



# **Registration & Attendance Policies and Procedures 2023/24**

## Attendance & Registration

The overall academy attendance target for 2023-24 is **93%** or national average if above.

**Attendance is the responsibility of all staff** – not just the attendance team. Good attendance impacts positively on student progress and allows teachers to flow their lessons more freely. The academy uses the SOL attendance tracker and displays the attendance diamond which allows students to see quickly what their attendance is and what colour they are at, the aim is to stay green at all times. The key elements of responsibility are as follows:

- Check registers are accurate and complete within the first 5 minutes of a lesson.
- Any students arriving late, registers are adjusted by the class teacher with a 'L' mark
- Send out 'Keep kids safe' alerts to all parents/carers
- Carry out home visits for absent students
- Send letters home
- Carry out attendance panels
- Liaise with the local authority EWO
- Distribute fines when triggered
- Complete all paperwork for prosecutions when triggered
- Keep staff up to date with current attendance figures and at risk students

### Form Teachers:

- Complete their registers every day by 8.40am accurately
- Create a welcoming, engaging and positive environment during pastoral curriculum time
- Actively promote the importance and value of good attendance to tutees
- Analyse own pastoral group data using the SOL tracker to establish students with red (downwards) arrows
- Actively engage in positive conversations regarding drops in attendance
- Ensure tutees have their attendance report in school
- Establish any concerns regarding drops in attendance and report to the pastoral team
- Praise and reward excellent and improved attendance

### Classroom teachers:

- Accurately complete all lesson registers within the first 5 minutes of a lesson
- Accurately record students who arrive late to lesson and include the number of minutes they are late
- Inform the Attendance Officer/Pastoral Leader if a student's mark differs from the rest of the day
- Raise any truancy concerns by contacting on call immediately
- Contribute to academy priorities with engaging teaching and learning experiences that encourage all students to attend and achieve
- Build positive relationships with students
- Seek support from pastoral teams for any students where behaviour is a barrier to learning
- Ensure students catch up the work they have missed
- During parents evening its vital that classroom teacher discuss the importance of attendance with both parents/guardians and students

### Pastoral Teams

- Monitor attendance of year groups daily
- Complete first response calls each morning logging the responses via a red flag on the registers
- Request and complete same day home visits for vulnerable students and second day absences for any other students
- Support the attendance team with attendance meetings and home visits
- Ensure that the attendance board is updated weekly

- During parents evening it is vital that pastoral leaders discuss the importance of attendance with both parents/guardians and students
- Ensure reports and parental meetings are effective
- Identify trends with particular groups of students and take appropriate action
- Establish underlying reasons why students are absent from school and put appropriate interventions in place
- Build positive relationships with both students and parents

The academy uses Bromcom as their register, if a student is taken out of class for any reason it must be logged on Bromcom which will create a flagged message.

Students are rewarded weekly for good or improved attendance – for more information about rewards or attendance, please see rewards policy/visit the website.

For more detailed information, please read the attendance policy.