

## Hillcrest Glebedale School Attendance Policy



*This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.*

Local Procedures Owner: Karen Caswell

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Review date: March 2019

## **Hillcrest Glebedale School Attendance Policy**

“The 1996 Education Act states that it is the parents’ responsibility to ensure that their child receives efficient full time education.”

Hillcrest Glebedale School offers a full education to National Curriculum standards and access to a broad range of experiences and qualifications. A strong student-centred approach ensures that education, care and therapy are intrinsically linked. This benefits all students, while regular meetings ensure learning targets remain appropriate.

Hillcrest Children’s Services provides high quality residential care offering support ranging from intensive, medium-term transition to independent placements in a variety of safe, homely settings. Young people from all levels of residential care are expected to attend the school. It is therefore crucial that good relations are fostered with all residential homes to ensure that young people attend school and that a holistic approach is taken when considering success and achievements.

As well as providing educational placements for young people from residential care backgrounds, placements are also provided for day students who may live in the community with family members or carers. It is again, equally as important to foster good relations with community based carers and parents to ensure young people both attend and enjoy the learning experience.

### **Encouraging Good Attendance**

Good attendance and punctuality is encouraged as many of our students have a background of non-attendance and lateness, many having been out of school for months due to a number of factors and/or had multiple changes of school. Students are able to achieve a range of rewards which include; certificates, vouchers, on and off-site activities of their choice and small gifts for both achieving high attendance and also for making a significant improvement in their attendance. All students are set personalised attendance targets.

### **Encouraging Good Punctuality**

Students are required to attend the school on time to begin the learning day. The ability to be punctual is a life skill and assists students with structure. Good punctuality is a key quality to develop for future education and employment.

Where persistent lateness is observed by the school, contact will be made with the relevant residential homes/parents or carers to identify the cause and work in partnership to affect improvements.

Parents/carers are asked to notify the school if the student is going to be late for any reason, this allows for teachers/instructors to be made aware and can be factored into planning the students learning.

### **Procedures for Reporting Absence**

When a student is absent it is important that the school is informed. If students do not arrive at the school, staff have no way of knowing where they are or if they are safe. Parents/carers and

residential homes are provided with an information sheet which gives details of our opening times and telephone numbers so that we can be contacted.

Parents are asked to:

- Make every effort to contact the school as soon as possible on the first day of their child's absence.
- If their child is going to be absent for some time, they should ensure the school is regularly updated.
- Ensure their child attends school regularly.

In cases where parents and carers persistently fail to inform the school about their child's absence, a home visit will take place and appropriate referrals will be made to external agencies e.g; Early Help, Social Care, Education Welfare

If the school is not informed of the reason for absence parent/ carers will be contacted. We may conduct a home visit if deemed necessary. If we are unable to make contact then a referral may be made immediately to the relevant Social Worker.

In exceptional circumstances the Head Teacher can authorise leave of up to ten days in any one school year. Prior notice must be given. If the student stays away from school after this authorised period, the school register will be marked as an unauthorised absence. This will remain on the student's record. In cases of continued absence the parent should inform the school at the earliest opportunity.

In making the decision to grant term-time leave for a student, the Head Teacher will consider; the age of the pupil, duration of leave, previous leave, attendance rate and the student's ability. There are times during a school year when a student may experience particular problems if leave is taken, such as; exam periods, during GCSE courses and/or beginning of a new term.

### **Attendance Register**

The School is required to ensure that the attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session. Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the Head Teacher and supervised by a person approved by the Head Teacher, including sporting activities, educational visits or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

Registration Codes are taken from School attendance Guidance for maintained schools, academies, independent schools and local authorities – November 2016

## Roles and Responsibilities

When?	Who?
<p><b>Annually</b></p> <ul style="list-style-type: none"> <li>Review Policy and Practice</li> <li>Complete analysis of school attendance and set targets for improvement</li> <li>Celebrate and reward good and improved attendance</li> </ul>	<p>Head Teacher &amp; Governors Pastoral Manager</p> <p>Whole school, parents and carers</p>
<p><b>Half Termly</b></p> <ul style="list-style-type: none"> <li>Analyse whole school and individual pupil attendance.</li> <li>Set individual pupil targets</li> <li>Celebrate and reward good and improved attendance</li> </ul>	<p>Pastoral Manager</p> <p>Tutors</p> <p>Whole school, parents and carers</p>
<p><b>Weekly</b></p> <ul style="list-style-type: none"> <li>Review attendance register and rates and implement any required actions.</li> <li>Complete performance indicator dashboard share with SLT and Chair of Governors.</li> </ul>	<p>Pastoral Manager and all staff</p> <p>Pastoral Manager</p>
<p><b>Daily</b></p> <ul style="list-style-type: none"> <li>Make contact with residential homes to identify any factors which may affect attendance or performance at school via school communication log.</li> <li>Share information at staff briefing</li> <li>Record pupil arrival and attendance to lessons on whole school register (paper and electronic) and individual pupil registers.</li> <li>Complete absence phone calls and log.</li> <li>Respond to Welfare Calls</li> <li>Ensure sign in book is completed for pupils entering the school including pupils leaving the school site during the school day for medical appointments or off-site activities.</li> </ul>	<p>Pastoral Manager</p> <p>Pastoral Manager</p> <p>Student Support Worker, education staff and school administrator.</p> <p>School admin</p> <p>School admin Education Staff/ TSW's</p>

This policy is reviewed annually by the governing body.

Signed (Head teacher):

Signed (Chair of Governors):