



Attendance Policy

Issue Date	January 2017
Review Date	January 2018

1 MISSION STATEMENT

“Together we are stronger.”

Manor Croft Academy is committed to providing a full and efficient education for all students. The Academy believes sincerely that all students benefit from the education it provides and therefore from regular Academy attendance. To this end Manor Croft Academy will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

2 AIMS

It is recognised that:

- All students of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No student should be deprived of his/her opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of students and their parents to ensure attendance at Manor Croft Academy as required by law.
- Some students and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of students and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.

Our target for all students in 2016 / 17 is 97% attendance across the whole school – with higher expectations in KS3. Local authorities and all schools have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school. In addition to using these powers, local authorities and schools can develop other practices to improve attendance.

3 EXPECTATIONS

We expect the following from all our students:

- That they attend Manor Croft Academy regularly.
- That they will arrive on time and be appropriately prepared for the day. School starts at 8.25am and students will go straight to P1.
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending Manor Croft Academy.

We expect the following from parents: (See Appendix A)

- To ensure their children attend Manor Croft Academy regularly and punctually.

- To ensure that no learning is lost through taking holidays in term time.
- To ensure that they contact Manor Croft Academy as soon as reasonably practicable whenever their child is unable to attend (preferably on the first day of absence).
- To ensure that their children arrive at Manor Croft Academy well prepared for the day and to check that they have done their homework.
- To contact Manor Croft Academy in confidence whenever any problem occurs that affects the student's performance in the Academy.

Parents and students can expect the following from Manor Croft Academy:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a student fails to attend The Manor Croft Academy without providing good reason. Early contact may include phone calls, home visits or parental meetings.
- Immediate and confidential action on any problem notified to us.
- We will reward good attendance

4 ENCOURAGING GOOD ATTENDANCE

Attendance is encouraged in the following ways:

- An "open door" policy where parents are encouraged to contact Manor Croft Academy's Pastoral Support Team with any concerns regarding attendance.
- Accurate completion of the registers at the beginning of each session and within fifteen minutes of the start of the session.
- Individual students rewarded by their Personal Progress Tutor (PPT) or Learning Manager for 100% attendance and punctuality on a regular basis including a variety of rewards.
- Improvements in attendance shared between students, staff and parents.
- Improvements in an individual student's attendance rewarded from the Pastoral support Team
- Recording of attendance on individual student reports.
- Presentation of certificates to students achieving 100% attendance in an academic year, followed by a trips throughout the subsequent year.

