EARLSTON HIGH SCHOOL

ATTENDANCE POLICY

Rationale and Aims:

- To ensure that the school know the whereabouts of each of our students at all times of the school day
- To ensure that parents/carers take an appropriate level of responsibility for helping their youngsters get to school and to help the school administration systems with any absences
- To have effective monitoring systems in place
- To take appropriate actions at regular junctures
- To ensure that staff appreciate the importance of accurate registration procedures

Responsibilities of Class Teachers:

- SEEMIS registration each period – it is crucial that this is completed accurately and within 10 minutes of the start of each period
- The registration screen must not be seen by students – need for freezing projectors at times
- Mark in lates accordingly – depends on the number of minutes late to class. If the bus is more than 5 minutes late in the morning then the office staff will automatically update SEEMIS
- Be aware of: extractions, monitored pupils, Medical issues and those with profiles (Pastoral Notes column)
- Paper register to office if SEEMIS not working. Staff to log own complaint to SEEMIS in the light of this not working
- Inform office if there is a discrepancy , especially if the pupil in question is on the Alert list (which needs to be confidential)
- Staff will ensure that they are familiar with how to use SEEMIS.
- Pass on work for students with authorised absence or extended periods of absence, when requested.
- Raise attendance concerns at department meeting and with Guidance.

Notes

* It is the responsibility of staff organising visits out of school to provide the office with a list of pupils prior to the event. The office will extract the pupils.

* Extractions - it is the responsibility of staff making extractions (eg music lessons, support meetings, careers interviews) to add these

extractions to SEEMIS at the start of the relevant day, including music instructors

- Senior students not in period 1 classes will have a separate registration procedure in the library

Responsibilities of Guidance Teachers:

- Weekly monitoring
- Reconciliations – completed daily, where possible, in conjunction with office staff. This should be followed up in Learner Journey classes and/or with Year Heads.
- Actions for individual cases – eg letters, telephone calls, referrals to SLT,
- Oversee /update info on monitored pupils and highlighting those with profiles (these need to be added to SEEMIS)
- Pass on requests for future absence to office or SLT for clarification
- Remind students for explanations about unexplained absences
- Have a role for dealing with pupils missing from class#
- Use attendance data to assist with attainment tracking procedures
- Coordinate work to be sent home where appropriate

Notes

A list of monitored students will be available in the Office and Guidance Base and updated as required in consultation with Support staff and SLT

Responsibilities of Senior Leadership Team:

- Monitoring lateness in connection with buses. Where concern exists there will be appropriate communication with SBC Transport department
- Clarification/communication to parents/carers about expectations and responsibilities for attendance and explanations needed at the start of each session
- New staff given info/training in using SEEMIS for registration and for other aspects – input to be coordinated
- Attendance info issued with reports to parents/carers seeking explanations for any outstanding 'tbc's – if necessary, changed to 'unexplained absence'
- Intervene at appropriate juncture for individuals
- Have a role within the duty rota for dealing with pupils missing from class
- Appropriate action taken with students not attending classes
- Following regional policy in dealing with pupils with poor attendance/school refusers
- Regular statistical analysis of authorised, unauthorised absences and other available data (inc unauthorised holidays and the impact of these)
- Ensure that accurate timetables for all students with blended learning options and/or study periods are up to date and copies centrally available.

- To ensure a consistent approach to procedures for explanation of absence#
- Ensure that procedures for fire drills and building evacuation are well-planned and strictly adhered to in terms of checking attendance
- Training required to up-skill Guidance staff on the aspects of SEEMIS that are required for their role.

Responsibilities of Office Staff:

- Add extractions where appropriate
- Ensure class lists are accurate and pass on updated lists as required
- Put out daily Groupcalls for any absences that have not previously been explained (S1 – S6).
- Complete daily reconciliation together with GTs
- Collect notes from letter box and update SEEMIS accordingly
- Add attendance reports to all School Reports.
- Highlight to Pastoral the pupils who are regularly using the First Aid Room (also noted by Pastoral via Extraction Reports)
- First port of call for discrepancies/alerts noted by teachers
- Liaise with Library staff to ensure accurate and efficient registration of S6 students who have Period 1 self-study
- Inform teachers where period registration is not completed – if period 1 a phone call will be required
- Help to collate and pass on work for students with known long-term absence (a week or longer).
- Collaborate effectively with Guidance Teachers with regard to sharing information about outstanding notes and absences

Appendices

1. Attendance procedures as noted on the school website and prospectus

Procedures: Registration and Absences

Attendance procedure

Groupcall - Groupcall is in operation at Earlston High School. If no explanation has been received for a child's absence by 10 am on any given day, a text message will be sent from the school. The message will ask for an explanation via email or telephone. Please make sure that the school has up-to-date mobile telephone numbers and inform us if there are any changes.

Absence Notes - Absence must be explained by a note, email or phone call from the parent or carer.

Absence from Class - No pupil may be absent from a class without having previously obtained the teacher's permission.

Leaving School Grounds - No pupil may leave school grounds during class hours or at the morning interval without permission.

Leave of Absence - If a parent wishes to ask for leave of absence for a pupil this must be done in advance and in writing.

Late Arrival at School

Latecomers - Pupils who arrive late for school must report to the school office. They should bring a note, if possible.

Late-Slips - When a pupil is late without a note of explanation, a late slip is issued to be signed by a parent. The late-slip must be signed and returned to the school office. Late cards are issued for students to report to SLT at break to explain their late arrival.

Sixth Year Students

Sixth year students do not have to bring absence notes. However they must provide their own written explanation of absence and lateness.

If they wish leave of absence they must apply to the Depute Head Teacher.

Pupils Taking Holidays during Term Time

It is understood that a few families may have no choice about taking their holidays during school time. However, apart from exceptional circumstances we are not able to authorise absence for a holiday.

When a pupil is absent from classes to go on holiday it is very difficult for teachers to provide work for the pupil to do on holiday. When the pupil returns to school he/she must make every effort to catch up with missed work.