



## **ATTENDANCE POLICY**

Poor attendance disadvantages children. We aim to ensure that the children in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure to encourage consistent attendance.

While 100% attendance is clearly the ideal, in many cases legitimate illness or other factors can prevent it. Such attendance where it occurs is clearly excellent. On the other hand, attendance, which falls below 90%, where a child is known to be in reasonable health and there is no extenuating circumstances, is poor and should give cause for concern. In order to ascertain the levels of individual children's attendance we have a set of procedures, outlined below, and where there is cause for concern, appropriate action will be taken.

Pupils are expected to attend school for 190 days a year. The school day will generally start at 9 am and pupils should be ready to start their lessons at this time, however this may change depending on the needs of each student. Parents/carers are expected to request permission in advance for any absence other than illness and the school has every right to refuse it. The school will request a letter explaining why a child has been absent. Each request will be assessed on an individual basis.

We are obliged to make our attendance figures known to legitimate agencies by completing appropriate returns.

### **REGISTERS**

As a legal document, registers are kept on the premises at all times and completed each morning and afternoon.

### **ATTENDANCE SYMBOLS**

The following symbols will be used. These marks include approved educational activities, and for statistical purposes will be treated as equivalent to present.

- / \ Present at registration**
- B Educated off-site (not dual registration)**
- C Other authorised circumstances (not covered by another appropriate code/description) .....**
- D Dual registered (i.e. present at another school or at a PRU) .....**
- E Excluded but no alternative provision made**
- F Agreed extended family holiday .....**
- G Family holiday (not agreed or sessions in excess of agreement)....**
- H Agreed family holiday.....**

<b>I</b>	<b>Illness</b> .....
<b>J</b>	<b>Interview</b> .....
<b>L</b>	<b>Late but arrived before the register closed</b> .....
<b>M</b>	<b>Medical or dental appointment</b> .....
<b>N</b>	<b>No reason for the absence provided yet</b> .....
<b>O</b>	<b>Other unauthorised (not covered by other codes or descriptions)</b> .
<b>P</b>	<b>Approved sporting activity</b> .....
<b>R</b>	<b>Day set aside exclusively for religious observance</b> .....
<b>S</b>	<b>Study leave</b> .....
<b>T</b>	<b>Traveller absence</b> .....
<b>U</b>	<b>Late and arrived after the register closed</b>
<b>V</b>	<b>Educational visit or trip</b> .....
<b>W</b>	<b>Work experience (not work based training)</b> .....
<b>X</b>	<b>Untimetabled sessions for non-compulsory school-age pupils</b> .....
<b>Y</b>	<b>Partial and forced closure</b> .....
<b>Z</b>	<b>Pupil not on roll yet</b> .....
<b>#</b>	<b>School closed to all pupils</b> .....

### **Approved Educational Activities:**

These activities are treated as equivalent to present for statistical purposes

- Educational off-site (Not dual registration)
- Attending interview with prospective employers, or another school or
- Further or higher education institution
- Approved sports activities
- Educational visit/school journey
- Approved work experience

### **Authorised Absence:**

Where there is an absence the member of care staff will inform the Head teacher to enter the appropriate explanatory symbol in the absence box.

### **Unauthorised Absence**

We will use our professional judgement in deciding whether or not to authorise an absence. Clearly, where there is a definite pattern of non-attendance or where the explanation for absence is unsatisfactory, sanctions will be put in place.

Every half term, it is a requirement to keep totals of possible and actual attendance, along with the number of authorised and unauthorised absences per week (in sessions). This information will be provided and kept by the Head of Education.

### **PROCEDURES**

Class teachers and the Head teacher have initial responsibility for expecting good attendance and punctuality from the children in their care and reward systems are put in to place to promote good attendance.

If attendance becomes a problem a meeting will be put in place to discuss issues and possible solutions.

## **ROLES AND RESPONSIBILITIES**

The class teacher and the Head teacher are initially responsible for encouraging good attendance, seeking out reasons for absence, keeping the register correctly, and for referring any concerns to the pupil's key worker and the Registered Manager.

This Policy is reviewed annually and was last updated in February 2018 by Kathryn Black