance of good attendance among pupils, staff and families.

Class Teacher/ Form Tutor's Commitment

The class teacher or form tutor will:

- Maintain the registers in accordance with attendance expectations.
- Flag up any absences or concerns regarding the attendance of any pupil immediately, to parents/carers, if this continues to inform attendance officer.
- Encourage pupils to attend regularly and punctually.

Punctuality

- School is open from 8:00am and children are required to be in their classrooms no later than 8:20am for Senior School and 8:25am for Primary. All staff and pupils are expected to be on time.

Guidance for Parents - Pupil Absences

- A pupil's absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved. The Principal cannot authorise a child's absence for holidays during term time. The Principal reserves the right to consider a guardian's request to take a child out of school during term time. It is essential that parents inform the school of such arrangements. We reserve the right to contact the Local Authority for such absences, and **finances may be issued**.
- Parents and Guardians must ensure that reasons for pupils' absences are communicated on the school gateway app or by telephone. This information will be retained by the school for attendance monitoring purposes. If no explanation is forthcoming in a four-week period, the N Code will be replaced with Code O (absent from school without authorisation).

Our School Day Procedures

AM registration

All registers **must** be completed between **8:20 – 9.00am**. If a pupil is late, it is the form tutor's responsibility to check whether they have signed in either with Attendance Officer or Reception and they must change the mark on the register to a 'L' (late mark) to reflect this. A child is late after 8:25am (Senior), 8:30am (Primary).

- If they are unable to complete their register electronically, the tutor must hand in a pre-printed register to Attendance Officer only.
- In order to reduce any incorrect marks, the tutors must ensure that the register is correct before saving and they have physically seen the child before saving the register.
- If the register has been pre-marked saying a child is absent, they are not to change that mark to a N. Similarly, if a child is here but is absent on the register, they must notify Attendance Officer immediately where the register can be changed correctly.

A form tutor who has not completed and saved their AM register by 9.00am will receive a reminder email from Attendance Officer, copying in a member of SLT.

Senior - from 9:00am onwards, Attendance Officer then checks the students with an absence mark and an email is shared to all Senior Academic Staff with these names. It is the staff's responsibility to respond to these emails with any information regarding these names' pupils.

Period's 1-5 registration (Senior School)

It is imperative that all lesson registers are completed and saved in the first five minutes of every lesson. This means if we can see a child is missing from school, we can immediately get in contact with their parents.

It is vital that a child is marked accurately in these registers. A wrong registration mark can cause major safeguarding concerns and poses a fire risk. If a child is marked incorrectly, an email will be sent to the teacher explaining these risks, a copy of their incorrect mark and DSL will be copied in and notified (email attached).

Again, if a child is here but is absent on the register, they must notify Attendance Officer immediately where the register can be changed correctly.

PM registration

PM registration is from 1:15pm – 1:25pm. All registers **must** be completed between **1:15 – 1:25pm**. If a pupil is late, it is the form tutor's responsibility to change the mark to a 'L' (late mark) as a child is late after 1:37pm.

Period 6 registration (Senior)

Period 6 is just as important as any other period/lesson. All registers must be completed within the first five minutes of the activity. If this is not done, it poses a safeguarding risk.

Late Sanctions (Senior)

- If a pupil is late to registration twice in a half term, a 10-minute detention with the form tutor should be issued. Failure to turn up, a 30 minute after school detention should be issued.
- If a pupil is late 3 times during a half term, a 30-minute detention should be issued during lunchtime.
- If persistent lateness continues, a 30-minute detention should be issued after school.
- If there is no improvement, a letter may be issued by the Attendance Officer to the parent or guardian of the child, and they may be invited to a meeting to discuss.

Improving Attendance

- The minimum expected attendance for every pupil is 98%.
- Each term, we will celebrate students with outstanding attendance.
- Introduce a RAG system of attendance monitoring.
- Below 95% - send a reminder letter home.
- Below 92% - invite parents or guardians in for a meeting and issue an attendance contract.
- Below 90% - carry out a home visit and inform Local Authority
- Introduce **penalty notices** for families who breach the holiday expectations.
- These sanctions to be reviewed for each student dependent on circumstances.

FIRE

In the event of a fire evacuation, registers will be provided by the Attendance Officer. Tutors are expected to take the register immediately and hold up “Green” if all are present and “Red” if anyone is missing. The Attendance Officer will then cross check to ensure that the sign-in/out register reflects absences.

Guide to attendance

- It is the **legal responsibility** of all teachers to take an accurate register of attendance.
- The register must be saved and complete by 9.00am for AM and by 1.25pm for PM.
- Lesson registers must be taken and complete within the first 5 minutes of each lesson **including lesson 6**.
- Please **DO NOT** leave SIMS on your whiteboard for all pupils to see when you are taking the register as there may be sensitive information in comments. Freeze your screen or turn the projector off.

The following codes should be used when completing registers:

/	Present (AM)
\	Present (PM)
C	Absent due to authorised circumstances. A comment must be entered as to what the circumstances are e.g. funeral
I	Absent due to illness. This code should only be entered when you have confirmation from a parent/houseparent/guardian by phone or letter. A comment should be entered explaining the type of illness.
J	Absent due to an interview. To be used for pre work experience interviews or interviews at other schools/colleges/workplaces.
K	Only to be used for lesson attendance not AM/PM registration. A pupil is present but may be missing an item of kit e.g. PE kit, planner, pen etc. A comment could be entered saying what is missing so form tutors can pick up on this.
L	A pupil is present but late. Please right click and enter the exact number of minutes late. Please mark late if a pupil arrives 3 or more minutes after the published start time of a lesson or significantly later than the rest of the class.
M	Absent due to a medical appointment. This code should only be entered when you have confirmation from a parent/houseparent/guardian by phone or letter. A comment should be entered explaining the type of appointment.
N	Absent and no reason has yet been provided.
P	A pupil is present but attending an approved sporting activity e.g. fixtures.

R	Absent due to religious observance e.g. Eid, Diwali.
S	Absent due to study leave usually used around exam periods.
V	A pupil is present but attending an educational visit or trip.
W	Absent due to work experience.
-	No mark yet recorded (missing mark)

- There should be no 'N' codes by the end of the day and tutors must encourage pupils to bring a note from parents or phone the school.
- Form tutors should also challenge any patterns of absence/lateness and contact parents.

REMEMBER:

- ✓ Make sure that the register is accurate.
- ✓ If a child already has absent marks but they are here, let the Attendance Officer know straight away.
- ✓ If a child is absent but they have present marks, let the Attendance Officer know straight away.
- ✓ If they arrive 3 or more minutes late than the start of lesson, change the code to 'L' and enter how many minutes late.

You must ensure that every lesson register is taken within the first 5 minutes of each lesson including lesson 6.