

# Les Beaucamps High School Attendance Policy



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## Introduction

Regular attendance at school is vital in supporting a child's learning and development. Wellbeing, academic attainment, career choices, employment prospects, confidence, self-esteem and friendships are all improved with regular school attendance.

Some of the benefits of regular school attendance include:

- Having a good education will help give children the best possible start to life.
- If a child does not attend school regularly, he/she will not be able to keep up with the work.
- Employers will want to ensure that the people they wish to employ are reliable
- Young people who have not attended school regularly have considerably less choice regarding the type of employment they wish to enter.
- Young people who fail to maintain regular attendance at school for no good reason are at higher risk of becoming victims of crime and/or abuse. There is also a higher chance of being drawn into anti-social or criminal behaviour.

For more information in regards to attendance and for details regarding law in Guernsey please go to <https://www.gov.gg/schoolattendance>

At Les Beaucamps High School we believe that school attendance will be good if we set the right conditions. By ensuring our children feel safe, feel happy, are enjoying their learning, are being challenged and have positive relationships (with peers and teachers) then they will almost certainly have good or excellent attendance. We avoid giving out rewards in an attempt to improve attendance as we believe that the impact of this will only be short term. We believe that attending school is an expectation and a parents/carers legal responsibility.

## Roles and Responsibilities

**Tutors** – Monitor attendance of the learners in their tutor group and contact parents if a learner is absent for 3 days by email or phone call, if there is no response on email in 24 hours tutors must follow up with a phone call. They must alert their Head of Year when they have concerns. They encourage their tutees to attend school regularly and support those with low attendance to improve.

**Heads of Year** – Monitor attendance for their Year Group. Contacting and meeting with parents when necessary.

**Family Support Worker** – Work with parents and pupils to improve attendance. This includes phone calls, meetings and home visits. Works closely with Heads of Year, Inclusion Team, SAS and Senior Leader for Attendance.

**SENCO and Senior Leader for Inclusion** – Refers learners to the School Attendance Service when required and supports if SEND is a barrier to attending school.

**Inclusion Manager** – Support learners who have very low attendance who are often reintegrated back into school via the HIVE on a building timetable.

**Senior Leader for Attendance** – Monitors attendance for the whole school. Meeting with SAS Officer and FSW on a weekly basis. Analysing data to ensure no learners are missed and all necessary actions are completed. Delegates tasks to all staff involved with attendance and Line Managers Heads of Year and Family Liaison Officer.

**School Attendance Administrator** – Daily contact with any unauthorised absences or if school have had no contact from home, to call home. Records medical absences and runs attendance reports. Enrols and unrolls learners. Alerts Head of Year, AHT Inclusion and SAS to any concerns.

**School Attendance Service (SAS) Officer** – Supports the school with all attendance matters, particularly focussing on those who are persistently absent and therefore have a very low attendance percentage. Meets with Senior Leader for Attendance to review attendance of all learners. They will work with Inclusion Manager and SENCO to support those children who are school refusers. The SAS Officer is also in regular communication with the School Attendance Administrator to ensure information is being recorded accurately.

## Absence from School

### Medical Absences

If a child is medically unfit for school then parents/carers must report this to the Attendance Administrator on the first day of any period of absence. If parents/carers do not report they will receive a phone call alerting them that their child is not in school and that they need contact to provide a reason for absence. If the absence is still not reported, then the Attendance Administrator will call to obtain a reason as to why they are not in school.

### Holidays

Although Guernsey law does not preclude term time holidays, they are not a right. Absence for holiday negatively impacts a child’s attendance at school and, as such, Education Services and the school does not approve of them. It is, therefore, the position of Education Services and therefore the school that holidays in term time will **not** be authorised and work will not be provided from school.

### Other Absences

All non-medical absences must also be reported by parents/carers and recorded accurately by the Attendance Administrator.

## Absence Timeline

Timescale	Situation	Action
<b>Day 1</b>	Reason reported by parents/carers	Recorded by Attendance Administrator
<b>Day 1</b>	Reason not reported by parents/carers	Attendance Administrator calls parents/carers and records reason. If there are concerns then Head of Year or SL for Attendance are alerted.
<b>Day 3</b>	Reasons reported but still absent	Tutor contacts parents/carers and checks on welfare.
<b>Day 6</b>	Reasons reported but still absent	Head of Year contacts parents/carers and checks on welfare
<b>Day 10</b>	Reasons reported but still absent	Family Support Worker contacts/parents and carers and manages process from this point. Updating Tutors, Head of Year and SLT for attendance on situation.
<b>Days 1-10</b>	Attendance becomes unreported by parents/carers	If at any point attendance by parents/carers is unreported then the Attendance Administrator will call parents/carers and record the reason for absence.

## Attendance Staged Approach

95-100%

**Attendance is currently good or excellent.** Tutors and Heads of Year to build and maintain positive relationships. Tutors monitor anyone who is at the lower end of this scale and speak with learner/parents as necessary.

90-95%

**Attendance is below expected level and is beginning to become a cause for concern.** Tutor has conversation with pupil about the importance of attendance.

85-90%

**Attendance is a concern.** Head of Year contacts parents/carers and meets if there is no improvement. Referral made to Miss King as Attendance Support.

50-85%

**Attendance is very concerning.** Support Workers with parents/carers to improve attendance. This will include regular meetings, home visits and removing barriers to attendance. Referral to inclusion team may be necessary.

Below  
50%

**Attendance decreased to an unacceptable level.** All FLO work will continue but the pupil will also be referred to the School Attendance Service (SAS). The SAS Officer will work with the FSW to explore other strategies to improve attendance. Referral to the Inclusion Department is highly likely as the learner may return to school on a building timetable in the Hive.

This staged approach will be managed by the Senior Leader for Attendance. All data will be inputted and shared via a SIMS marksheet. They have a weekly meeting with the SAS Officer and FLO to discuss this marksheet and put actions in place.

## Missing from Education

Should any learner (of school age) leave our school without being enrolled at a new school then the School Attendance Administrator will alert the Senior Leader for Attendance, SAS Officer and the Admissions Team at Education Services immediately. We will then work with them to determine the location and status of the learner missing from education.

## **Providing Work**

We do not provide work to those with short term medical absences or for those refusing to attend school. We are able to provide work to those are unable to attend school for a significant period of time due to a medical reason. We are also able to provide work as part of a support package to reintegrate a learner back into school.

## **Lesson Absence**

All teachers must take their register at the start of the lesson. If any learners are missing then the school office must be alerted via phone. The office will contact the Senior Leader on call and they will search for the learner. If the learner cannot be found the Senior Leader 'on call' will contact parents. A consequence for truanting will also apply for all those who purposely miss lessons. Details in regards to this can be found in the school behaviour policy.

## **Punctuality**

### **Late to School**

It is vital that pupils arrive to school on time. It sets the tone for the day and gives them time to get ready for the day's lessons. In addition, morning line ups and tutor time are important as key information for the day and week is given during this time. By being present for tutor time learners will form a relationship with their tutor. This can be really helpful if and when they need support and guidance throughout their time at school.

If a pupil is late to school (after 0830) they will need to sign the late book located outside the school office. The school attendance officer will then register them and the reason given for their lateness. A message will then be sent to the parent/carers of all these learners. This ensures parents/carers are aware that their child is not arriving to school on time and can also support them in understanding their child's whereabouts prior to school.

Late reports are run regularly by the Pastoral Team and Senior Leader for attendance to identify those learners who are regularly late. A letter (Appendix 1) is sent to parents/carers informing them how many times their child has been late and asking them to support us in ensuring they arrive to school on time.

### **Late to lesson**

It is vital that pupils turn up to lessons on time. Firstly, to ensure they are not missing out on their learning, but also so they don't disrupt the learning of others. If a pupil is late for lesson this will be recorded in SIMS and the behaviour in Class Charts. If a pupil is significantly late or persistently late a subject detention may be given and parents/carers are notified. Heads of Year monitor and run reports regularly. They alert parents/carers of anyone who is persistently late for lessons.

## Appendix 1



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20 December 2023

[Parent Addressee]  
[Parent Address]

Dear [Parent Salutation]

### Punctuality

**[Student Name] – [Student DOB] - Current Number of Lates (xxxx )**

I am writing to you to express concern regarding your child, (*name's*) punctuality at (*name*) School. Attendance records held by the school reveal that since (*date*), (*name*) has arrived late for school on (*number*) occasions.

I should like to emphasise the importance of learners arriving punctually at school for both morning and afternoon sessions. This ensures that learners do not miss out on important information at the beginning of each session, and it avoids disruption to the learning of other learners.

In addition, when we are asked to provide a reference for future employers and further education establishments we provide details of your child's attendance record, which includes the number of times they have been late to school.

Your co-operation in this matter would be greatly appreciated.

Yours sincerely