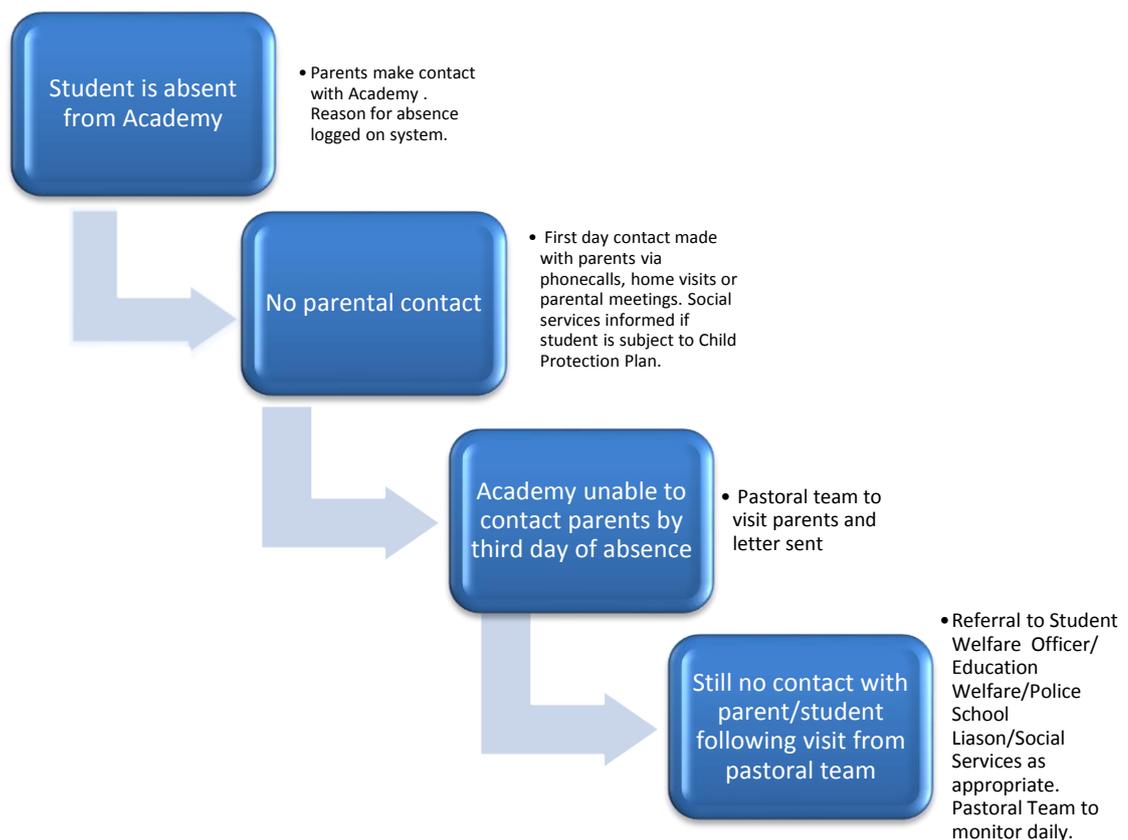
GOOD PRACTICE

At Manor Croft Academy we endeavour to adopt the following elements of good practice as highlighted by research:

- A senior leader being charged with specific responsibility for student attendance.
- The devising a sensitive scheme for the immediate follow-up of absentees - e.g. either by texting, telephoning home or sending out letters to parents or guardians.
- Positive contact will be made with any student after absence – regardless of reason – as a form of support.
- Personal Progress Personal Progress Tutors, subject teachers, Learning Managers and the Pastoral Team (including the student receptionists) ensuring that records of attendance are as accurate as possible and explanations for absence are produced when students return to the academy.
- Learning Managers monitoring the attendance records of tutor groups.
- Learning Managers having regular meetings with Student Welfare Officer and APSO service (Attendance and Pupil Support) where appropriate.
- Rewards introduced for individual students or classes with an excellent attendance record in the form of praise or prizes.
- Penalties being introduced for students who are persistently late.
- Absentees and truants being quietly welcomed back to Manor Croft Academy upon their return and efforts made to reintegrate them socially and academically.
- First day of absence contact.
- Attendance mentoring.

5 RESPONDING TO NON-ATTENDANCE

Manor Croft Academy Procedure for responding to non-attendance:

