

Blackfen School for Girls



Attendance Policy

Head Teacher: Mr M Brown
Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	January 2022		
Review Date	January 2023		
Review Period	Annually		
Lead Person	DHT, Behaviour and Welfare	Sarah Cascarino	
Prepared by	DHT, Behaviour and Welfare	Sarah Cascarino	
Verified by	Head Teacher	Matthew Brown	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

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Rationale

- Good attendance at school underpins students' academic achievement, as well as their personal and social development.
- Parents and carers must be informed when students' attendance falls below statutory levels and becomes known as 'Persistent Absence'. The school must action and follow statutory guidance regarding Persistent Absence.
- The input of parents and carers is central to students' regular attendance at school. Concern regarding poor attendance should be communicated promptly and frequently to parents and carers, as well as to students.
- Good and improving levels of attendance should be communicated to parents, carers and students and recognised, celebrated and rewarded on a regular basis by the school.

Outcomes

- All students fulfil their academic, personal and social potential through 96% or above attendance at school.
- Students and parents understand the importance of good attendance at school and meet the school's expectations for achieving good attendance.
- The school meets its own target, as well as local and national targets for good attendance.

Procedures

- Weekly and cumulative analysis of attendance in Years 7 – 13 is produced by Student Welfare and sixth form team.
- Weekly meeting for each Student Support Officer with Attendance Advisory Officer.
- Scrutiny of attendance data and intervention is led by the Student Welfare Team. On-going intervention in Years 7 – 11 is led by, Form Tutors, the Student Welfare Team and senior school staff, in line with statutory guidance.

Key roles

Deputy Head Teacher: to oversee the selection of students by the Student Welfare Team for referral to external agencies or legal processes, regarding poor attendance at school.

Attendance Advisory Officer: to work with school staff, students and families to implement strategies to achieve and maintain good attendance.

Student Support Officers: to work with Form Tutors to implement and support school strategies to raise student attendance; to maintain accurate records of students in their Community with good or poor attendance or Persistent Absence, as well as interventions taken and their subsequent impact; to provide reports on attendance issues to the Deputy Head Teacher chairing school 'MAG' meetings.

Form Tutors: to implement and support school strategies to raise student attendance, as directed by their SSO/ AAO: to scrutinise weekly attendance data and implement agreed school interventions, as directed by the AAO.

Students: to understand the importance of and take pride in good attendance at school; to achieve their potential in academic, personal and social development.

Parents: to understand and meet the school's expectations for achieving good attendance. In accordance with Government and Bexley Local Authority policy, the school is no longer able to authorise holidays in term time. Any unauthorised holidays could result in Bexley Council issuing a Penalty Notice. Parents may still write in to request leave of absence for their child for extreme circumstances and these requests will be considered on a case by case basis.

Related documents

School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities-DFE October 2014 last updated July 2019.