



ETON DORNEY
INDEPENDENT THERAPEUTIC SCHOOL

NURTURING KINDNESS, COMPASSION & SELF BELIEF

School:	Eton Dorney		
Policy:	Attendance Policy		
<p>This policy will be reviewed on an annual basis, but will be reviewed termly by the head teacher.</p> <p>This policy will be read, understood and signed by all staff yearly and where changes have been made in line with government and DofE guidelines and changes.</p>			
Date of last review:	July 2020	Review period:	Annual
Date of next review:	July 2021	Owner:	Eton Dorney School
Type of policy:	Statutory	LGB/Board approval	Board approves; GB signs off
Version:	V 2.0	© 2020 Eton Dorney School	

Rationale

Attendance at school is a legal requirement between the ages of 5 – 18 years. Young people are entitled to formal education during this phase of their lives. It is important that they receive their entitlement for their present and future lives and for the economy and well-being of society. Eton Dorney School is responsible by law for making sure that registered pupils of compulsory age regularly attend their school. The Government also has a priority in reducing unnecessary absence from school. Many pupils attending Eton Dorney School are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social need than others.

It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance. Parents and carers are responsible for ensuring their children attend school. We at Eton Dorney School are committed to ensuring that Eton Dorney families understand how important this is. We give high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents and carers 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 are concerns about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/ carers and pupils to resolve those problems as quickly and efficiently as possible.

Policy Procedures

The register is a legal document and must be marked accurately, recording pupils' attendance or absence and in the latter case if authorised or unauthorised. A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order.

Registration at Eton Dorney School

An electronic system is used to register pupils. The morning register closes at 9.30am. All pupil arrivals after this point are treated as absent from that session, unless they arrive on school transport.

Procedures for following up absence / lateness:

Pupils who arrive late (i.e. after 9.30am) should be registered as "L"

A Pupil signing in the "Late book" will be kept in the school office where the names of pupils who have arrived after this 30-minute period will be written by the office staff and used to check the pupils in the case of a fire. These absences are regarded as unauthorised absences if no satisfactory explanation is given in a note or by telephone by the parents/carers.

Parents or carers dropping pupils off late must report to Reception and explain the reasons for lateness.

It is the responsibility of the parent / carer to contact the school on the first morning of the pupil's absence. This can be done by leaving a message on the answer phone or phoning when the school office opens at 8.30am. In any case a parent / carer should contact prior to 9.00am.

If this contact is not made Eton Dorney School will contact the parent/carers by telephone or, if the parent is unobtainable or email and/or write a letter requesting information. If this fails to provide an explanation for the absence a Senior Leader will attempt to get in touch and a (second) letter may be sent to the parents / carers. In the event of persistent non-attendance and non-response the school will organise a meeting with regard to that pupils attendance inviting parents and relevant professionals. The meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance

Authorised and Unauthorised Absence

"Leave" in relation to a school means leave granted by any person authorised to do so by the Governing Body or Proprietor of the school. The Headteacher will only consider authorising an absence during term time where an application has been made in advance and where she is satisfied that there are exceptional or special circumstances to justify the request.

The DfE (2013) now state that leave of absence requests for holidays should not be granted. It is acknowledged that due to individual needs of pupils at Eton Dorney School, the Headteacher may apply special consideration to requests for compassionate leave. It may be necessary for the school to ask the parent/ carer to provide the school with written evidence of the reason for absence e.g. appointment cards, medical certificate or a letter from the GP.

If there is an extended period of absence due to medical reasons the school may ask for permission of the parent/ carer to contact the child's GP to confirm that the medical condition prevents the pupil from attending school and to establish a possible return date for the pupil.

Strategies for promoting attendance / punctuality

Attendance statistics are monitored by the Headteacher and the Governing Body and reported to the Local Authority. Targets are set annually for attendance figures. The current target is 95%. Opportunities to maintain awareness through newsletters and school website, Parent/ Carer Progress meetings and pupil reports will be used. Pupils with a known attendance problem admitted to school will be interviewed with parents/carers and will be set targets for improvement.

