



Attendance expectations at SJFCC



We aim to support all learners to achieve 97% + attendance.

SJFCC attendance target is 100% for all learners. 96% attendance is satisfactory. Below 96% is unsatisfactory.

Punctuality: registration starts at 8:45am. Registers close at 9:10am.

Good attendance and punctuality are regularly acknowledged and rewarded!
Punctuality is an important habit for life. Late gate and separate Formation Time operate from 8:45 am.

Whole school responsibility for good attendance and punctuality.

Responsibilities include:

Senior Leadership Team:

- Maintain a clear vision for attendance as a school priority central to the school's mission and ethos.
- Prioritise acknowledgement, praise and reward for high standards of attendance + punctuality.
- Update and implement the school's Attendance Policy.
- Evaluate the success of school systems, staffing levels and budget, in ensuring there is early response to learners' attendance concerns and a graduated, whole school and multi-agency response to resolve attendance and punctuality concerns so that the expectations of 97% attendance is met.
- Report termly to the Governing Body.

Learners:

- Aim for 100% attendance.
- Be in Formation Time at 8:45am.
- Attend every lesson on time.
- Make sure you get your raffle ticket each week – put your name on it and hand back to your form tutor.
- Understand the importance of good attendance and that poor attendance/punctuality have serious consequences.
- Complete consequences with teachers / Pastoral Leaders for lateness to lesson.
- Speak to staff at break, lunch, before or after school if needed, to avoid lateness to lesson.
- Check in with your Formation Tutor and teachers on return to school from absence.
- Make sure you know your attendance percentage.

Planned absence:

- Take a copy of any appointment letter to the Learner Information Point before a planned, unavoidable appointment.
 - Avoid general appointments (doctor, dentist...) during school hours.
- Late slips: sign in at the Learner Information Point if you arrive in school after Formation time. Take slip to your teacher.

Pastoral Leaders:

- Maintain high physical presence around the school site.
- Communicate with parents, in timely manner, about any instance of internal truancy.
- Record pre-arranged appointment in school, on the SIMS register for teachers' awareness.
- Give the learner a dated note if attending lesson late following meeting.
- Work with Heads of year and Form Tutors to support improved attendance and punctuality at an early stage of concern, following initial Form Tutor intervention and contact home.
- Implement escalated intervention for identified learners who are persistently late to lesson, operating a graduated response including target setting, attendance report, parental involvement, detention to make up lost time...
- Use Late Gate Formation Time to work with learners around persistent lateness.
- Work with Attendance colleagues, learners and parents/carers to agree planned intervention to improve attendance.

Heads of Year:

- Take the strategic lead in implementing the attendance policy with the relevant year group.
- Share Attendance and Punctuality messages before year group collective worship.
- Fortnightly, monitor Formation Tutor intervention, including communication home, and the impact on attendance of individual learners and groups.
- Share attendance and punctuality analysis with Formation Tutors, on a half termly basis.
- Support Late Gate Formation Time.
- Work with Form Tutors and Pastoral Leaders in resolving early attendance and punctuality concerns, through planned intervention.
- Work with Attendance colleagues, learners and parents/carers to agree planned intervention to improve attendance.

Parents and Carers:

- Ensure school attendance is above 95% at least – school attendance is legally required.
- Ensure punctual attendance; always before registers close.
- Phone school, as early as possible, (by 8:40am), on each day of absence.
- Inform school about unavoidable lateness.
- Discuss/attend face-to-face meeting, following a 3-day consecutive period of absence, to support learner's return to school.
- Talk to school about any attendance or punctuality concerns; it is our job to help!
- Provide school with up-to-date contact details of adults with parental responsibility. Update any changes to contact details asap – at least 2 emergency contacts.
- Work with school to resolve concerns; we are committed to working together well in advance of escalation of attendance/ punctuality concerns that can lead to fines.
- Provide medical evidence to account for absence as required.

Planned absence:

- Inform school prior to the date of unavoidable appointments, providing a copy of appointment letters.
- Avoid general appointments (doctor, dentist...), during school hours.

Formation Tutors:

- Share weekly attendance/punctuality messages and data with Formation members.
- Acknowledge good attendance and punctuality, weekly.
- Teach learners about the school's attendance and punctuality expectations and processes.
- Inform learners of their attendance percentage, on a regular basis.
- Code L if late to Formation time, with minutes late. Present code: /
- Check in with learners following an absence, discussing the reasons and any required support to return to learning.
- Act as first point of contact, discussing initial attendance / punctuality concerns and ways to resolve them with learners and parents/carers. Prioritise learners dipping below 95% attendance and learners who have an increasing number of minutes late to lessons.
- Engage the support of the relevant Pastoral Leader and Head of Year for a learner with continued attendance / punctuality concerns following Form Tutors' early intervention and contact home.

Class teachers:

- Welcome learners returning from absence, checking in to minimise the effect of lost learning.
- Complete class register accurately and within initial minutes of the lesson start.
- Code learners who are present to formation time and to periods 1-5: /
- Code learners who are late: L and add minutes late.
- Follow school's Relentless Routines relating to attendance and punctuality, meeting and greeting learners and informing any learner arriving after the body of the class group have arrived, that they have been recorded as late on the register, with minutes late added.
- If a learner arrives at the lesson without a late slip, having been marked absent to that point during the school day, notify through the Attendance email, that the learner is now present.
- Resolve lateness to lesson with a learner, with support/sanctions as appropriate, within Faculty processes.
- Amend / update registers following notification from the Attendance Officer / SLT Lead.

Learner absence line: 01782 307519

Email: attendance.sjf@ctkcc.co.uk

Attendance team:

- Contact parent/carer by text / phone if any learner doesn't arrive at school and there has been no message from the parent / carer.
- Contact parent/carer by text if a learner arrives late to school without prior parental notice and is picked up on the 'late gate'.
- Complete daily register checks by 10:30am and contact Education Welfare Officer for any required further action.
- Lead Late Gate Formation Time.
- Monitor attendance patterns, working with learners and parents following 3-day absence.
- Prepare whole school attendance data (Attendance Tracker), on a weekly basis for analysis with EWO; action required for learners below 92% attendance.
- Work with learners and parents when further support is required to maintain good attendance, engaging members of SJF Pastoral, Safeguarding or Progress teams, the school Education Welfare Officer, or external partners, as part of the graduated response.
- Monitor accurate completion of registers on a weekly basis.
- Provide regular attendance data to share with SLT, Formation Tutors, governors.
- Monitor impact of interventions for groups of learners and individuals.
- Provide regular attendance data to share with SLT and governors.

ATTENDANCE

