Queen Elizabeth Grammar School

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CHANGE RECORD

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QEGS Attendance Management Policy

1. Introduction

1.1.　　The School recognises that absence, particularly persistent absence from school is a potential safeguarding risk and effective monitoring of attendance is central to the School's role in keeping children safe. In addition to the safeguarding duty, the School recognises that to develop socially and academically, and to fulfill their overall potential, a pupil needs to attend school regularly.

1.2.　　This policy functions alongside the parental contract, which should be read and used in conjunction with this policy. While the Attendance and Registration Policy gives details of the School's policy and procedures for recording and monitoring attendance, this policy is to be used in the management of individual cases of pupil (non-) attendance, especially where a pupil's attendance is of concern. The parental contract provides information about the circumstances in which a pupil's place at the school may be reviewed, including due to absence.

1.3.　　This policy is informed by the Government guidance:

- School behaviour and attendance: parental responsibility measures (published November 2013; updated May 2020)
- Improving School Attendance: Support for Schools and Local Authorities: updated 4 August 2022:

1.4.　　This policy should be read in conjunction with:

- The School Rules
- The Child Protection and Safeguarding Policy

1.5.　　This policy also has regard to the Independent School Standards Regulations.

2.   Monitoring pupils' absence levels

2.1.   Pupil absence levels are monitored using two key measures:

- overall absence rate
- persistent absence rate.

Attendance is measured over sessions, where one session equates to a morning or afternoon School registration period.

Absence information is reported as a series of totals (as percentages) across a period of sessions, either by School term or academic year.

Attendance is monitored in the the am and pm session through form registration on SIMS, but also in individual lessons where teachers take lesson registers, which are recorded on SIMS.

After am registration, all absences will be followed up by the school office, with the unexplained absence of younger pupils and those pupils who are seen to be more vulnerable being prioritized for safety reasons.

2.2**.   Types of absence**

- **Authorised absence** is absence with permission from a teacher or other authorised representative of the School. This includes instances of absence for which a satisfactory explanation has been provided (e.g. illness or religious observance).

- **Unauthorised absence** is absence without permission from the school. This includes all unexplained or unjustified absences and arrivals after registration has closed.

- **Overall absence** is the aggregated total of all authorised and unauthorised absences.

- **Persistent absence** is when a pupil's overall absence equates to 10% or more of their possible sessions.

2.3   Attendance statistics will be measured across the whole of a pupil's School career, irrespective of their point of entry. This is with a view to capturing a full history of each individual pupil's attendance at the School, including any variation over different periods of time (e.g. according to the particular stage of a pupil's School career and / or their point of entry to the School).

3.   The School's expectations for pupils' attendance

3.1   The attendance of each pupil is monitored by the pastoral team and acted upon on a case-by-case basis. The approach considers carefully the whole pupil, their individual context and their attendance data across their School career. In particular, the School will work closely with parents in relation to complex medical issues or prolonged illness to ensure appropriate support for that pupil. It is also recognised that early in a year, a small number of absences can quickly lower an overall attendance figure and for that reason, pastoral staff will also consider previous attendance records to help them make decisions about any emerging patterns or recognise where illness or other circumstances have created unavoidable short term absence.

3.2   The School expects pupils to strive for an overall attendance record of 95% or higher.

Every pupil's attendance record will be considered on a case-by-case basis, and decisions will be made contextually and through discussion with parents and the staff most closely involved with the pastoral care for that child.

Where pupil attendance falls below the threshold of 95%, or any subsequent threshold or target set, these actions will be triggered. Thresholds and actions are detailed in the table below. They assume linear progression and in typical cases, each stage will be explored thoroughly before moving to the next. However, where there are repeating concerns, for example across one or more academic years, the School may need to elevate the approach and begin proceedings at a higher level.

Stage	Staff responsible	Actions
1	Head of Year and Tutor team	Monitoring of Year and Form group attendance each cycle in pastoral team meetings.
2	Tutor	Concern identified, FT discussion with pupil. FT phone call to parent, CPOMS log.
3	Head of Year	No improvement following Form Tutor contact, HOY contact by telephone, CPOMS Log
4	Head of Section	No improvement, HOS parental contact, using Letter 1, invitation to meeting in school with HOY/HOS, CPOMS log, Actions/Targets agreed
5	Deputy Head/DSL (Pastoral)	No improvement: Letter 2 sent to Parents outlining the serious nature of the situation and actions required if there is no improvement. This letter will reference possibility for referral to Team Around the School/EWO services at Wakefield Local Authority
5	Deputy Head (Pastoral)	Deputy Head/DSL to raise with Head to determine, in the context of the pupil's personal circumstances, whether place in School is compromised; also to discuss whether a referral to Children's Services is appropriate.
6	DSL	Referral to Children's Services or other appropriate external agency, Head to consider position in school alongside external agency action.

3.3   Careful consideration has been given to pupils who take time out of School for religious observance and this will be supported by the school but monitored. In general, any absences in an academic year that total more than 3 days for religious observance would require more careful scrutiny and dialogue with parents to ascertain the current need and any future implications for the pupil.