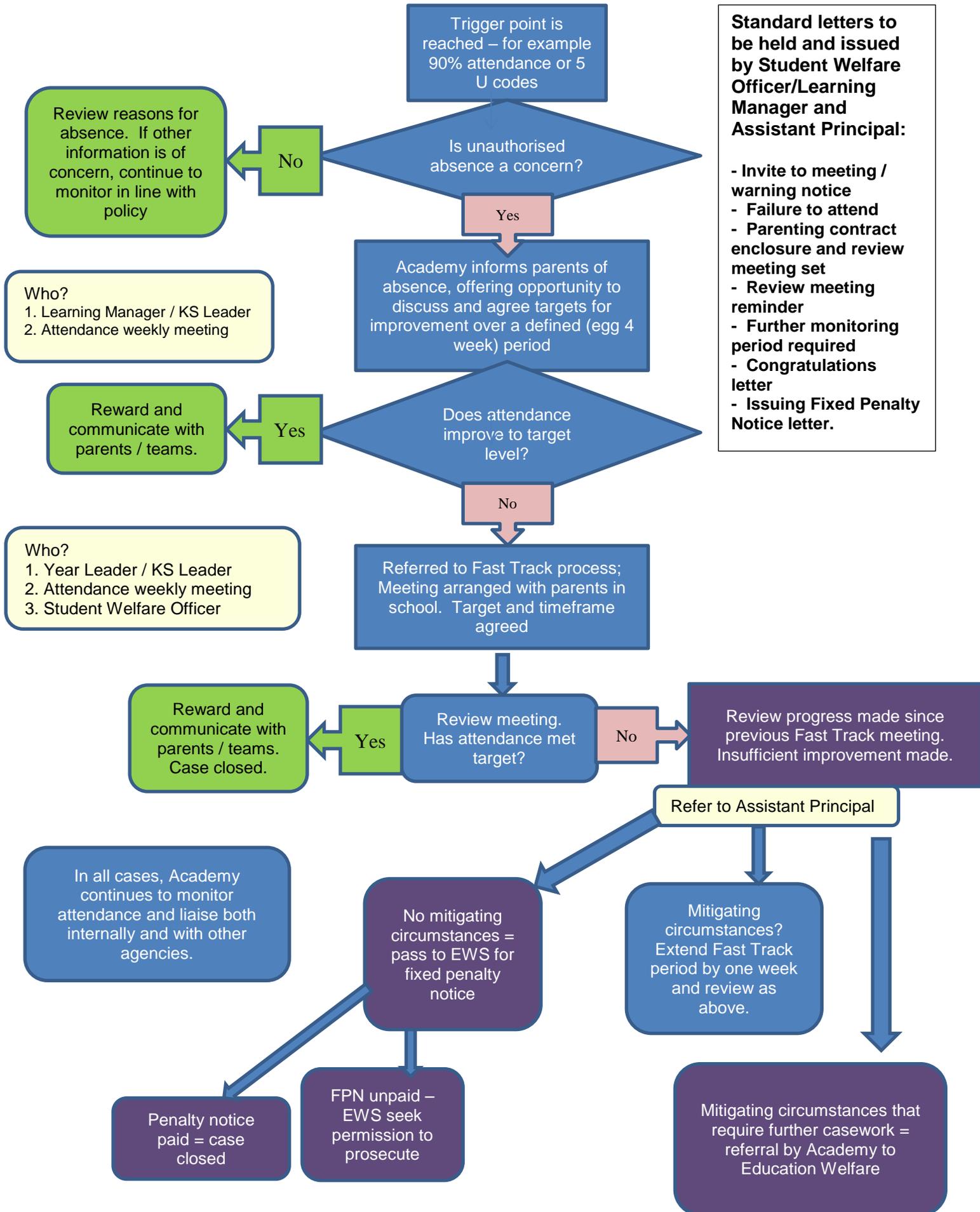


Procedure for Responding to Repeated Patterns of Non-Attendance

At Manor Croft Academy we recognise that there is a proven link between attendance and attainment.

If a student had patterns of absence which causes concern (for example repeatedly missing certain days or having sporadic illnesses), repeated or prolonged unauthorised absence, or if attendance data is matching other sources of information such as increased behavioural issues or a lack of progress, they will be highlighted and referred to the Student Welfare Officer. This officer, together with the Assistant Principal and Pastoral Team, will then decide on the best course of action.

Therefore, our policy for dealing with non-attendance is as follows:



Standard letters to be held and issued by Student Welfare Officer/Learning Manager and Assistant Principal:

- Invite to meeting / warning notice
- Failure to attend
- Parenting contract enclosure and review meeting set
- Review meeting reminder
- Further monitoring period required
- Congratulations letter
- Issuing Fixed Penalty Notice letter.

Who?
 1. Learning Manager / KS Leader
 2. Attendance weekly meeting

Reward and communicate with parents / teams.

Who?
 1. Year Leader / KS Leader
 2. Attendance weekly meeting
 3. Student Welfare Officer

Reward and communicate with parents / teams. Case closed.

In all cases, Academy continues to monitor attendance and liaise both internally and with other agencies.

Penalty notice paid = case closed

FPN unpaid – EWS seek permission to prosecute

Mitigating circumstances that require further casework = referral by Academy to Education Welfare

Re-integration

- The return to Manor Croft Academy for a student after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme (as detailed in the DfE Social Inclusion: Pupil Support Guidance (Circular 10/95)).
- Learning Managers will be responsible for deciding on the programme for return and for the management of that programme, and this will be monitored by the Assistant Principal.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the Learning Managers as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEN Co-ordinator, Student Welfare Officer or Inclusion Manager may be required.
- The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes will be reviewed regularly and amended as necessary.

6 ORGANISATION

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education. In addition to these, there are specific responsibilities allocated to individual staff:

Principal

- To oversee and demonstrate ownership of the whole attendance policy.
- To oversee the reporting of progress on attendance to governors, students and parents.

Assistant Principal

- Strategic oversight of attendance in Manor Croft Academy, including review of attendance policy and procedures.
- Quality assurance and oversight of regular attendance meetings, directing resources and communications as required.
- Maintenance of attendance as a high priority in Manor Croft Academy.
- Reporting to Senior Leadership Team and Governors / Interim Executive Board on all matters relating to attendance and punctuality.

Student Welfare Officer

- Liaison with all people involved in monitoring and tracking attendance, working pro-actively to support students and families before attendance falls below an unacceptable level.
- To work with students and families with other members of staff to encourage and support good attendance. Assist with low-level

attendance and punctuality concerns by discussion with targeted students identified by Heads of Key Stage.

- Carry out supported home visits.
- To liaise as appropriate with other agencies, including Education Welfare / APSO services, ensuring that interventions have impact.

Learning Managers

- To have an oversight of the workings of the Key Stage 3 and 4 teams, ensuring that communication, ways of working, analysis and use of data, records and signposting of issues are done correctly.
- To ensure that appropriate information is securely passed on to Student Welfare, Safeguarding, SEN and other teams in school.
- To ensure that attendance data and information is scrutinised alongside behavioural and achievement information, acting on findings and reporting to the Assistant Principal.
- Make contact with parents of students with attendance/truancy concerns to develop relationships and inform of interventions.
- Monitor and track students' attendance, be proactive with poor attendance and good attendance, specifically students who fall below 95%. Use and understand the attendance data available, providing key information and data on their Year Group to the weekly attendance / Assistant Principal meeting.
- Use intervention strategies and attendance initiatives and keep subject staff and Personal Progress Tutors informed e.g. of students on report and those likely to truant.
- Provide weekly attendance information to Personal Progress Tutors. Encourage Personal Progress Tutors to be proactive in monitoring tutor group attendance and to take an interest in individual students' pattern of attendance. E.g. encourage target setting, display of tutor group attendance figures on displays in tutor room and letters home from tutor regarding improvement.
- Maintain high profile of attendance in assemblies and by keeping it on the agenda at meetings
- Encourage good punctuality and monitor 'lates' via lesson monitor, chasing missing marks and flagging up patterns of internal absence.
- The production of data for assemblies and organising rewards for attendance.
- To Liaise with Assistant Principal, SENCO, Student Welfare Officer, Personalised Learning Co-Ordinator, Welfare team and EWO concerning return of long-term absentees.

Personal Progress Tutors

- To ensure accuracy of registers taken during tutor time
- Discuss the importance of good attendance with their tutor group and take an active interest in the attendance competition and rewards.
- Discuss with students in cases of poor attendance, truancy or patterns that cause concern and to communicate this with Learning Managers and Attendance Administration as appropriate.
- Enquire in cases of absence and missing marks and note these on the computer in SIMS.

