Linwood High School

Improving Attendance and Reducing Absence

April 2024

Our Vision

Linwood High School is committed to ensuring all young people are included, respected and supported to achieve their potential in a safe, nurturing learning environment. We firmly believe that strong trusting relationships and high expectations are at the heart of inspiring our young people to achieve and attain both within and beyond school. As a school, we recognise the importance of every young person's wellbeing across the whole school community and work with families and partners to ensure successful learning and achievement takes place.

At the core of what we do is the value we place on respect, care and building positive relationships which develops successful, resilient, thriving young people.

What is attendance?

Attendance is defined as participation in a programme of educational activities arranged and agreed by the school, including:

- attendance at school
- learning out with the school provided by a college or other learning provider while still on the school roll
- educational visits, day, and residential visits to outdoor centres
- interviews and visits relating to further and higher education or careers events
- debates, sports, musical or drama activities in conjunction with the school
- study leave for young people participating in national exams, if arranged by the school during the period of the national examination timetable
- receiving tuition via hospital or outreach teaching services
- work experience

When does absence become a concern?

Maintaining high attendance is a priority in Linwood High School. Research suggests all forms of absence (truancy, sickness absence, exceptional domestic circumstances, and family holidays) negatively impact achievement and attainment. Poot attendance at school, whether due to absenteeism or exclusion, leads to multiple social, educational, and lifelong socio-economic disadvantages.

How does attendance affect progress and educational outcomes?

Children and young people's progress, attainment and achievements can be impacted by any absence. Evidence suggests that attendance that falls below 90% impacts negatively on progress. The higher the absence, the greater the impact on attainment.

UK Government statistics demonstrate children and young people who performed better both at the end of primary and secondary school, missed fewer days than those who did not perform as well (UK Government, 2022). Higher rates of attendance give children and young people more opportunities to learn. Attendance combined with engagement should support academic progress and potentially have an impact on educational outcomes.

Systems and Practice

PTs Pastoral Care regularly review and monitor the attendance data of the pupils that they support to identify any emerging non-attendance patterns. This will allow for support to be triggered at an early stage. (See Appendix A).

Linwood High School works in partnership with our learners and their families to ensure that universal and targeted support is planned and reflects the views of the child/young person.

Within Linwood High School, targeted support may include:

*LIAM (Let's Introduce Anxiety Management).

* EBSA (Emotionally Based School Avoidance).

* Therapeutic interventions which can be delivered on a 1-1 or group basis.

* Referral to Exchange Counselling.

* Referral to Family Wellbeing Service.

* Daily check in/attendance monitoring card.

Targeted support would usually be coordinated through our Extended Support Team.

On occasion, it may be necessary to seek support from other agencies, such as Health and Social Work out with Linwood High School.

Advice for parents/carers

What should I do if my child is absent?

Parents and carers should call the school office on 0300 300 1333 to report an absence, the Office staff will record the reason for the absence and if known the length. Please call in each morning if you are unable to give a date for return. Our school office opens at 8.30am each school day.

What if my young person has an appointment?

Parents and carers should try to make appointments afterschool or at weekends, where this is not possible, please alert the school office in advance if possible. Your young person will be recorded with an authorised absence.

Family Holidays during term time

Family holidays during term time should be avoided where possible. Please make a written request direct to the school office. This absence may be recorded as unauthorised unless it is an exceptional circumstance.

Absence Text Messages

If a young person is absent and we have not had a call from a parent or carer, texts will sent twice a day, in the morning and in the afternoon to alert you to a pupil absence.

Who can support students with timekeeping and attendance?

The PTs Pupil Support and DHTs are here to support our young people with any issues they may be having.

Every absence should be followed up for child protection reasons that is why it is extremely important to contact the school office when your child is absent.

Communication between parents/carers and the school is vital in improving attendance and preventing early indicators of non-attendance becoming embedded.

Daily Attendance Procedures for staff

Schools are required to ensure attendance, maintain an accurate register and record pupil absence for each period during the school day. Schools must be able to account for the presence of pupils within their campus at any given time. Every class teacher has a legal responsibility to accurately record attendance.

Period 1

Please:

- take attendance within the first 5 minutes of the start of the period. Ensure any pupils arriving after this time have a late slip issued by the office. If not, please send the pupil to the office to collect a slip. Please remember to mark register as complete.
- **read the weekly bulletin to the class (Monday)**

Any pupil requiring a permission slip should go to the office before the start of the day or at morning interval.

Period 5/6 (depending on 6 or 7 period day)

- take attendance within the first 5 minutes of the start of the period. Ensure any pupils arriving after this time have a late slip issued by the office. If not, please send the pupil to the office to collect a slip. Please remember to mark register as complete – see above.

All other Periods

Pupils arriving late for class at other periods should be **marked late by the class teacher** and not sent to the office. Registers should be amended and resent as 'complete'. Please notify the office of any discrepancies AS SOON AS POSSIBLE by using the red discrepancy slip.

At the end of each day, please ensure that all your registers have been completed.

Permitted Absence

Pupils should seek permission prior to the known appointment. This will be indicated on your register with PER. On return to school pupils should report to the office to sign in.

Illness During Class Time

If a pupil becomes unwell during your class they should be sent to the office in the first instance. The office will then alert the relevant member of staff.

Pupils Out of Class

Without prior arrangement pupils should not be allowed out of class to see another member of staff.

Trips Out of School/Pupil Visits/Work Experience Placements
Ensure that names of pupils involved are given to the office in plenty of time for registers to be updated accordingly.

Additional Support for Parents, Children and Young People

ORGANISATION	CONTACT DETAILS
Education Scotland	https://education.gov.scot/improving-attendance-understanding-the-issues
Childline	https://www.childline.org.uk/ 0800 1111
REN 10 Website	https://www.ren10.co.uk/

APPENDIX A

Attendance Procedures January 2024