



Transformation



Personalised



Excellence



Support



Community



**WALSALL
STUDIO
SCHOOL**
TRANSFORMING
YOUR FUTURE...

Attendance Policy

In association with



Walsall Studio School, The Goldmine Centre, 14a Lower Hall Lane, Walsall, West Midlands WS1 1RL.

t. 01922 621951 f. 01922 621984 e. enquiries@walsallstudioschool.co.uk

walsallstudioschool.co.uk



Aim

Walsall Studio School aims to encourage every student to achieve the highest possible levels of attendance in order to take full advantage of the learning experiences available to them. We recognise the very strong link that exists between a student's level of attendance and their achievement. This link is shared with students and parents at every opportunity.

We aim for 100% and ask for 95% as a minimum.

The Legal Framework

A student is required by law (under Section 444 of the 1996 Education Act and Regulations of 2006 and 2010) to attend regularly at the school where they are registered. The school is required to differentiate between authorised and unauthorised absence. It is expected that the parent/carer will contact school to inform them concerning absence. However, it is for the school to judge whether the explanation given is satisfactory justification for the absence.

Section 23 of the Anti-Social Behaviour Act 2003 and Section 105 of the Education and Inspections Act 2006 empowers LA officers, Head-teachers and the Police to issue penalty notices in cases of unauthorised absences from school, and for parental failure to ensure that their child is not in a public place during school hours without reasonable justification during the first five days of an exclusion.

Rights and Responsibilities

It is the responsibility of everyone (students, parents, governors and all staff) in the school to improve the attendance and reach the annual targets set by the LA and DfE. This is achieved by a close partnership between the LA, parents and support agencies.

Students

All students are expected to attend all of their lessons regularly and punctually. Where there are difficulties, support will be offered from Tutors, Pastoral Leads, Personal Coaches and the Attendance Team. Good attendance will be rewarded regularly with Reward Points and awards. Poor attendance will be monitored closely and parents contacted.

In association with



Walsall Studio School, The Goldmine Centre, 14a Lower Hall Lane, Walsall, West Midlands WS1 1RL.

t. 01922 621951 f. 01922 621984 e. enquiries@walsallstudioschool.co.uk

walsallstudioschool.co.uk



Parents/Carers

Parents are responsible for ensuring that their child attends school regularly, on time and properly equipped for learning. They are expected to notify the school promptly on the designated attendance telephone number if their child cannot attend and any absence will be considered unauthorised until a satisfactory explanation is received. The school staff will contact a parent on the first day of absence if no reason has been provided. Parents are discouraged from making medical/dental appointments during school time, if at all possible, and only expected to remove their child from school for the minimum period of time when this is unavoidable.

School

Attendance is the responsibility of all, but especially that of the Pastoral Leads and Attendance Team, who closely monitor and regularly communicate with parents, students and staff. The school employs a whole range of strategies to encourage good attendance and punctuality and promptly follows up absences and lateness.

Registration

Registration takes place at 8.35a.m. and 12.25p.m. If a student fails to arrive before registers have closed he/she should report to Reception and will be logged as late. The register entry will read 'late'. If a student is regularly late parents are contacted and the student's punctuality is monitored. Arrival more than 30 minutes after registers have closed without an acceptable reason can result in a student being marked as unauthorised.

Students late to school regularly or without a good reason will receive a detention to be served after school. The detention lasts for 60 minutes regardless of how late the student was the day before.

Tutors take registers in their form rooms using our online system and will notify the Office or Leads of any concerns. Further registers are taken in every lesson thereafter.

Absences for half a day (one session) is coded according to category.

The Attendance Team monitors the registers closely and follows up any incorrect procedures or inconsistencies.

In association with



Walsall Studio School, The Goldmine Centre, 14a Lower Hall Lane, Walsall, West Midlands WS1 1RL.

t. 01922 621951 f. 01922 621984 e. enquiries@walsallstudioschool.co.uk

walsallstudioschool.co.uk



Authorised and Unauthorised Absence

The school decides on how absence is recorded following the latest guidance from the DfE. All decisions are ratified by the Attendance Team.

Holidays

Parents are clearly told by the school that the Head-teacher will only authorise a family holiday during term time in exceptional circumstances.

The Head-teacher will notify the parent in writing of his decision to refuse to grant permission and will code as unauthorised if the circumstances are not "exceptional".

Parents who disregard this and still take their child on holiday unauthorised receive a further letter to ask them to ensure their child has good attendance for the rest of the year (minimum 95%). Where students are persistently absent the school will refer parents to the Education Welfare Team at the Local Authority.

Strategies for promoting good attendance and punctuality

1. Walsall Studio School will provide an environment in which students feel safe, valued and welcome. Our ethos must demonstrate that students feel their presence is important and that it is vital for their achievement and progress. Students need to know they will be missed and any absence will be followed up.
2. Students who feel vulnerable and experience difficulties attending class or have friendship problems will be supported and given strategies to help them cope. The Pastoral Leads and Personal Coaches will be the key member of staff involved liaising closely with the Tutors.
3. A varied and flexible curriculum will be offered to all students. Special provision will be made for identified students and a mentoring scheme exists to promote confidence and well-being.
4. A clearly defined and consistent approach to positive behaviour management exists to provide a fair system and support for all students especially those who have difficulties; focusing on rewarding the positive.
5. Every effort will be made to ensure that learning tasks are matched to students' needs and support is available whenever possible.

In association with



Walsall Studio School, The Goldmine Centre, 14a Lower Hall Lane, Walsall, West Midlands WS1 1RL.

t. 01922 621951 f. 01922 621984 e. equiries@walsallstudioschool.co.uk

walsallstudioschool.co.uk



6. Attendance data will be produced and monitored regularly and analysed in order to identify patterns, set targets, correlate attendance with achievements and support and inform policy/practice.
 7. High attendance will be recognised and awarded regularly. (Reward lunches as well as certificates at the end of each term).
 8. Feedback on group attendance will be given to Pastoral Leads weekly, who will meet students they need to meet as and when needed.
 9. Students whose attendance is a cause for concern will be monitored closely.
 10. Parents will be reminded regularly (via newsletters, letters home etc.) of the importance of regular attendance.
 11. Students who have been absent for an extended period of time, or who are experiencing serious attendance problems, will have individually tailored programmes to support them including home visits.
 12. School staff will liaise with other services/agencies that may assist students who are experiencing difficulties.
 13. Pastoral Leads, SENCo, the Attendance Team and Assistant Principal will have regular meetings where attendance issues are discussed.
14. The Head will report to the Governing body at least annually on attendance matters.

Last reviewed. December 2018

Mrs Narishaa Singh

Assistant Principal

In association with



Walsall Studio School, The Goldmine Centre, 14a Lower Hall Lane, Walsall, West Midlands WS1 1RL.

t. 01922 621951 f. 01922 621984 e. equiries@walsallstudioschool.co.uk

walsallstudioschool.co.uk