

Attendance Policy

SLATED ROW SCHOOL

Headteacher: Mr J Budd

SLATED ROW SCHOOL | Old Wolverton Road, Wolverton, Milton Keynes MK12 5NJ





Written	Zoë Baines (Deputy Headteacher)	December 2015
Adopted	Full Governors	November 2016
Amended	Zoë Baines (Deputy Headteacher)	April 2016
Amendments agreed		
Reviewed	Annual	July 2019



1. INTRODUCTION

This policy will:

- Make clear our attendance systems for all key stages.
- Set the framework of all stakeholders' responsibility.

2. VISION

At Slated Row we believe that for our students to gain the greatest benefits from their education, it is vital that they attend regularly. Our students should be on time every day the School is open, unless the reason for absence is absolutely unavoidable. It is very important that families recognise their responsibility to ensure their child attends school every day and on time.

3. POLICY STATEMENT

We believe that for our pupils and students to gain the greatest benefits from their education, it is vital that they attend every day. We believe our pupils and students should be at school, on time, every day the school is open unless the reason for absence is absolutely unavoidable.



4. SLATED ROW PRINCIPLES

- To improve the overall percentage of attendance at the school.
- To make attendance and punctuality a priority for all those associated with the school, including students, parents, 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 students.
- To develop a systematic approach to gathering and analysing attendance related data.
- To promote effective partnerships with the Local Authority's Education Welfare Service.

5. OPERATION

To improve the overall percentage attendance of students at the school we will:

- Apply this policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Ensure challenging targets for attendance are set and shared with all stakeholders.
- Continually highlight the need for good attendance at school events and in assemblies.
- Teaching staff to monitor students' attendance and punctuality on a weekly basis, raising any concerns with the Key Stage Leaders.
- Teachers: to take the register at the start of all registrations.
- Receptionist: to ensure any telephone messages regarding student attendance are passed to the SIMS Administrator and Key Stage Leader as appropriate.



6. DEALING WITH ATTENDANCE BELOW 90%

PHASE 1:

- If student average attendance falls below 90%, the Key Stage Leader will implement the school's first Attendance Contract: Formal letter to parents; providing attendance certificate; 10 day improvement target; CAF appointment (if appropriate); support if barriers to student attendance identified; information on the serious consequences of continued absence; reference to any existing agreements.

PHASE 2:

- If during the above monitoring period, student attendance does not improve or it improves but then dips again within a short period, Key Stage Leader to inform the Education Welfare Officer (EWO) for possible formal action letter.
- Undertake a home visit and/or School Attendance Panel. Further attendance target is issued for 10 days together with new attendance certificate.

PHASE 3:

- If the attendance target set above is not met or attendance dips again shortly after the monitoring period, a School Attendance Panel should be held (in extreme cases via Home Visit). At the meeting, identify barriers to attendance and offer support/signposting. Initiate a CAF (if required). Set a new 20 Day Attendance Improvement Target; set a date for the Attendance Review Panel. Ensure EWO informed and invited to meeting. Draw up a parenting contract (as appropriate).

PHASE 4:

- Attendance Review Panel – ensure EWO is present, review progress against targets and parenting contract (if appropriate). If no improvement seen, EWO to proceed on behalf of the school. Key Stage Leader to take responsibility for preparing case file as required. To develop a systematic approach to gathering and analysing attendance related data.

7. MONITORING & EVALUATION

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented through the School.



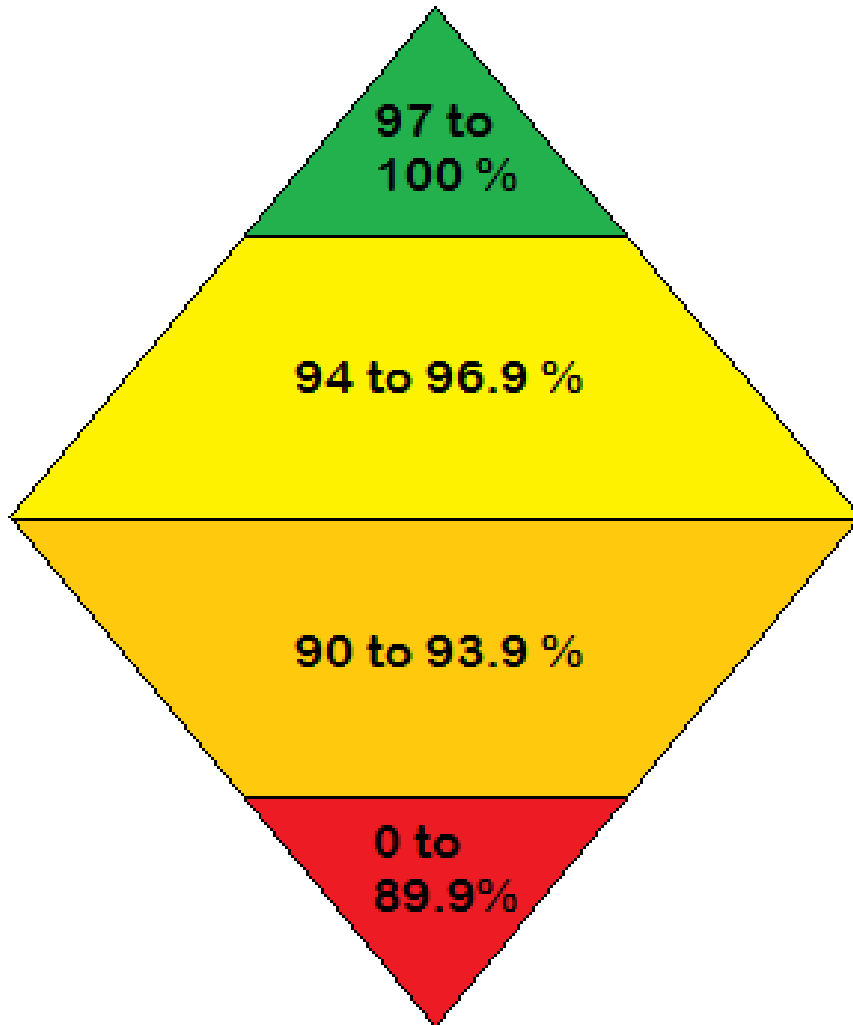
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Attendance Appendices:

- Attendance Diamond
- Improving Attendance Flow Chart

ATTENDANCE DIAMOND



Excellent	<ul style="list-style-type: none">• Excellent Attendance
Good	<ul style="list-style-type: none">• Expected Attendance
Poor	<ul style="list-style-type: none">• Risk of Underachievement
Concern	<ul style="list-style-type: none">• Severe Risk of Underachievement

IMPROVING ATTENDANCE

