

Attendance Procedure at The Thomas Adams School

Registration

Morning Registration – At Thomas Adams

The school gates open to welcome pupils at **8:00am** and close at **8:40am**.

Registration is at: **8:40am to 9:00am**.

Pupils arriving between **9:00am and 9:15am** will be recorded as **Late** (L code).

Pupils who arrive late will be directed to the school office to be signed in on the Inventory system, explaining the reason for their lateness.

Pupils arriving **after 9:15am** will be marked as **late after register closes** (U code). This is an unauthorised absence and negatively impacts a pupil's attendance percentage.

Afternoon Registration – At Thomas Adams

Afternoon registration is open from **12:30pm to 13:00pm**.

Pupils arriving between **12:35pm to 13:00pm** will be recorded as **Late** (L code).

Pupils arriving after **13:00pm**, will be marked as **late after register closes** (U code). This is an unauthorised absence and negatively impacts a pupil's attendance percentage.

Registration session	Start time	End time
Morning	08:40am	09:00am
Afternoon	12:30pm	13:00pm

The register is marked using the national statutory attendance and absence codes which can be found in the DfE Attendance Guidance.

Where a pupil/s attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

Lesson registration

In secondary schools, attendance and punctuality registers are also taken for individual lessons.

If a pupil isn't present for a lesson, they will receive an O code, which means they are missing from the lesson.

At Thomas Adams, once lesson registers have been completed, the Attendance Team collate a list of students who are not accounted for.

This list is sent to the staff on Lesson Support, who then attempt to locate the student and return them to their class.

If the student cannot be located, the Attendance Team will contact home to inform parents/carers.

The student will receive an O code, which means they are missing from the lesson. This will be classed as truancy and the student will receive negative points and a sanction.

Notifying the school of your child's absence

Parents must notify school on the first day and each subsequent day the child is unable to attend school by **9:00am**

Parents must give detailed reasons for absence. For example, 'child has a throat infection/been sick etc' rather than just 'unwell/poorly'.

Name of person absence should be reported to: **Miss Emily Anderson – Attendance Officer**

Contact Details: attendance@tas.318education.co.uk / 01939 237088

Recognition of excellent and greatly improved attendance

At Thomas Adams, we understand that, in order to sustain a culture of good attendance and a positive ethos, pupils must be consistently praised and rewarded when they reach or exceed our expectations. In this way pupils are encouraged to attend school regularly to make social, emotional and academic progress. Our school recognises and celebrates success in a variety of ways and continues to review the rewards system in consultation with pupils, staff and parents/carers. Praise could take any of the following forms:

- Verbal praise in and out of lessons
- Written praise
- Allocation of House Points
- Text messages home
- Postcards Home
- Praise telephone calls home
- Head Teacher commendations
- Head Teacher breakfasts
- Awards in Celebration Assemblies
- Awards in House Assemblies
- Invitations to attend trips and other celebratory activities

Praise is recorded on ARBOR as House Points, and Heads of Year regularly monitor this. Pupils who receive high numbers of House Points are rewarded at the end of each half term. These rewards vary and have previously included; confectionary items, early lunch passes and gift vouchers. We continually aim to provide rewards that are appropriate to our pupils.

It is important that all praise is justified and based on meeting and exceeding our high standards. All pupils have equal opportunity to receive praise, regardless of ability level. It should be made clear to a pupil exactly what they have done well to deserve the praise, this will enable them to replicate the action in future.