- Include attendance and punctuality as part of the target setting discussions during reviews.
- Actively deal with poor punctuality in tutor time and discuss concerns with students and Learning Managers.

Teaching / Supervision staff

- To take accurate registers according to guidance given, within the lesson time concerned.
- To ensure at ALL TIMES that no student is registered as present unless they are physically in the room when the register is taken.
- To flag up to Year Leaders where it is apparent that a student has been in previous session, yet has not turned up for the current one.
- To use the right click / 'flag comment' facility to pass on relevant information on SIMS.
- To ensure that students taken for individual or group intervention are registered properly, according to guidance, either by adding to an existing group register or by marking and commenting on the student's regular register for that period.
- To flag up repeated absence to subject areas with both attendance / Pastoral team and the relevant Subject Leader.

Attendance Administrators

- Daily management of registers and all attendance data and reports.
- Liaison with Learning Managers and Assistant Principal regarding weekly attendance data and other reports on request.
- Enable contact with parents re absence of known poor attendees and first day contact of students via Keeping Kids Safe system.
- Liaison with Learning Managers and Personal Progress Tutors regarding messages received and individual parent and student contacts.
- Assist with attendance initiatives.
- Ensure accurate student on roll data.

Education Welfare / APSO

The Education Welfare Service is described as the 'attendance enforcement arm' of most local authorities (DfE1991) which complements the role of our Academy. Manor Croft Academy and the APSO have a service level agreement which is frequently reviewed.

- Deal with serious attendance concerns following the Academy's interventions and on referral from Student Welfare Officer.
- Advise and inform on legal proceedings re attendance and on the Academy's intervention strategy.
- Undertake statutory duties as the Public Prosecutor of the Local Authority, including preparing for legal action and acting according to the law.

7 LIAISE WITH EXTERNAL AGENCIES

Research has shown that schools in partnership with the full range of support services have a greater impact on Manor Croft Academy

attendance than when they act alone or when the support services are uncoordinated or disjointed.

At Manor Croft Academy we work closely with a full range of services and a multi-agency meeting is held each half-term.

- Behaviour Support Services and Inclusion Support Services
- Educational Psychologists
- Social Services
- Connexions
- Local Police
- Youth Offending Team and Youth Service
- Education Welfare Service

Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents us sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

GUIDANCE FOR LEARNING MANAGERS AND SUBJECT TEACHERS

The Importance of Registration

The procedure for Registration and in lessons can be found in Appendix B ('Recording Attendance')

- An attendance register, using SIMS, must be kept for every lesson.
- Registers must be taken in the first fifteen minutes and sent. The Student Receptionist will send a message to any class when the register is not received. Missing registers will be monitored and records kept enabling the Assistant Principal to support colleagues.
- Personal Progress Tutors should mark a student as `^` if present, `N` if absent, no gaps should be left. If a student arrives late `L` should be entered and the minutes late noted. All other codes will be entered by the Attendance Officer.
- If a student is thought to be present in the Academy but not in their assigned lesson, where possible a comment should be entered in to the register to assist the Attendance Officer in locating that student. IF A STUDENT IS OUT OF NORMAL LESSONS IT IS THE RESPONSIBILITY OF THE MEMBER OF STAFF WHOM THEY WORKING WITH TO ENSURE THEY ARE REGISTERED WITH THE CORRECT PRESENT CODE. The 'enter comment' function on SIMS can be used to explain.
- Accurate marking of registers, and appropriate maintenance of electronic and computerised systems, can have a significant impact on overall attendance and absence figures. It is therefore vital that all staff understand this and are competent in the use of the system
- In the event of a teacher's SIMS system not working, they should request a printed version of their class from the Attendance Officer, mark it accurately and return it at the beginning of the lesson.
- Anyone taking students out of Manor Croft Academy for any supervised reason should provide the Attendance Officer with a list of their names before departure. Separate procedures should be followed for our of hours activities or trips, and copies of registers / return times left.

