



DENEFIELD SCHOOL GOVERNORS' ATTENDANCE POLICY

Status

Statutory

Purpose

Attendance and attainment are strongly linked and therefore this policy is designed to ensure that each individual student attends school regularly and punctually, so that they can gain maximum benefit from their time at school.

Who/What was consulted?

LA
Senior team

Roles & responsibilities

- The Headteacher is the only person in the school who can authorise a student's absence.
- All staff have a responsibility to ensure that registers are completed accurately and in a timely manner, as indicated in the school's register protocol.
- Guidance managers and student managers, with their tutor teams, have a responsibility for monitoring student attendance, daily, weekly and termly.
- The Governors' will ensure that the policy is reviewed annually.

Arrangements for monitoring

- All students are registered at the beginning of the morning and afternoon sessions. Students are marked present, late or absent.
- FDR (First Day Response) will begin at 9.30am to ensure that the parents of students not in school are accounted for and are safe. This will be in the form of text, e-mail or voicemail.
- Parents are requested to notify the school on the first day of a student's absence, by telephoning the school's absence line, which is then followed up by in writing on the student's first day back at school.
- Students who have attendance below the school's target are closely monitored by tutors, student managers and guidance managers.
- If a student's attendance causes concern, the student manager and guidance manager will discuss the issues with the EWO.
- All parents are contacted at the start of each academic year to inform them of the Fast-Track process. Parents are also informed that should their child's attendance fall below 85% at any time, that absences will not be authorised without medical evidence. A letter will be sent to inform parents at the time when their son/daughter's attendance reaches this threshold.
- Students whose attendance falls below 80% are contacted by the school initially to warn them of their possible inclusion in the Fast-Track programme. If there is no improvement in the student's attendance over a fixed period of time, the EWO will write

and invite students and parents in to discuss low attendance and agree further targets.

Lateness is closely monitored by the Guidance Managers and SLT link.

- Students who are late are detained by their tutor if they are late twice in any week.
- Parents of persistently late students will be written to by the Guidance Manager in the first instance, and if no improvements are noted, they may be invited in to an Attendance Panel meeting with the Educational Welfare Officer.
- Parents may apply for family holiday but this will only be granted under exceptional circumstances and within DCSF guidelines.
- Unauthorised holiday may result in a parent being issued with a Fixed Penalty Fine (FPF).
- Holidays are not recommended during term-time due to the impact on students learning.
- If a student has missed 20 half day sessions from school within a ten week period and the absences are unauthorised, the process for a FPF may begin.
- Attendance data is collated monthly in the form of a school bulletin for student and staff progress monitoring. This information is shared termly with Governors and with the Local Authority (LA) who further monitor the number of students with below 80% attendance and its likely impact.
- Students with 100% attendance each term are entered into a draw, their photo taken and names published in the school reception, in acknowledgement of their efforts.

Relationship to other policies

- Teaching & Learning
- Safeguarding

Date Approved by Governors: 18 May 2011

Date for Full Implementation: 18 May 2011

Date of Review: May 2012