

York High School

Southbank Multi Academy Trust

Attendance Policy-Appendix 1

York High School recognises the vital contribution of good attendance toward academic achievement and emotional well-being. Every day in school really does count. In order to ensure good attendance York High School will utilise the following systems in addition to adhering the principles laid out in the Southbank Multi-Academy Trust Attendance Policy:

Procedures

- All attendance will be recorded in line with the 'Working together to improve school attendance' (DfE, September 2022, updated in 2023).
- Good attendance and punctuality is rewarded daily in line with the PB policy using praise stamps. Additionally, praise phone calls are made to identified pupils each week, in addition to praise postcards.
- Only the Headteacher can/will authorise term time absence for any reason that is of a non-medical nature. Any term-time absence of this nature will only be authorised in exceptional circumstances. Please refer to Appendix 2 for Leave of Absence requests.
- The City of York Council's Fast Track process (Appendix 3) will be followed with regard to improving attendance and requesting a Fixed Penalty Notice.
- If the student's attendance still does not improve, or continues to decline, then the school will require the Local Authority to issue a court summons.
- At the end of each year, students with an attendance of less than 90% will be sent a letter outlining the schools concerns and requiring improved attendance in the following school year. This letter acts as additional evidence for the legal process should the attendance not improve in the next academic year.

Support

- The school will outline its attendance procedures to all parents on an annual basis. This is also shared with pupils and parents in the student planner.
- A guide for parents and carers on maximising pupil attendance is available on the school website with support and information.
- Students will be informed about their attendance on a weekly basis by form tutors and record this in their planners.
- Attendance will also form part of the weekly assemblies that take place across the school year as well as being an explicit theme in itself.
- Form tutors, Heads of House, the Attendance Officer, Attendance Support Workers, Senior Pastoral Leader and Deputy Headteacher (Pastoral Care) are all able to support individual cases concerning absence.
- Parents/carers will be informed about their son/daughter's attendance on a weekly basis with a text message that reports % attendance figure (year to date) and also the number of lates the pupil has received that week.
- Where concerns are raised about the declining attendance of a particular student they may be selected to join the Team YHS Attendance phone calls. This will entail weekly contact home and short term rewards for improved attendance.
- The school reserves the right to make home visits to encourage improved attendance.
- Attendance panel meetings offer a supportive approach with intervention(s) agreed for individual pupils based on our graduated approach.

Oversight

- Attendance will be monitored on a daily basis by the Attendance Officer.
- A weekly meeting focusing on attendance is held involving the Deputy Headteacher, Attendance Officer and Attendance Support Workers.
- The Deputy Headteacher responsible for attendance meets with the Headteacher each week.
- Attendance is regularly discussed at Senior Leadership Team meetings.
- The link governor for attendance meets with the Deputy Headteacher on a half termly basis.
- The Deputy Headteacher leads a multi-agency 'Summit' meeting each half term to discuss deeply persistent absent pupils.
- The Deputy Headteacher leads a half termly 'Pyramids' meeting involving all members of the attendance, pastoral, welfare and SEND teams to plan and review personalised interventions for pupils.

Appendix 2 - Leave of Absence Requests (City of York Council)

Leave of absence requests

Contact the school in good time requesting a leave of absence.



School will reply to say if the absence has been authorised or not



You may receive a warning letter or the school can request a Fixed Penalty Notice if you take absence despite it not being authorised



The Local Authority may issue a Fixed Penalty Notice following a request by the school.

Appendix 3 - The Fast Track Process (City of York Council)

