



Denewood Learning Centre

Attendance Policy

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Target audience	Staff, parents and pupils



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As a school we aim to:

- Maintain parents' and pupils' awareness of the importance of regular attendance.
- To raise attendance
- Improve punctuality
- To raise level of achievement and pupil progress
- Maximise opportunities both in school and in later life

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to post 16 education

Parents can help us by:

- Ringing on the first morning of all absences with the reason for absence and saying when the child will return – before 9.15
- Arranging dental and doctor's appointments out of school hours or during school breaks or on Friday afternoon
- Bringing their child to school before and returning them after a hospital or other medical appointment
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

School shall take various measures in order to safeguard children by:

- Following up unexplained absences after registration, with a phone call on the first morning
- Reminding parents of the importance of regular attendance and punctuality in newsletters
- Publishing our attendance rate in reports to the LA and the Governing Body
- Acknowledging and rewarding good attendance
- Publishing young people's attendance rate within their School Report
- Letting parents know if we have concerns regarding their child's attendance



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- If we continue to have concerns the school attendance officer will make a referral to the School Educational Welfare Officer (EWO), who visits the school regularly to review and support attendance matters,

Authorised Absence

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill, family bereavement, religious observance.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are:

- Waiting on a delivery
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Going shopping or for a hair cut
- Because it is a child’s birthday
- Unapproved Holidays
- Parents are unwell (call us, we can help to get your child to school)
- Supporting such absences is against our school ethos

Unauthorised Absences have to be reported to the Local Authority. The School Attendance Officer may contact parents and consider taking legal action against you if a young person has too many unauthorised absences. Parents must contact school if their child is absent. If they don’t then the absence will be unauthorised.

Punctuality

Please support your child to arrive at Denewood Learning Centre on time

It is important to be on time.

Arrival after the close of registration may be marked as unauthorised absence in line with the DfE guidance.

We will let parents know if we have concerns about punctuality.

Lateness

All children arriving after 9am must go to the school office, where they will be asked to sign in.



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Lateness is monitored regularly. Where children have persistent lateness problems the Head of School will invite the parents into the school to a formal meeting.

Holidays and Term Time Leave of Absence

The school support the view that every lesson counts and discourages parents from taking holidays in term time. We are always concerned about the amount of school time pupils' miss as a result of family holidays.

There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the Head of School in accordance with the school policy as agreed by the Governing Body taking into consideration the amount of previous absence.

It is our policy:

That only in exceptional circumstances will holidays be allowed. (The cheaper cost of holidays in term time is not an acceptable reason for an application)

Parents wishing to apply for leave of absence for term-time holidays need to fill in an application form well in advance and before booking. Please ask the school office for a form; the Head of School will consider your request and advise you of their decision, there is no guarantee that authorised leave will be granted.

No holiday requests will be granted for children during examination time. Notification of the dates will be given to parents as early as possible in the academic year.

If the school does not agree and parents take their child out of school on holiday, the absence will be unauthorised.

School outings / visits / residential trips.

Opportunities for children to attend these activities are provided. If they do not go, the children are expected in school, where alternative arrangements will be made for them.

Governors will not authorise absence if the child does not attend school during this time, unless there is a valid medical reason or medical certificate provided or there are exceptional family circumstances.

Monitoring and Evaluation

Throughout the year parents will be kept informed of school expectations and procedures via newsletters

The school employs a range of strategies to encourage good attendance.



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Each term prizes are awarded to children with 100% attendance with no lates.

The Attendance Officer attending assemblies and presenting 100% attendance awards each term

Procedures

- Registers of all classes are kept and monitored by staff daily
- Attendance Officer completes daily register checks and checks of school logs
- Log kept of children who arrive late
- Log kept of all children daily for whom no notification for absence has been made and of phone calls made
- Log kept of phone calls received from parents and reasons given.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils. The Education (Pupil Registration)(England) Regulations 2006 make provision for holidays in term time only with the permission of the Head of School. The regulations state that holidays in term time should only be authorised under special circumstances & that save under exceptional circumstances, no more than 10 school days should be authorised for a holiday. It will be at the head teachers discretion to authorise a holiday.