



ATTENDANCE POLICY

Signed: MSLinton Chair of Governors

Date ratified: 03/03/2017

Rationale

The Government expects that:

Schools, colleges and local authorities:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.

Parents:

- Perform their legal duty by ensuring that children of compulsory school age are registered at school and attend regularly.

Students:

- Be punctual to school and to their lessons.

Talbot Specialist School is committed to maximising the achievement of all students irrespective of race, gender or disability. Regular attendance and good punctuality are vital to educational achievement and social integration at school. Success at school can help the student gain access to appropriate post 16 opportunities and equip them with the skills needed for a fulfilling adult life. In supporting good attendance the school will work in partnership with the student, parents/carers and wider professionals including MAST, Social Care and Health professionals. Good attendance will be seen as an achievement in school and students will be recognised and rewarded as such. Attendance will be continuously monitored and intervention / support developed where problems are identified.

Talbot Specialist School adheres to Education Regulations 2006 (Pupil Registrations) which came into force on 1st September 2013. These regulations state that schools may not grant leave of absence for holidays during term time unless there are exceptional circumstances. All holidays taken during term time will therefore be deemed as unauthorised absences unless considered to be special or exceptional. Parents will be informed of the importance of their child attending school and of the need for holidays to be taken only during term time. This will be included in the school information given to parents at the beginning of each academic year. All requests for leave during school time will be considered individually by the attendance coordinator and Head Teacher. Each application received will be reviewed as to whether circumstances are deemed to be special / exceptional. Individual student attendance data will also be carefully considered alongside the request.

Purposes

- To promote an ethos in which good attendance is expected and is the norm.
- To promote, support and reward good attendance and punctuality.
- To have effective systems of recording, monitoring and reporting student attendance.
- To work closely and effectively with MAST to support students and families to improve their attendance.
- To support and encourage parents/carers to enable their children to reach good attendance levels.
- To be sensitive to the particular circumstances of students and their families and how these can effect attendance.
- To inform all staff of the key roles and responsibilities within the school.
- To monitor and provide effective information on levels of attendance and punctuality.
- To ensure a safe, secure school environment and curriculum which meets students' individual needs is in place to promote and enable good attendance.

Responsibilities of the Head Teacher

- The Head Teacher has overall responsibility for attendance matters.
- To oversee and monitor the work of the Attendance coordinator in school

Responsibilities of the Attendance Coordinator (Assistant Head Teacher)

- To have strategic oversight of attendance matters in school
- To monitor, review and ensure appropriate implementation of attendance and punctuation policies across all school settings.
- To monitor/analyse all attendance data termly to identify appropriate interventions (for all students who are persistent absentees and for those with lower than 90% attendance)
- To ensure attendance is promoted and rewarded in school
- To ensure that all absences are recorded appropriately and in line with DFE guidelines
- To make decisions regarding absence requests for special occasions / holidays in line with DfE guidelines and school procedures
- To produce and supply attendance information to the Head Teacher and governors
- To coordinate liaison with other agencies, including health, MAST and social care, in order to identify appropriate Educational Provision and support

- To ensure single referrals are made to MAST for students for whom the main concern is attendance (and internal interventions have not been successful in improving attendance figures)
- To ensure that information regarding attendance, punctuality and absence is available to all parents
- To make referrals to social care for any student with unexplained absence on the third day (for a safe and well check) and on the first day of unexplained absence for a child on a child protection plan.
- To identify / support reintegration packages for students previously missing from education

Responsibilities of the Deputy Safeguarding Lead

- To track students attendance where there are safeguarding concerns and ensure appropriate action is taken in line with the schools safeguarding procedures / individual student plans
- To be the link person for contacting home regarding attendance where this is deemed to be the most appropriate procedure.
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues.

Responsibilities of the Class Teacher

- To keep an accurate, timely and up-to-date register of attendance following the agreed procedures and codes using SIMS
- To ensure that information provided by parents regarding absence and attendance is communicated to the year team support
- To promote an ethos of good attendance and punctuality with parents and students
- To liaise with Assistant Head Teacher where concerns are held/ raised about a child's attendance in school
- To ensure that students on agreed part-time timetables are provided with the agreed work to undertake at home
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To liaise with other professionals as needed to support student attendance in school
- To provide a safe, secure school environment and a curriculum which meets individual needs
- To discuss attendance at each child's Annual Review meeting and parents consultation meetings
- To ensure that action identified in students intervention plans are implemented fully
- To participate in student progress meetings working with Deputy and Assistant heads to identify appropriate action for individual students and their families to improve attendance

- To ensure that, if a member of the class team phones a parent regarding a child's absence, the year team support is immediately informed of the call and outcome of the call. (This is important to ensure families only receive one call regarding the day's absence)

Responsibilities of the ClassTeam (TA's)

- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To promote an ethos of good attendance and punctuality with parents and students
- To ensure that information provided by parents regarding absence and attendance is communicated to the year team support
- When covering for a teacher ensure that procedures for completing registers are undertaken

Responsibilities of parents

- To contact school if their child is absent to inform us of the reason for the absence
- To inform school in advance, by telephone or letter, of any medical appointments which need to be taken in school time
- To make every effort to take holidays during school holiday periods
- To request and complete a holiday request form for any planned absences from school
- To try to arrange medical appointments out of school hours where this is possible
- To promote and encourage good attendance
- To notify school of any concerns or difficulties you have with getting your child to attend
- To support your child to attend school by working cooperatively with school, and other agencies where appropriate; by attending meetings and following agreed actions
- To support your child to be ready punctually for school and for collection by transport

Responsibilities of students

- To make every effort to be ready on time for school transport in the morning
- To come to school every day unless you are too ill to attend
- To talk to an adult in school if you have any concerns or worries about coming to school.

Responsibility of the Year Team Support

- To liaise with class teams to ensure information received from parents regarding absence is communicated
- To check that class teams have appropriately marked registers, that appropriate codes have been used and that unexplained absence is followed up with parents
- To contact parents on the first day of any unexplained absence (in liaison with class teams)
- To pass on concerns regarding student attendance to the safeguarding team as appropriate
- To ensure that the Attendance Coordinator is fully informed of any unexplained absence in order to ensure that procedures are followed and students are safe and well. This may include contacting social care as needed for a safe and well check.
- To ensure that any unexplained absence is referred to the Designated Safeguarding Lead or safeguarding HLTA for a child on a child protection plan
- To perform weekly monitoring of attendance data; including appropriate use of coding and chasing up unexplained / unauthorised absences
- To provide attendance data to the attendance coordinator as needed each half term and for the Head Teachers Report

Monitoring, review and Implementation of the Policy

The Attendance Coordinator (Assistant Headteacher) is primarily responsible for the implementation of the Attendance Policy. Any concerns regarding attendance procedures will be highlighted to the Attendance Coordinator in school. Training for staff will be delivered as needed to ensure all staff in school are able to follow the given policies and procedures.

The Attendance Policy will be reviewed annually by the Attendance Coordinator in conjunction with the office manager, year team support and governing body.