

Attendance Policy



Policy Number:	SU04	Originator:	Lukasz Miecznikowski
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This policy should be read in conjunction with the Greater Horseshoe School Safeguarding Framework Policy

Reference: Keeping Children Safe in Education (September 2018)

1. Aim of the policy

Students arrive at the Greater Horseshoe School with a varied attendance record. Many students have had periods out of education. This can vary from several months to one to two years. Attendance is therefore a crucial element in demonstrating progress in the engagement of their education.

2. Policy

2.1. Attendance

At the Greater Horseshoe School we believe that children can only learn effectively if they attend school regularly. It is important that students arrive and leave school on time. It is equally important that students should not be at school if they are unwell.

The Greater Horseshoe School is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning and the continuity of learning experiences, school places great emphasis on this in its communication with parents.

2.2. Communication

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Information on illness and absence is given to parents in the School Prospectus. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

Sometimes little things may upset a student, which means they become unhappy and may not want to come to school. Parents and carers need to be aware of this and are asked to share any worries their child might have in school.

Parents/carers are also asked to try to arrange their family holidays within the school holidays, rather than in term time so that their child's education and routine is not disrupted. The Head Teacher talks to those parents who persistently take their holidays in term time, reminding parents of the disruption to their child. Also reviews should be held at end of the school day or when student not in education.

All parents or carers are asked to contact school if their child is absent. This can be done by telephoning. Parents and carers can also call into school to see the class teacher to explain an absence. (These records are kept by the administration team). All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the teacher contacts the parent / carer.

2.3. Reporting an Illness

- If a child is unwell they should not attend school.
- The parent/carer must inform the school on the first morning that the child is too unwell to attend.
- If the illness is one of sickness and or diarrhoea the parent/carer must inform the school and the child must not return to school until they have had at least 48 hours free of symptoms.
- Parents/carers must keep the school informed.

2.4. Concerns

If a child is regularly late for school or is often absent, then the class teacher contacts the parent or carer concerned to have an informal discussion about this. If there is an urgent concern then the class teacher talks to the Lead teacher immediately

The Designated Safeguarding Lead is to ensure that:

Children's Services is notified if a child subject to a Child Protection Plan is absent for more than two days without explanation and the social worker is informed when a child subject to a Child Protection Plan or a Child in Need Plan moves to a new setting.

A child missing from an education setting is a potential indicator of abuse or neglect. Local Authority guidance procedures will be followed for dealing with a child who is missing from education, particularly on repeated occasions.

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It is important to monitor the welfare of those children with attendance concerns, particularly those with chronic poor attendance or persistent absentees. Schools should also scrutinise the attendance of off-site provision. Similarly the attendance of children who are vulnerable or with known welfare and safeguarding concerns such as children who have a Child Protection Plan, a Child In Need, are a Child Looked After and/or Special Educational Needs should be monitored on a weekly basis.

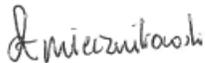
Social care should be informed immediately when there are unexplained absences or attendance concerns. It is important that the school's attendance team, including the Local Authority and Safer Schools Officer, are aware of any safeguarding concerns. It is critical that when a child is not attending school their welfare is confirmed and best practice would be for an appropriate professional to visit the home and speak to the child away from their parents/carers, particularly if there are any safeguarding concerns.

3. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Group Director for Education and Learning. Enhanced Children's Services will then actively respond to the enquiry.

This policy is written by Lukasz Miecznikowski

Date: 16th of May 2019

Signed 

This policy is quality assured by Jason Goddard, Group Director for Education and Learning.

Signed: 

Date: 16th of May 2019

The policy is quality assured by Governor: