



## The Governing Body for Carisbrooke College and Medina College

### Attendance policy

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## **Attendance Policy: Island Innovation Federation**

**IIT Aim 8:** Champion the importance of education and learning in equipping our young people with the skills to drive economic growth (and secure their prosperity).

### **Introduction**

Students need a very high level of school attendance if they are to be academically successful and achieve their potential. In addition, excellent punctuality and attendance are key employment requirements which need to be instilled in young people at an early age.

### **Promoting high levels of attendance**

Good attendance is vital if students are to maximise the opportunities offered by their secondary school. It is well documented that the better the quality of education provided by a school, the better students' attendance. Good leadership and management, high quality teaching and learning and a flexible/personalised curriculum all have a significant, positive impact upon attendance.

### **The schools will:**

- Establish their expectations of high levels of attendance and punctuality with students, parents and staff and set these out in clear documentation<sup>1</sup>;
- Ensure all staff are clear about their roles in securing high levels of attendance, including the Directors of Learning and their Assistants, attendance staff and members of the leadership team;
- Ensure parents are clear about their roles and responsibilities in relation to school attendance and punctuality;
- Apply procedures consistently and keep them under review;
- Apply published criteria consistently when considering the authorisation of absence and challenge parental misconceptions of authorised absence;
- Secure consistently high quality teaching and an appropriate, challenging and stimulating curriculum to engage young people in effective learning and provide a strong incentive for them to attend school;
- Ensure those students who have difficulty coping with school are supported to improve their learning and, as appropriate, their behaviour so as to minimise any disruption to other students' learning;
- Make effective use of external agencies, including EWOs, Connexion advisers, parenting contracts and judicial powers, to secure improvements in attendance;
- Put in place arrangements (see below) for supporting pupils with longer-term illnesses and those unable to attend school;
- Put in place appropriate rewards for good attendance on an individual, form, year group and house basis;
- Put in place appropriate procedures for securing high levels of attendance in line with this overall policy.

<sup>1</sup> Including the school prospectus, staff handbook, school website

**Support for long term absentees**

Each school will ensure that there are appropriate arrangements in place to support students absent for long-term medical reasons, such as in hospital, and the arrangements to enable students to keep in touch with school work whilst, for example, recovering at home. As necessary, the LA's home tuition service will be commissioned to provide longer term education.

Each school will have a clear and published strategy for the re-admittance of non-attending students to support them in re-engaging with the curriculum and reintegrating them into school-life.

**Review**

This policy will apply to both Carisbrooke College and Medina College.

## APPENDIX 1

### Data

Secondary school attendance is judged to be “high” by Ofsted if overall levels of attendance equal or exceed 94 per cent. Attendance data will be reported to governors on a termly basis and include:

- ☑ Overall levels of student attendance;
- ☑ Overall levels of persistent absence (absence of 20 per cent or more over a given period);
- ☑ The attendance of different groups of pupils (SEN, EMA, boys/girls, children in care);
- ☑ Absence patterns i.e. attendance broken down by year group (headteachers will review weekly the attendance by tutor group), days of the week, times of the year;
- ☑ Proportions of students with particular levels of attendance (100 per cent; 95 per cent and above; below 90 per cent and below 85 per cent);
- ☑ Trends in relation to the above;
- ☑ The impact of actions taken by the school to improve levels of attendance overall and/or with specific groups of pupils.

### Targets

School attendance and persistent absence are two measures which will be reported to Elected Members at their Scrutiny Sub-Committee. The table below gives recent attendance figures for both schools (for 14-16 pupils) and targets for 11-16 year olds for the 2011/12 and 2012/13 academic years. Progress towards these targets will be monitored by the headteachers and governors on a regular basis.

The figures in brackets are persistent absence figures.

	2008/09	2009/10	2010/11	2011/12	2012/13
	Actual	Actual	Actual	Target	Target
	Attendance	Attendance	Attendance	Attendance	Attendance
Carisbrooke	91.9% (7.0%)	91.6% (6.9%)	94%		
Medina	91.1% (7.2%)	91.1% (6.8%)	91.8%		
LA	91.2% (8.3%)	91.2% (7.6%)			
National	92.7% (5.9%)	93.1% (4.6%)			