

Danesgate Community

Policy: Attendance

Date approved:

Approved by:

Signed by:

Danesgate Attendance Policy

Statement

The Danesgate Community Management Committee are mindful of their duty of care to students of the school and of their duty to conduct the school with a view to promoting high standards of educational achievement (Education Act 2002). They are also aware that the setting of boundaries is important to the personal and social development of the students in their care and that school discipline has an important function in establishing and maintaining those boundaries. Moreover, they understand the correlation between good school attendance and academic progress; the former being a prerequisite for the latter. Bearing in mind these considerations and their overall desire to promote the welfare of children, they have established the following policy.

The Management Committee recognises that the student population is fluid and new students come on roll weekly. There is an agreement with the Behaviour and Attendance Partnership that students will come onto the role of Danesgate whose mainstream attendance is below 25%. These factors make it difficult to show an improvement in the overall attendance figures whereas reporting on individual students can show dramatic improvements on mainstream attendance.

Purpose of the Policy

To inform all staff, students and parents of the schools systems and expectations on school attendance and punctuality.

Aims

- To improve the overall percentage of each pupil at Danesgate from the baseline of their previous school attendance records.
- To reduce the number of pupils who miss 15% of their possible sessions and become persistent absentees.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents and teachers.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents/carers and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To continue to monitor and develop a system of rewards and sanctions.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

Reviews

- Attendance figures are reviewed at the end of each school half term by SLT and Pastoral Committee
- Attendance is discussed at all review meetings.
- Registers must be kept accurately and coded correctly to ensure that interventions and rewards are fair and appropriate
- Attendance to be reviewed annually by the Management Committee.

Rewards

Key workers design personalised attendance rewards for pupils on personalised tuition timetables.

Students within group settings are praised for their attendance and punctuality with weekly and half termly reward programmes.

Intervention

All Danesgate students are allocated a key worker who will check attendance on Integris G2 at the end of each week and make a note on the system of any issues or action taken. The key worker will review attendance at the end of each half term and put a note on Attendance Intervention Record (Appendix 1) or further references.

If an absence hasn't been reported by parents/carers a phone call home will be made if they are half an hour late for their first lesson of the day.

If key workers/ SLT have concerns about a student's attendance a review meeting will be called immediately with parents/carers and any professionals involved.

If all Danesgate interventions have been tried and a student is still refusing to engage with us, we will request that the Principal Education Welfare Officer become involved.

Planned absence in term time

- Holiday absence should be applied for in advance in writing to the Headteacher
- Absence is not authorised for Key Stage 3 or Key Stage 4
- Parents who take more than one period of unauthorised absence for holiday within a year will be asked to attend an attendance panel.

Discretion of the Headteacher

Because of the need to treat each case of attendance/punctuality on the basis of its own particular circumstances, it is necessary that the Headteacher should retain a wide measure of discretion. The Headteacher is expected to operate within the law and to have regard to any guidance issued by the DfE and to ensure that any steps taken are in accordance with anti-discrimination legislation.