Categorising Absence

- **Only Manor Croft Academy**, in the context of the law **can authorise absence**, a note or explanation from parents does not guarantee authorisation. If a form tutor receives a note or communication in the Planner and does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Key Stage Leader.
- In many cases an absence will be coded by Attendance Admin prior to Personal Progress Tutors receiving a print-out, or by a comment on SIMS. Personal Progress Tutors should note any additional changes on the sheet and return this to the office.

- Reasons for absence will be entered in the register by the appropriate code symbol by the Attendance Officer only.
- Learning Managers who experience difficulty in receiving a parental note should inform the Year Leader.

Authorised or Unauthorised Absence

Authorised absence is where Manor Croft Academy has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**, with the Assistant Principal making the final decision on behalf of the Principal.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Specific medical and dental appointments where proof is available
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated

Family Holidays

Together with our partner schools in the pyramid, the Academy does not authorise holidays in term time. The default mark will be Unauthorised (G) and in some cases we will seek fixed penalty notices if this is deemed appropriate by the Governing Body or IEB.

If a parent wishes to request leave for their child, the appropriate form needs to be completed and sent into school. The form is on the Academy website.

In very exceptional circumstances, as set by the Government, the Principal may authorise certain absences. The right to authorise or refuse authorisation remains with the Academy.

Approved Educational Activities:

STUDENTS WHO ARE ABSENT BUT TAKING PART IN AN APPROVED EDUCATIONAL ACTIVITY SHOULD BE MARKED IN THE USUAL WAY BUT ARE COUNTED AS PRESENT FOR CALCULATING DATA FOR THE DfE ABSENCE RETURN. TO AVOID CONFUSION IN EMERGENCY SITUATIONS, STUDENTS WHO ARE OFF SITE SHOULD NOT BE MARKED AS PRESENT. THE FOLLOWING ACTIVITIES FALL WITHIN THIS CATEGORY:

- Field trips and educational visits, both in this country and overseas.
- Interviews with prospective employers and for a place at a higher or further educational establishment (Year 11 only).
- Link courses where students attend a FE college for part of the time.
- Students receiving approved education off site, e.g. those receiving specialist support or those in receipt of home tuition but remaining on the roll of the Academy .

Absences will not be authorised under the following circumstances:

- Shopping trips and birthdays
- Holidays in term time (Leave of absence) where the permission of Manor Croft Academy has not been given.
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation. The close of register is 9am. After this time the code will be U for Unauthorised absence (Late after close of register).
- Medical appointments that cannot be verified.
- No reason given.
- Where staff have cause to believe that the note is not genuine or not valid.
- Year 11 students who **`leave` before the official date**. This date is usually the last Saturday in June of Year 11. As Raising the Participation Age means that students will be remaining in education longer, this date will change from year to year and will be revised annually as this policy is revised.

Unusual circumstances may arise that lead to a young person being absent from the Academy. It is for the Assistant / Principal to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered. Further advice is available in DfE **`Tackling it together`**.

Lateness

- Manor Croft Academy actively promotes good punctuality. Students who are persistently late or arrive late without reasonable explanation are challenged.
- Registers remain open from the beginning of morning registration – from 8.25am to 9am. In the event of bad weather this period can be extended. This means that the register closes at 9am for the morning session.
Arriving after 9am without good cause will result in an automatic Pastoral detention after school on the same day as the lateness. In Period four after lunch, the register closes at 1:45pm.
- Where a student arrives late, but during the period when the register is open, they will be marked as “late” by their Tutor. (See Appendix B).
- Where a student arrives after register closure without good reason, he/she should be marked with the letter **`U`** by Attendance Admin (see App. B).

Removal from Manor Croft Academy’s Roll

There are strict guidelines on the circumstances under which a student may be removed from Manor Croft Academy’s Roll. These are detailed in Pupil Registration Regulations 2006. **Removal from Manor Croft Academy’s Roll under circumstances other than those detailed below is illegal.**

- Where Manor Croft Academy has been notified that the student has been registered as a student at another educational establishment.

