
PASTORAL
ATTENDANCE POLICY

Reviewed and updated by the Full Governing Body: January 2006
Next Review due: as required.

PLEASE NOTE THIS POLICY IS FOR YEARS 7 – 11 ONLY

1. Registers

All pupils are registered using the SIMS/OMR system. Registration takes place in Tutor groups at the beginning of each am and pm session. It is the responsibility of the tutor to complete the OMR sheets correctly and ensure they are returned to the OMR operator. SIMS absence reports are completed weekly and each pupil is required to provide a note to explain any absence.

2. Role of Attendance Officers and Heads of Years

There are two Attendance Officers – one for each site. Their roles are clearly defined and includes dealing with all aspects of the OMR registration system effectively, first day contact by phone to parents, dealing with pupils who are late, the production of weekly attendance statistics and liaising with Head of Years and Assistant Heads of Year i/c attendance, the EWO and Torbay Education Department. The Head of Year's role is to work closely with the Attendance Officers and provide an overview of pupil attendance within their group.

3. Targets Set and Monitoring

Targets are set after discussion at the liaison meeting. These are targets for each year group in the College and a target for the College as a whole (Years 7-11). These targets are monitored weekly by each Head of Year and Assistant Head of Year i/c Attendance and member of staff i/c of attendance and the Deputy Principal (Curriculum) are required to discuss progress on achieving targets with each Head of Year. Head of Years also check attendance in lesson time on a regular basis. Parents, EWO and the Principal are informed immediately of any major problems regarding attendance of individuals, year groups or whole College attendance. The yearly print out of attendance in Years 7-11 is produced and comparison made with local and national statistics. Throughout the year the College compares its attendance figures to previous years to identify any issues which might arise. This includes monitoring by gender, by age and by ethnic minority. **The attendance of transient pupils is also monitored on a termly basis.**

4. Rewards and Reports

Pupils with good or improving attendance records are recorded via the records system and certificates are presented by Head of Year on a termly basis.

Parents are kept informed of the attendance of their children by the percentage attendance figures in each pupil report. Where attendance is poor, pupils are placed 'On Report' for attendance and parent informed daily of their attendance.

5. The SIMS System

SIMS Attendance (OMR Registers) – Administrator Operating Policy

The following tasks are required to be carried out to ensure the effective operation of the SIMS electronic registration system.

Daily Requirements

- 9.30am – Read completed registers through OMR (am sessions)
- 2.00pm – Read completed registers through OMR (pm sessions)
- Deal with late arrivals (see Late Arrivals below)

Tuesdays

- pm – Read Absence Reports through OMR (these should be completed by Form Tutors and returned to the OMR Operator by 1.30pm).
- Produce printouts of Official Registers for each Head of Year. Include previous two weeks (showing absence codes) plus Monday/Tuesday sessions of current week.
- Redundant Absence Report Forms should be removed from register folders and filed (by Year Group and in date order)

Fridays

- pm – After pm session has been read through OMR, print out the following sheets:
 - Absent Reports for Years 7-11 (multi-sessions)
 - Pupil registration Forms for ALL year groups

These forms should then be placed in the register folders in readiness for Monday.

- Redundant Pupil Registration Forms should be removed from register folders and filed (by Year Group and in date order)
- Produce photocopies of Signing In/Out sheets (one per Form Group). These should also be placed in the register folders.

6th Form registration uses the traditional registers which are hand marked. The Attendance Officer will, where possible, follow up 6th Form absence.

Late Arrivals

Students arriving after registration session has closed should complete an entry in the College's late book. Details should include students' name and form, reason for late arrival, date and time of arrival.

On completion, the Administrator should amend the register records as follows:

- If the OMR sheets for the most recent session have not been run, and the late arrival affects the most recent attendance session, amendment of the OMR sheet to indicate a late can be made.
- If the OMR sheets for the most recent session have been run, and the late arrival affects the most recent attendance session, the correct SIMS Code should be entered into the Electronic system using the manual entry route.

As a backup, a photocopy of each week's IN/OUT sheets should be placed in each register along with the Absence Report Form.

Term Time Holidays

From September 2002 the College has not sanctioned term time holidays - these will be recorded as Unauthorised Absence.