Parents will be kept regularly informed of all concerns regarding punctuality and attendance. The Parent Support Adviser or Deputy Headteacher will contact parents and carers to discuss any issues which may cause a pupil to experience attendance difficulties, will be promptly investigated by the school.

The Deputy Headteacher will monitor the completion of the registers and absence rates and will arrange for a letter to be sent out to parents if a pupil is persistently absent from school.

Sanctions for persistent lateness and Non – Attendance

A Penalty Notice can be considered for unauthorised leave of absence taken without permission after the third day of absence. It will be issued by the Headteacher after consultation with the Chair of Governors. A Penalty Notice can also be considered for any unauthorised absence where there is no justifiable cause. There is no statutory right of appeal against the issuing of a Penalty Notice. The Local Authority may impose an Education Supervision Order, Parenting Contract or Parenting Order in certain circumstances.

Pupil absence monitoring procedure

1. ALL registers must be completed to the office by 9.30am
2. All absent pupils will be contacted on their first day of absence by the school welfare team. All telephone calls/texts home will be by 10.30am.
3. Records of late arrivals will be made in the register
4. If on the first call to a pupil's home no one answers, then a message will be left for the family to contact the school as soon as possible to explain why the pupil is not at school. On making contact with the pupil's family/carers, they will be informed that for every day the pupil is absent without explanation the family/carer must contact the school to inform them of the pupil's progress. If they do not, then the school will contact them each, and every day of absence.
5. If a pupil is absent for more than two days without contact by the family the Class Teacher, welfare team or Lead teacher will be informed to follow up the absence.
6. If the admin staff are unhappy with the reasons given for a pupil's absence then welfare or SEN team will be informed of any concerns and will follow up with the pupil's family.
7. At the end of each term, the SEN will review attendance using reports from the register. It will be used to inform individual pupil's families/carers of any patterns forming. The information will also be used to inform the Senior Leadership Team and School Governors.

Punctuality

At 9.30am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have a late mark. If your child has a persistent late record you will be asked to meet with the Headteacher / Lead to resolve the problem. Persistent lateness should be discussed with the relevant Class Teacher or Welfare Team.

Reporting Non-Attendance

In addition to the procedures set out above, the school will report pupils' attendance and unauthorised absences to homes in accordance with the legal requirements outlined by the Government.

Roles

Families will:

- Notify the school of any absences on the day of that absence
- Keep close contact with the school if a pupil is on extended leave due to ill health

Form Tutors / Administrator will:

- Keep an accurate and up-to-date attendance register of their Tutor Group (see details on marking the register above)
- Correct any inaccuracies which may occur in the attendance register
- Follow up absences as outlined above (see "Following up absences")
- Inform office staff if they receive any communication that a pupil will need to leave the school premises part way through the day by prior arrangement e.g. for a medical appointment

Deputy Headteacher/ Form Tutors will:

- As and when the need arises, enable attendance and lateness to be discussed and appropriate action to be taken

Administrative staff will:

- Maintain a record of pupil attendance on the school's computer system
- Telephone / Text pupils' homes as necessary regarding attendance
- Pass on information regarding attendance to the relevant staff
- Keep records and inform outside agencies as necessary to comply with local and national policy and procedures
- Store notes from home in the pupil file
- To notify the safeguarding team of absences of vulnerable pupils
- To send out letters each term whose families attendance falls below 90% when instructed

Teachers will:

- Monitor pupils' attendance and punctuality to lessons
- Inform senior members of staff if a pupil leaves a lesson without permission and does not return within a short time
- Mark registers, AM and PM
- To discuss the impact of low attendance on learning with families/carers at Progress and Review Meetings where appropriate
- Liaise with Admin staff over any queries
- Keep records of pupils who arrive late and note down the reason

Appendices

Appendix 1 – Registration Codes

Registration codes

Code Description:

\	Present
B	Educated off site (NOT Dual reg)
C	Other Authorised Circumstances
D	Dual registration (attending other estab)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (NOT agreed or days in excess)
H	Family holiday (agreed)
I	Illness (NOT med/dental appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age absence
Y	Enforced closure
Z	Pupil not on roll
#	School closed to pupils