



ATTENDANCE POLICY

Chair of Governors: Alison Edwards
Date: April 2019

ATTENDANCE POLICY

INTRODUCTION

At Crownbridge School attendance is regarded as having a very important effect on the standard of education pupil's receive, on their performance and their progress and on their general well-being. All pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them.

The school aims to ensure that every pupil attends regularly and on time. Where this is not the case, there is an agreed staged procedure in place which is designed, in partnership with the local authority and the governing body, to encourage and support consistent attendance. At Crownbridge School it is viewed as important for pupils and families to develop positive attitudes towards school and offer support to both pupils and families to encourage or maintain regular attendance. Crownbridge Special School recognises the importance of parental support in endeavouring to achieve excellent attendance for each individual and for the school as a whole.

THE SCHOOL DAY

9.15	School opens and pupils are escorted from transport into school
9.20	School Day begins
12.30-1.30	Lunchtime / Leisure time
3.35	End of school day

REGISTRATION

Under the Education (Pupil Registration) Regulations 1995 the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register also indicates whether a pupil absence was authorised or unauthorised.

Registers are electronic and teachers are required to enter the appropriate explanatory symbol into the register. These symbols are shared with all teachers by the Deputy Headteacher and Senior Support officer who monitor their completion on a regular basis, identifying patterns and themes on an individual pupil basis, class basis, groups basis and whole school basis.

As a legal document registers are completed under the supervision of class teachers and 'backed up' on a regular basis, by the local authority on the SIMS data handling system. They are completed at the beginning of the morning and afternoon sessions.

NOTIFICATION OF ABSENCE

Notification of absence can be received by note or letter and / or telephone or in person . Messages are recorded by the school office staff in the **'Pupil Lateness and Absenteeism Book'** which is kept in the reception office. These messages are shared with class staff as they arrive and by registration period.

AUTHORISED ABSENCE

An absence is classified as authorised when a pupil has been away from school for a legitimate reason AND the school has received notification from a parent or guardian. Only the school can make the decision whether or not an absence authorised. For example, if a parent takes a child out of school to

go shopping during school hours, this will not mean it is an authorised absence.

UNAUTHORISED ABSENCE

An absence is classified as unauthorised when a pupil is away from school without the permission of both the school and a parent. If no reason for absence is received, it is followed up in the first instance by the Class Teacher. If information is not forthcoming then the Deputy Headteacher or Senior Support Officer will follow up with a phone call to the home. If there are concerns regarding a pupil sustaining regular attendance then the Deputy Headteacher will consult with the Education Welfare Officer (EWO) who visits school on a regular basis and will be asked for advice and guidance. This may lead to a home visit to help clarify the situation and make the school's position known.

LATENESS

At Crownbridge School all pupils are expected to attend punctually, in order to make the best use of their time in school. If a pupil experiences repeated incidents of lateness, the Deputy Headteacher will contact and work with the family to enable the pupil to maintain continuity in their school day and improve their child's record. If needed support to the family could include input from other professionals including; social care and health professionals. If ongoing issues are identified then the pupil will be recognised as having special needs and a mutual attendance plan will be created.

SPECIAL CIRCUMSTANCES

At Crownbridge School it is recognised that at times there may be absences related to the special needs of individual pupils. For example pupils with Autistic Spectrum Disorder, who due to a change in routine find it difficult to come to school, or pupils, who due to their medical condition, may have long and /or regular periods of absence.

In these circumstances the school makes every effort to support the pupil and their parents to enable them to return to school when it is reasonably possible and if necessary with reasonable adjustments. If necessary, a meeting with parents, other relevant professionals and local authority's representatives (EWO or Inclusion Officer) will be called to devise a mutual attendance plan to support the pupil's attendance. These mutual attendance plans are recorded in relevant minutes (Child in Need meetings, Multi Agency Team meetings) and in Annual Review meeting minutes. Attendance registers will then be marked to reflect the agreed adjustments.

Pupils who are following agreed mutual attendance plans will be closely supported and supervised. Their progress will be regularly monitored to evaluate their progress and to inform planning of support and provision. Monitoring will comprise regular review meetings with the school EWO and depending on individual pupil needs could also involve the school's educational psychologist, and a range of multi-agency meetings

HOLIDAYS

Welsh Authority Guidelines state that:

'Each request for holiday absence during term time should be considered individually and schools should consider the age of the child; the time of year proposed for the trip; nature of the trip and overall attendance pattern of the pupil. If the holiday absence is approved then it should be recorded as authorised absence. Only in exceptional circumstances may schools agree leave of absence in excess of

ten school days in any one school year. Where a lengthy absence is agreed, schools should discuss timing issues with parents.'

While the school cannot prevent parents taking their children on holiday during term time, we encourage parents to consider that their child's attendance level should not fall below 90%. Request for Holiday Leave should be made directly to the Headteacher and be submitted in writing.