



# NLC Junior School Attendance System

## Principles

At Netherhall Learning Campus our aim is to encourage students to attend school on time every day, this will support our mission statement of 'Success for All'. We do this by –

- Being a welcoming school, with a positive learning environment that provides security and safety for all.
- Having a clear, high expectation of all our pupils and staff.
- Providing a broad balanced curriculum designed to meet the needs and interest of individual pupils.
- Providing well-planned lessons, formative marking and supportive relationships.
- Providing a range of extra-curricular activities that encourage students to develop their talents and interests.
- Recognise good and improving attendance.

This document sets out the practices that are used within the school to monitor, encourage and reward good attendance and how we support pupils to improve their attendance and punctuality to lessons.

## The System

It is a legal requirement for school to take the attendance register at the start of the first session of each day (am) and at the beginning of the second session (pm) (At NLC we use the SIMs.net lesson monitor). It is the teacher's responsibility to complete these registers promptly which then enables a fire register to be run off immediately at the start of each registration.

## Registration

School starts at 8.45am with registers being closed at 8.55am. All pupils arriving during this time should be given an electronic present mark 'P'. All pupils absent at this time are marked as 'N'. The register is automatically sent when it is saved at the end of registration. This document **must be saved immediately** following registration. Pupils arriving after 8.55am must go straight to the office where they will receive a late slip which records their time of arrival and reason for being late (the slip is given to their teacher by the pupil and a copy used to record the comments on SIMs). Pupils who arrive after close of registration at 8.55am but before 9.25am will be given a 'L' code which indicates late for registration but present for morning classes. Pupils arriving after 9.25am will be given a 'U' code which will be recorded as a full morning absent mark. The office staff must ensure that this information is recorded for the attendance officer. Registration in the afternoon is done at the start of the first pm lesson.

All teaching staff use sims.net to register am and pm, marking down presents, lateness and absences.

## Absence Report Forms

The Attendance Officer regularly prints out the absent report forms. This contains the dates and sessions of any absence that is yet to be classified. The teacher/attendance officer is responsible for completing/updating the online (through sim.net) absence report forms based upon any letters/phone calls or texts they may have received from the parents/carers of the pupil. All unauthorised absences are decided by the Attendance Officer or Senior Management based on contact with parents. Teachers who have concerns about individual pupil's attendance should refer these to the Attendance Officer.

## The Attendance Officer

The Attendance Officer plays the most significant part in managing the attendance system of the school. The Attendance officer is expected to:

- Create a fire register as soon as registers are returned and to make sure that the fire register is placed in the office.
- Print out an absence list and prioritise home contact to ensure that any unexplained absence is followed up as soon as possible.
- Amend pupil records on the system once reasons for absence have been established following home contact.
- Amend pupil records once a decision has been taken to designate an absence as authorised or unauthorised.
- Provide a weekly attendance printout showing whole school, year group and class averages (including graphs/charts).
- Work with all school to promote and reward good attendance.
- Liaise through regular contact/meetings with Campus Attendance Team, Kirklees APSO, School Nurse and any other relevant agencies.

## The Kirklees Attendance and Pupil Support Officer

- Contact the families of those who have been referred.
- Meet with the families of these children who have been referred to discuss and encourage good attendance and to ascertain the reasons for student absence.
- Work in partnership with the school to improve individual school attendance.
- Help the school to achieve its annual attendance target.
- Refer pupils to other support agencies and networks as appropriate.

## Absences during Term Time

- Absences during term time should be discouraged. An absence record of 90% represents 10% of missed teaching and learning time.
- New directives for the government will not allow schools to authorise holidays during term time.
- Parents needing to take their children out of school during term time **must** avoid examination periods.
- Parents wishing to take absence, for exceptional circumstances, during term time should write to the school to request permission. Parents will be contacted with a decision to authorise or not authorise the absence.
- The school reserves the right to issue a Penalty Notice in line with Kirklees Code of Conduct should unauthorised absences take place.

## Students Reintegration following an Extended Period of Absence

- The reintegration of students following a period of absence should be managed on a case by case basis. The principles of reintegration are set out below.
- Students may be reintegrated on a part of reduced timetable provided there is agreement between the school and the parents.
- Timelines should be set up to work towards full integration and regular review meetings should take place as stepping stones towards a full timetable and attendance.

## Teachers support of students undergoing Reintegration

- Smiling and welcoming
- Avoid comments such as 'so you decided to join us' or 'long time no see or 'where have you been?'