- Where a student has ceased to attend Manor Croft Academy and the parent(s) have satisfied the Local Authority that the student is receiving education otherwise than by attendance at Manor Croft Academy (Elective Home Education).
- Where Manor Croft Academy has been notified by the Academy Medical Officer that the student is unlikely to be in a fit state to attend the Academy before becoming legally exempt from the obligation to attend the Academy.
- Where the student has been absent without reasonable cause for four academic weeks and the Principal of Manor Croft Academy has failed, after reasonable enquiry and consultation with the Education Welfare Service to obtain information on the cause of the absence.
- Where the Principal has been notified that the student has died.
- The student has had twenty days continuous unauthorised absence and both the local authority and Manor Croft Academy have tried to locate the student.
- Where a student has failed to return from an extended family holiday after both Manor Croft Academy and the local authority have tried to locate the student.
- Where a student will cease to be of compulsory academy age before the next meets and has notified an intention to discontinue in attendance.
- Where the student has been permanently excluded and this decision has been confirmed by the Student Discipline Committee.

Appendix A

GUIDANCE FOR PARENTS

At Manor Croft Academy we wish to secure parental involvement in ensuring regular attendance.

Our Home/ Academy Agreement underlines the importance of regular and punctual attendance at Manor Croft Academy. All parents receive a statement plus guidance about the importance of good attendance.

Statement

Manor Croft Academy is committed to providing a quality education for all students. We believe that students can only benefit from the education in our academy through regular attendance. We will, therefore, strive to achieve the maximum possible attendance for all students and we will make sure that any problems are identified and resolved quickly. Wherever possible, we will make contact with parents where a student is absent from Manor Croft Academy without good reason.

How parents can help us

- Ensure that their child attends Manor Croft Academy regularly and that they arrive on time.
- Contact Manor Croft Academy whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away.
- Help their child prepare for the academy day by ensuring that homework has been done and that the child has everything he/she needs for the day ahead, including the correct uniform.
- Attend Parents' Consultation Evenings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child.
- Contact Manor Croft Academy if problems arise which may keep their child away from the academy so that we can help.
- To avoid taking family holidays in term time. Term time absences, especially during examination periods, may seriously affect the progress of the child. We do not authorise holidays in term time.



School Administration Guidance:

RECORDING ATTENDANCE

Key Features

- Record Session marks (AM, PM)
- Record Lesson registration (marks)
- Monitor Internal Truancy
- Monitor Absence
- Record & monitor lateness

Recording Attendance and using SIMS Lesson Monitor

Issued: January 2017

Applies to: To all staff recording attendance

Guidance Issued by: Kyle Audsley (Assistant Principal)

Recording Attendance

All attendance is recorded electronically via SIMS Lesson Monitor.

There are two school sessions per day – morning (AM) and afternoon (PM).

There are five teaching periods per day – AM x 3 and PM X 2 (may be different with split lunches)

AM registration takes place in the first lesson P1 between 8.25 – 9.00 a.m.
(AM register closes at 9.00 a.m.)

PM registration takes place in teaching groups at Period 5 (13.30 p.m.) - Period 5 marks are automatically copied to PM registration.
(PM register closes at 1.45 p.m.)

All pupils must have a mark of some kind, for AM registration and each period of the timetabled day, leaving a blank is not acceptable.

Attendance marks should be entered and saved in SIMS (Lesson Monitor) by the Form or Class Teacher as appropriate.

IMPORTANT NOTE

It is very important that the school timetable is up to date and correct as Lesson Monitor draws its information from there regarding class teachers and members.

Lesson Monitor Routines

The following routines would normally be carried out by teachers within 15 minutes of registration period or lesson starting and always before the registration period or lesson has finished.

Mark the register

Save the register

Change the absent mark for any pupil who arrives late and re save the register.

