

PERCY HEDLEY EDUCATION SERVICES

Attendance Policy

Introduction

Regular attendance is essential to every student's educational development and is clearly linked to attainment. We recognise our part in assisting parent/carers to meet their legal obligation to ensure attendance. We understand that for students to attend we need to create an environment that is safe and secure and welcoming so that students may achieve their full potential. To this extent the policy must operate in conjunction with other school /college policies e.g. behaviour, inclusion etc and not seen to be operating in isolation.

Purpose

At the Percy Hedley Foundation we aim to work closely with parent/carers who have a legal duty to ensure their child attends school/college regularly and is punctual for each session.

Procedures

Parent/carers are informed and reminded regularly, of our need to be informed of the reason for any absence. Parent/carers are asked to notify the school/college regarding any non-attendance by telephone on the first day of absence and if follow up on the day by school staff provides no reason for this absence, will be marked as unauthorised. Unauthorised absences from school/college may lead to further action. The school/college has responsibility for authorising absences.

A note is also required when a student has to attend a medical or dental appointment in school/college time or when a student needs to be excused from physical exercise. Such appointments whenever possible should be made outside normal school /college hours.

Students leaving the school/college premises during the day for appointments must have authorisation.

Holidays in Term Time

Due to amendments made by the Department for Education to address attendance issues, it has been made clear to Associate Directors that they should not grant leave of absence during term time unless under specific circumstances.

Monitoring Attendance

1. In cases where a student's attendance falls below 96% the leadership team will take steps to investigate the causes for this and where appropriate:
 - discuss with the parent/carers/student attendance issues

- issue a formal letter to parent/carers expressing concern
- invite parent/carers into school/college to discuss formally issues of attendance
- refer to health personnel for advice and guidance

Lateness

Regular or persistent lateness without good cause will be followed up by the class team.

INTERNAL PROCEDURES FOR STAFF

Monitoring Attendance

1. We ensure good attendance and punctuality by our registration procedures and analysing attendance data, approving students' leave of absence and maintaining close contact with the senior staff to discuss appropriate referrals and students causing concern.
2. Staff and form tutors are required to register accurately and promptly using the registration system.

First Day Calling System

It is vital that registers are taken on time and are accurate. The system of first day calling is intended to improve attendance levels and decrease levels of absence especially those which are unauthorised.

First Day Calling

- Administration contacts the parent/carers of all students who have not arrived.
- If contact is made administration will update the register with the appropriate code. If contact has not been made a further attempt will be made the next day.
- If contact is still not made after day 2 then senior leaders are informed and a follow up letter may be sent.
- If no contact has been made and the student is still absent then a home visit may be made by school/college or a referral to social care instigated.

The attendance register must be marked at the beginning of each morning and afternoon session.

NB Registers are legal documents which may be used in court case involving absence from school/college; they must be accurate

