

Dawlish Federation of Special Schools

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ATTENDANCE POLICY

Philosophy

Dawlish Federation of Special Schools is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils. Termly in the first instance, followed by yearly attendance awards in June.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Holidays during term time WILL NOT be authorised, and as such, absence requests will only be considered under exceptional circumstances.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance to appropriate strategies
- to minimise the occurrence of absenteeism
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools have responsibility for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed. We will consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.

Regular information will be sent to parents and pupils informing them of attendance rates and related issues. Promoting positive staff attitudes to pupils returning after absence will ensure regular evaluation of the attendance policy and procedures. by Senior Leaders and the school governors.

Attendance, including in class attendance, will be an important feature of the School Improvement Plan.

Consistent and vigorous monitoring and evaluation procedures will be in place.

Procedures

Clear start and finishing times of registration, i.e
9:15 am till 9:30am
1:15 am till 1:30pm

Guidance on the accurate completion of registers will be sought from EWO
The importance of punctuality and the response to lateness.

First day contact between parents and school if child is absent without a reason for absence being received or advance notice being given

Clear guidance on authorised and unauthorised absence.

Referral routes with roles and responsibilities for pupils with emerging attendance problems. These will include liaison with the Mrs B Binyon (Ratcliffe Family Support Worker) or Mrs M McVitie (Oaklands Park Pastoral Support Worker) and Education Welfare Officer on a regular basis.

Attendance Officer to monitor attendance weekly/fortnightly and consider the appropriate action if a cause for concern, such as persistent absence, is identified.

Attendance Officer to follow escalation process to include sending standard letters to ensure attendance issues are addressed swiftly in a timely manner.

Governors will monitor attendance at the end of each term through the Full Governing Body meetings. A nominated governor will take responsibility for attendance and be party to meetings when appropriate.

Consistent reward/celebration schemes to acknowledge good or improving attendance. Termly and yearly awards for good attendance and 100% attendance.

The target setting process. Individual targets set for those pupils who need to improve their attendance.

Monitoring progress towards targets.

Evaluation of the impact of the Attendance Policy and planned work identified in the School Improvement Plan. This will include liaison with Colin Mitchell, EWO.

Information relating to specific strategies, e.g. prosecutions and related legal action will be reported to Governors termly.

Working practice with other colleagues i.e. Education Welfare Officers, Connexions personal advisers, Pastoral Support Worker and Family Support Worker.

The inclusion of attendance information in school documentation e.g. the prospectus, reports, home – school agreements, leaflets and Annual reviews.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Responsibility to promote attendance is the responsibility of the whole school community.