Add additional pupil(s) to the register if appropriate

Marking the register - Your home page will show your timetable for the day.

Click on the appropriate lesson

Either:

Use flood fill – click on the column heading (this highlights the whole column) and enter / (present) mark using the keyboard. This will show all pupils as present.

Then click once on the name of the pupil who is absent and the / (present) mark will change to an N (no reason provided).

OR

Click in the first white cell (it will go blue), start to enter marks using the keyboard. The highlight automatically moves to the next name on the register. Enter the next mark using the keyboard (and so on).

OR

Right click in a cell to view a list of available codes. To choose the code, double click on it (or highlight the code and click OK).

Save marks - Save the register by clicking **Save** icon (top left of screen).

1

To make a change to the register after it has been saved click on the **Preserve** (yellow padlock) icon at the top of the screen to overwrite an existing mark.

Top Tip – Don't open your register before you are ready to enter the marks this will ensure your screen is up-to-date with the latest marks e.g. reason for absence marks from admin staff.

Top Tip 2 – Place the curser in the **Name** Cell and **click right mouse** you can add SEN, Behaviour today, G&T, Year, DOB & Gender to your register screen.

Lateness – Pupils arriving late should sign in at reception (or designated place). A late mark ('L') will be entered by admin staff when a pupil arrives after 8.25 a.m. and a 'late slip' issued, to be given to the class teacher on arrival at the lesson. Registers close at 9 a.m. any pupil arriving after 9 a.m. will be marked with a 'U' (unauthorised absence) late after registers have closed.

Pupils who arrive after registration due to attending a medical appointment should sign in at reception and the appropriate mark will be recorded ('M' for Medical/Dental appointment – authorised absence). These pupils will also be given a slip, to be given to the class teacher when they arrive at their first lesson.

Lateness to lessons should be recorded as appropriate at the discretion of the teacher e.g. being late for no valid reason or been involved in other activities within school.

Registering pupils who are in school but not with their form or timetabled class at registration time – If for any reason a pupil is detained or is being taught

elsewhere other than their timetabled lesson by a member of staff and misses registration, **the person who has them must record their mark** or inform the attendance administrator who will record the mark for them. **A 'Flagged' comment explaining their whereabouts should be entered so that all staff can see where the student has been registered.** It is important that this is done immediately; in the event of a fire, or any other reason for evacuating the building, it is a legal requirement that all pupils on the premises must be recorded as such. Regular groups should be set up on SIMS as a separate register.

Off Site Visits/Collegiate/Educated off site – Form/class teachers must mark pupils absent if they are not at registration. When a mark has already been entered to denote that a pupil is educated elsewhere by the attendance administrator (from information provided by staff taking a trip, pastoral or Collegiate staff) the **mark should not be overwritten** with an absent mark by the form/class teacher, e.g. 'B' in the register for Educated off site should not be overwritten with an 'N' (no reason yet provided for absence). **A 'Flagged' comment explaining the absence should be entered so that all staff can see where the student has been registered.**

Staff taking pupils out of school will take a register of those present (or not), registers to be given to the attendance administrator a.s.a.p. Prior to event staff should give a lists of those pupils expected to be out of school to the attendance administrator. (Staff should also follow further guidance for trips/visits available from the Assistant Principal).

Paper Registers – A paper register **for supply staff and emergency use only** will be kept in the form tray in reception – these paper registers SHOULD NOT be used as an alternative to electronic registration by form teachers.

Reason for Absence – should be entered by the FT when they receive a note from parents. Notes should be signed and dated by the FT and passed to the attendance administrator. ALL REASONS FOR ABSENCE MUST BE IN SIMS BY TUESDAY PM as letters are sent home each week on the information in the system at this time.

User Access to SIMS – See the Systems Manager (in the main admin office) for a SIMS username and password.

A full Lesson Monitor manual is available from the admin office.

Manor Croft Academy