

Hulme Hall Grammar School



Attendance Policy

Policy Control	
Report:	Attendance Policy
Approval Body:	Education Committee
Approved by Governors:	November 2020
Review Schedule	Bi-annual
Date due for review:	November 2022

Please note, these procedures are applicable to all Junior and Senior pupils in the School. Please refer to the separate policy for our Pre-School setting.

At Hulme Hall Grammar School we are committed to promoting the welfare of our pupils through regular school attendance.

Pupils need to be present in school to maximise their individual opportunities for fulfilling potential and the link between good attendance and high levels of achievement is undeniable.

The School is fully committed to promoting attendance in school, by providing an environment and ethos where all pupils feel safe and can build positive relationships with their peers. The School expects that in return, parents/carers ensure that pupils attend school regularly and are punctual.

Promoting good attendance is the responsibility of staff, parents and carers and this should be evident in the School's interactions with pupils. Processes are in place to ensure that registers accurately reflect a pupil's attendance record and, in turn, help to safeguard our pupils by drawing immediate attention to any unexplained absence.

It is expected that pupils to attend School every day and arrive on time. Pupils arriving late to registration can cause disruption, which in turn may have a detrimental effect on their peers.

Hulme Hall Grammar School aims to:

- promote good attendance and punctuality
- monitor individual pupil attendance and deal promptly with the causes of poor attendance and lateness
- safeguard pupils, by ensuring their whereabouts are known at any given time
- involve all staff, pupils, parents/carers, governors and outside agencies in promoting good attendance.

Roles and Responsibilities

Staff, parents and carers must make attendance a high priority and convey to pupils the importance of such in achieving potential.

Specific Responsibilities for Staff

The Assistant Headteacher (Pupil Progress), JLC Manager, Key Stage 3 and Key Stage 4 Managers will:

- Have responsibility for attendance and punctuality
- Raise the profile and importance of good attendance and punctuality throughout the school community
- Establish written attendance procedures for reference by staff and parents/carers
- Alert the Local Authority to any pupil absent from school without reason for ten consecutive days (Child Missing in Education) or earlier, where there are concerns regarding said child's welfare
- Monitor adherence to attendance procedures to ensure accuracy and reliability of attendance data
- Discuss attendance issues as a team and with Form Tutors on a regular basis
- Monitor the attendance profile for the School
- Monitor the effectiveness of the Attendance Policy and Procedures.

Managers Will:

- Reinforce to Form Tutors the importance of adherence to attendance procedures in maintaining accurate and timely records
- Monitor and review Form Tutor adherence to procedure
- Encourage Form Tutors to promote the importance of good attendance and punctuality to pupils
- Review attendance for each year group on a regular basis and take action where appropriate
- Work with Form Tutors to address concerns regarding individual pupil attendance and/or punctuality
- Monitor lesson absence and establish appropriate interventions
- Receive and review reports for pupils whose attendance record is below 90%
- Meet regularly with Assistant Headteacher (Pupil Progress) to consider appropriate action
- Consider plans of action for pupils to improve attendance and/or punctuality
- Work with parents/carers of pupils to address individual concerns
- Liaise with external support agencies where necessary.

Form Tutors Will:

- Promote and encourage good attendance and punctuality
- Ensure pupils adhere to procedure when arriving late to school or leaving during the school day
- Ensure pupils follow procedure when requesting absence during term time
- Complete accurate and timely session registers
- Follow up unexplained absences
- Monitor individual and form attendance percentage
- Alert Managers to pupils whose attendance/ punctuality is a cause for concern
- Liaise with parents/carers.

Teaching Staff Will:

- Ensure pupils who have been, or are to be, absent, receive details of work missed and that they catch up accordingly
- Alert Form Tutors to concerns regarding pupil attendance/punctuality to individual lessons.

Office Staff Will:

- Telephone parents/carers of pupils absent without reason on the first day of absence
- Keep an accurate record of pupils arriving late after registration
- Send a daily text message to parents when their child is late to school.

Specific Responsibilities for Parents/Carers

Parent/Carers Will:

- Provide up to date contact details
- Promote and instil the importance of good attendance and punctuality
- Notify the School when their child will be late arriving to School
- Notify the School when their child is either unable to attend, with a reason, as early as possible, on the first day of the absence
- Contact, and update, School on each subsequent day of absence

- Confirm in writing, by email, letter or in a pupil's planner, the reason for any absence when a pupil returns to School
- Notify the School in advance, and request permission for, any planned absence
- Endeavour to book essential appointments e.g. medical/dentist out of school hours
- Ensure pupils leaving during school hours have a note requesting permission to do so. Pupils will not be allowed to sign out of School without this
- Refrain from taking their child out of School during term time for holiday purposes.

Strategies and Procedures to Improve Attendance

1. Written guidelines and Attendance & Absence Guidelines & Procedures will be circulated to all staff
2. Guidelines on correct use of codes to mark attendance and absence will be circulated to staff / in staff training
3. The Attendance Policy and written guidelines and attendance procedure will be shared via the welcome pack / pupil planner to all parents/carers
4. The Attendance Policy and written guidelines and attendance procedure will be accessible via the School website.

Other Related Policies and Procedures

- Attendance and Absence Guidelines and Procedures
- Pupil Missing from School / Education Procedure
- Safeguarding Policy
- Staff Supervision of Children Policy.



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