

# ATTENDANCE POLICY

<b>Author:</b>	Derek Weelands
<b>School Role:</b>	Head of School
<b>Date:</b>	01.09.2023

<b>Reviewer:</b>	Niall Kelly / Lynette Edwards
<b>School Role:</b>	Proprietor
<b>Date:</b>	01.09.2023

<b>Next review date:</b>	01.09.2024
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## 1. Purpose

Each student is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower all students to gain the essential skills both academic and social that will equip them for life. We believe that education is essential for all. To achieve their full potential students, need to attend regularly and punctually. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken.

## 2. Roles and Responsibility

The aim of the policy is to promote the 'most effective education for students at Howard House School. To achieve this, it is vital that students attend school consistently and punctually. In order that students and carers/carer/carers/parents co-operate with this policy and students gain their full entitlement to education, carers/carer/carers/parents will be informed of the requirement on attendance.

## 3. Carer/Parent responsibility

Adults have a primary role in ensuring the attendance of students. Good examples of attendance and timekeeping by staff and carers/carer/carers/parents provide role models for students. Carer/carers/parents are notified regularly via letters and newsletters about the importance of attendance and timekeeping, and their responsibility in ensuring regular attendance and the importance of notifying absences to school.

At Howard House School contact between carer/parent and School is encouraged in order to account for absences. This may take the form of verbal messages through the through letters, emails or telephone calls. Office staff will call or text carers/parents to establish why a student is absent. Office staff will notify the class teacher who can then complete their register electronically

## 4. Authorised and Unauthorised Absences

It is for the school, not the carer/parent, to decide whether or not to authorise any absences. The school will not authorise absences in the following circumstances:

- Where no carer/parental explanation is given.
- For extended visits overseas where no approval has been given.
- For holidays in term time (unless there are exceptional circumstances.)
- For shopping trips.
- For leisure days out.
- Where it is believed a carer/parent is condoning an unnecessary absence.
- In other cases where it is deemed there is no reasonable explanation

## **5. Leave of Absence**

In both schools, requests for Leave of Absence must be made in writing to the Head of School. In the case of absence for family holidays these will only be authorised in exceptional circumstances. At Howard House School a Holiday Request Form should be obtained from the main office and be completed and sent into school before any arrangements are made.

Absence for the observance of a religious festival will be authorised for a maximum of two days per school year.

Approval for extended holidays abroad, in the family's home country, will only be considered on receipt of a written request and completion of the school's Holiday Request Form, and only then in exceptional circumstances. Only the Head of School can authorise this – in conjunction with the placing authority. If consent is given it will be for a maximum period of 6 weeks with an agreed return date. If the student fails to attend after this period, this absence will be recorded as unauthorised and will be referred to the placing authority.

## **6. Change of address and other contact details**

Carer/Parent must inform the school immediately if they, or the named emergency contacts have a change of address, phone number or email address. In case of emergency, we must be able to contact the carers/parents, or a third named person. Carers/Parents must provide this information when they first register their child and keep information including telephone numbers up to date.

## **7. School Procedure**

Morning registers close at 9.30am except on days of particularly inclement weather, when the Head of School will declare that the school should close registers at 10am. Afternoon registers close 5 minutes after the start of the afternoon session.

Class teachers should carry out ongoing monitoring of both attendance and punctuality. First day absence calls are made by office staff as soon as the registers have been completed. The register is amended to show the reason for the absence. A message will be left on the home phone/mobile phone if we are unable to speak to carer/carers/parents about their child's absence and logged onto ClassCharts.

If no contact is made with the carers/parents by the second day a "Safe and Well" visit will be made. If no one is at home every attempt will be made to find further information i.e. from neighbours and Emergency Contacts.

If no progress is made, we will contact the Placing Authority and or Social Worker to report the child as missing.

If a child returns to school where no contact has been able to have been made during the absence, the carers/parents will receive a letter from the Head of School reiterating the school procedures for student absence.

All unauthorised absences are discussed by the Senior Leadership Team (SLT) and appropriate action is agreed at this meeting. In cases of frequent or long-term absences a decision will be made at the SLT on appropriate next steps.

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## PROTOCOL FOR ATTENDANCE

<b>100%</b>	OUR SCHOOL TARGET = EXAM SUCCESS AND REWARDS	THIS IS EXCELLENT.
<b>97%</b>	6 DAYS OF ABSENCE = 30 LESSONS OF LOST LEARNING	THIS IS GOOD.
<b>95%</b>	9 DAYS OF ABSENCE = 45 LESSONS OF LOST LEARNING	THIS IS SATISFACTORY.
<b>90%</b>	19 DAYS OF ABSENCE = 95 LESSONS OF LOST LEARNING	THIS IS POOR.

DAYS MISSED	SESSIONS MISSED (AM/PM)	ACTION
1	2	S1: TELEPHONE CALL (EACH OCCURRENCE)
2	4	S2: ATTENDANCE LETTER 1: MEETING WITH STUDENT
5	10	S3: WELFARE IN-PERSON CHECK: VISIT HOME
7	14	S4: ATTENDANCE LETTER 2: MEETING WITH PARENT(S)/CARER(S)
14	28	S5: EMAIL STAKEHOLDERS: STRATEGY MEETING
22	44	S6: EMAIL ATTENDANCE LETTER 3: EHCP REVIEW

'excellence by any measure'  
RESPECT • INSPIRE • SUPPORT • EFFORT

If a carer/parent contacts the school to say a child is ill and will be off for a week the school will do a "Safe and Well" check after the fourth day.

Where children are admitted to hospital the Designated Safeguarding Team will contact the Children's Hospital on a regular basis. The DSL will also contact the family and will provide liaison to enable the student to return to school as soon as they are well enough to do so.

Students who arrive late at school because of difficulties with organised transport (taxi or minibus) will be marked as present. Where patterns of consistent late running by contractors occur, the placing authority will be informed.

Students who arrive late in school will be required to report to the pastoral office where their late mark will be recorded.

When classes go off site during school time details must be recorded in the school office.

### 8. Children out of school for long periods due to ill health

The SENCO at Howard House will work with the families of children who have extended time out of school owing to ill health. The aim of this intervention is to work with the families and the children to successfully enable them to come back to school. A combination of family contact by phone, home or hospital visits, provision of relevant school work and virtual contact with school staff and students will be provided to support the student in order that they:

1. Retain contact with the school, their teachers, and peers and
2. They keep up to date with as much of their school work as possible, within the limitations of their illness. Support may include making referrals to GCSEpods and ClassCharts.

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## **9. Children protection concerns**

If there are any Child Protection concerns these will be discussed with the Designated Safeguarding Lead (DSL) on the first day of absence. The DSL will decide on the appropriate steps.

## **10. Attendance Plans**

Where a student's attendance falls below 90% for non-illness related absences, the school will decide on the next step. This will probably be in the form of an Attendance Plan or an alternative support plan – in conjunction with the placing authority.

## **11. Monitoring and Evaluation**

The DSL is responsible for monitoring attendance within school on a weekly basis and reporting concerns to the Head of School. The Head of School is also responsible for monitoring overall attendance within the school and will report each term to the School Advisory Body.