Attendance Policy

Intent

The aim for this policy is to ensure the school understand the attendance for all the students through the electronic register.

The use of this data is to help recognise any concerns of attendance which may put the student at risk furthermore to ensure that high levels of non-attendance can be shared to the local authority.

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1 - Implementation

The school complete two registrations across the school day using the recommended attendance codes –

- Morning Registration which closes by 0930

The registration in the morning is taken at the school gate by an allocated staff.
This register is completed electronically by the Administration Team.
The register is marked off against each student, marking attendance, absence or using the codes provided within the register. Students arriving after close of register will be classed as “Late” unless prior communication by parent/guardian.

- Afternoon Registration which closes by 1330

The Administration Team will complete a check in the afternoon to attain all students registered in the morning are still present. The electronic register will then be completed.
Learners absent in the afternoon lessons, who were present in the morning, must be identified by the teacher, lesson lead and/or supporting staff. If this has been recognised, they should report to the Administration Team immediately.

The school have a curriculum which often runs offsite activities including use of leisure centres and local community, staff record when a student leaves the building

and records the destination they are going to and the use of transport. Staff are then responsible for signing themselves and their students back in on arrival.

2 - Unknown Absence

The school keep at least one emergency contact number for each student.

If the school have not received communication by 0930 from parents/carers giving reason for non-attendance the school will:

- Contact the First Point of Contact-
    - at this point the parent/carer should be able to give the reason for the non-attendance. This information then is recorded electronically, and the register marked accordingly
    - if there is no response the school will contact a secondary number to attain the reason for a student's non-attendance
- If there is no response from any points of contact the Administration Team will make the Head of School, deputy DSL if not available, immediately
- At that point a decision to contact local Police will be made.

3 - Patterns of Non-Attendance and Absence

The students at Wolfdale School are vulnerable to the risks of a child Missing in Education, as identified in the school's Safeguarding Policy, which can put them in a position of grooming and coercion to commit crimes such as being involved in Child Criminal Exploitation (CCE), County Lines or Child Sex Exploitation.

When a student's absence is not confirmed or authorised the DSL to will complete actions which may include contacting the Police.

The school complete half termly data reports on attendance which allow for patterns of absence to be explored which could highlight the risk of abuse, exploitation and deteriorating health.

In the case of continued absence or breakdown of placement, the DSL will work alongside the family to ensure a welfare check system is put in place. This could be checks via phone, email or home visits and will be decided on a case-by-case basis. The school will also offer educational support to the family either sent electronically or posted physically to the home address. This will be coded 'O' Unauthorised.

4 - Medical Appointments

Many of the students at the school have various health needs alongside their diagnosis. The school recognise that there may be a need for appointment such as CAMHS and Paediatrician.

Where possible families/carers to try and have these appointments outside the school hours however this may not always be practicable. If a student is required to attend an appointment the school should be informed as early as possible and to bring evidence through appointment cards or letters.

5 - Holidays/Special Events/Emergency Reasons

Direction through government states that term time holiday should only be granted in ‘exceptional circumstances’. If families/carers wish to take the student out during term time they must make a written submission to the Head of School detailing this request. At this point a decision will be made whether the absence is authorised or not. This should be completed in advance of booking any holiday or event.

The school recognise that some reasons for absence during term time that are necessary such as for family emergencies or funerals. Parents/carers are advised to contact the school and discuss such matters with the Head of School.

6 - Outreach

Wolfdale School provide home support for students who have difficulties leaving the house and accessing the community.

Staff are provided with a work phone to contact the school on arrival and when they have finished.

Such provision will also work in conjunction with other provider for instance tuition support who provide the school with attendance register for their input.

7 - Impact

Through the effective implementation and monitoring the aim will be to ensure the student can access Wolfdale School regularly to give them the chance to succeed.

8 - Monitoring

Attendance data is retrieved each half term, this provides data which shows overall school attendance along with being able to look at individual and school attendance.

95% +
90-94%
>90%

The above percentages act as a guide on national aspiration not as an expectation within the school. The school recognise that where attendance is Amber or Red this may not be a concern as many of our students have had negative experiences within the education setting with low attendance or have had difficulties leaving the home.

Where there is a concern with attendance the school will organise discussion with the families/carers with actions put in place to re-engage with the student. Such discussions and concerns will be shared with the local authority.

Continued lack of attendance after supportive intervention may put the student’s placement at risk and incur a fine for the parents/guardians.

The attendance procedure is set out below.

MORNING REGISTER

- **Allocated staff to collect Attendance Sheet from Admin Office.**
- **Admin staff to advise of any known student absence.**
- **Collect walkie talkie from Kitchen area to use at gate.**
- **Open gate at 9am and mark student attendance off on arrival.**
- **At 9.15am close school gate and radio through to Admin Office and Inclusion/Operations Team to advise of any students not yet arrived.**
- **Go to Inclusion/Operations Team office to confirm any non-attendance**
- **Go to Admin Office to confirm any non-attendance**
- **Place attendance sheet on conservatory table for use during the day**

AFTERNOON - END OF STUDENT DAY

- **Allocated staff to collect Attendance sheet from Conservatory table.**
- **Collect walkie talkie from kitchen area to use at gate.**
- **Open gate at 3pm and radio through to classrooms as taxi/parents arrive to collect.**
- **Mark off students as they leave.**
- **At 3.10pm radio through to office staff if any Taxis have not arrived for chase up call to be made to transport.**
- **Once all students have left, return Attendance Sheet to the Admin Office.**
- **Return Walkie Talkie to kitchen are and put on charge if needed**

Related Policies:
Safeguarding Policy, Behaviour Policy, Admissions Policy

Policy owned by:
Name: *Sachin Dogra (Head of School)*
Signature:

Revision Control:			
Revision Number	Page Number/s	Revision explanation	Date of change
-	-	Complete review and rewrite to update electronic recording and data retrieval	02/03/2020
		Attendance Procedure Added	04/12/2020
		Reviewed and agreed	16/06/2021

Approved Sign off:			
Sign needed by:	Name	Signed	Date
Proprietor	Gemma Thompson		Feb 2023

Next Review Date: Jan 2024

Registration Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised absence	Late for session
B	Educated off site (not dual reg.)	Approved educational activity	Out for whole session
C	Other authorised circumstances	Authorised absence	Out for whole session
D	Dual registration (attending other estab.)	Approved educational activity	Out for whole session
E	Excluded (no other provision made)	Authorised absence	Out for whole session
F	Extended family holiday (agreed)	Authorised absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised absence	Out for whole session
H	Annual family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised absence	Out for whole session
J	Interview	Approved educational activity	Out for whole session
L	Late (before registers closed)	Present	Out for whole session
M	Medical/dental appointments	Authorised absence	Out for whole session
N	No reason yet given for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence (not covered by other code)	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved educational activity	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after registers closed)	Unauthorised absence	Out for whole session
V	Educational visit	Approved educational activity	Out for whole session
W	Work experience	Approved educational activity	Out for whole session
X	DfE #: school closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Do not use	Authorised absence	Out for whole session
!	DfE X: non-compulsory school-age absence	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DfE Z: pupil not on roll	Attendance not required	Out for whole session
-	All should attend / no mark	No mark	No mark for session