



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE
Lantern of Knowledge

A FRAMEWORK FOR A WHOLE SCHOOL POLICY ON ATTENDANCE

MISSION STATEMENT

Lantern of Knowledge School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Lantern of Knowledge School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE - AIMS

1. To improve the overall percentage of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Social Work Service and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

AIM NO 1

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

AIM No 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook prospectus of DfE literature.
2. Produce termly/annual reports to parents/governors.
3. Hold induction Year 7 evening for parents/pupils.
4. Produce newsletters.
5. Provide INSET training for appointed/promoted staff.
6. Display materials at focal points – class rooms etc.
7. Discuss attendance issues in Education Social Work Service/Pastoral staff evaluation meetings and/or in relevant staff meetings (e.g. attendance review meetings).
8. Introduce award systems, including badges, trophies, certificates, end of year prizes, etc.

AIM NO 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make phone/letter contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Appoint an Attendance Co-ordinator with appropriate time set aside.
6. Define clearly the roles and responsibilities within the school staffing structure.

7. Timetable staff to meet with Education Social Worker, making best use of Educational Social Workers time (advertise the times to parents).
8. Have clear procedures prior to referral to Education Social Workers.
9. Review attendance regularly.
10. Be familiar with the Education Social Workers' referral and recording system.

AIMS NO 4

To Provide Support, Advice and Guidance to Parents and Pupils

1. Highlight attendance in:
 - Assemblies
 - Staff available to talk to pupils
 - 'Mentors' system
 - Making use of available resources
2. Set aside area/time for parents to speak to staff.
3. Seek improved communication with parents e.g. when parents ring in.
4. Provide accurate and up-to-date contact information for parents.
5. Involve parents from earliest stage.

AIM NO 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. Consider the advantages of computerised registration.
2. Standardise recording of:
 - authorised/unauthorised absence (and to have decided after two weeks)
 - educational activity
 - presence

3. Be consistent in the collection and provision of information.
4. Decide what information, if any, is provided for:
 - governors
 - pastoral staff
 - other school staff
 - parents
 - pupils (individual or groups)
 - education social work service
5. Identify developing patterns of irregular attendance and lateness.

AIM NO 6

To Further Develop Positive and Consistent Communication Between Home and School

1. Initiate first day absence contact.
2. Promote expectation of absence letters/phone calls from parents.
3. Explore the wide range of opportunities for parental partnerships (see Aim 2).
4. Provide information in a user-friendly way (may include languages other than English, and non-written).
5. Encourage all parents into school.

AIM NO 7

To Implement a System of Rewards and Sanctions

1. Identify finance for a system of rewards.
2. Actively promote attendance and associated reward and effective sanctions.
3. Ensure fair and consistent implementation.
4. Involve pupils in system evaluation.
5. Make use of imaginative and immediate sanctions.
6. Take action which accords with objectives agreed between school and others, eg. Education Social Worker, parent, Behaviour Support Service.

AIM NO 8

To Promote Effective Partnerships With the Education Social Work Service and With Other Services and Agencies

1. Designated key staff for liaison with Education Social Work Service and other agencies.
2. Give priority to timetabled meetings with Education Social Work Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Social Work Service.
5. Hold termly attendance review with key school staff and Education Social Work Service.
6. Arrange multi-agency liaison meetings as appropriate.
7. Establish and maintain list of named contacts within the local community e.g. community police contact officer.
8. Develop understanding of agency constraints and operating environments.

AIM NO 9

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.

Reviewed: October 2017

Next Review: October 2018