



Archers Brook SEMH Residential School

Attendance Policy

School Aims

Here at Archers Brook School, where we learn today to succeed for tomorrow, you will witness:

- The school community developing socially, emotionally, spiritually and healthily.
- The school community feeling safe and secure.
- The achievement, enjoyment and celebration of success.
- An increasing desire to part of our community.
- Pupils being equipped with the skills to be lifelong learners and achieve economic well-being.

Reasons for Policy

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. All staff play a part in promoting regular attendance and it is crucial there are good communications between pupil, parent and school.

Policy Aims

- To improve the overall percentage of pupils attending school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers, care staff and governors.
- 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 and pupils.
- To develop a systemic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards for good attendance.
- To utilise Learning Mentor, School Councillor, Alternative Therapies and Out Reach.
- To promote effective partnerships with the EWO, Connexions and other agencies.

Principles

- Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory age attend school on a regularly and full-time basis.
- Every half day absence from school has to be classified by the school as either authorised or unauthorised.
- Authorised absence is only given for legitimate reasons.
- Unauthorised absence is given for those which the school does not consider reasonable.
- Problems with poor or non-attendance are in the first instance sorted out between the school, parents and pupil. If this is not successful, the EWO will become involved to assist in reintegration.
- As from 1 September 2013, the law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstance warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.
- Parents are expected to ensure pupils are present for registration. A late mark is given if arrival is between 9.05am and 9.30am. Absence mark is given if arrival is after 9.30am unless previously arranged.

Procedures

The school endeavours to follow the county guidelines for recording daily attendance.

- Schools Attendance officer/Learning Mentor will enter agreed codes in registers and onto SIMS between 9.00am -9.30am
- Registers are kept by School Attendance Officer/Learning Mentor with late comers signing late book at front office. These are used in conjunction with SIMS data during EWO consultations.
- School Attendance Officer/Learning Mentor will phone parents of non-attenders as soon as possible and note correspondence on white board and enter any relevant comments on SIMS.
- Live recording of attendance administered on SIMS by class teacher each lesson. Lesson 9 used as pm registration mark.

- Attendance officer/Learning Mentor makes follow up phone calls on second or third day of absence.
- After third day unauthorised absence formal letter sent highlighting the responsibility of parent and what constitutes authorised absence.
- EWO informed if 5 days of unauthorised absence achieved within one term or if attendance falls below 90%.
- Home visit from attendance officer/ learning mentor between day three and five.
- Mediation offered and consequences discussed.
- If absence persists formal EWO involvement requested with possibilities of FPN and legal actions.

Support

Discussion and mediation is always attempted as early as possible to assist in reintegration. Strategies available are:

- Flexible time tables and reintegration.
- Use of packages, college courses, work related learning.
- Use of outreach TA's and learning mentor to provide continual links and support.
- Termly rewards and vouchers.

Signed:
Mrs Myers-Whittaker
Headteacher

Date:

Signed:
Mr R Crompton
Chairman of Governors

Date: