

Attendance Policy Local Procedures Meldreth Manor School

Please refer to Main Policy A6 Attendance Policy

1 Attendance register – times:

Pupils must arrive in school by 9.30 am on each school day.

The register for the first session will be taken at 9.45 am and will be kept open until 10.15 am. The register for the second session will be taken at 13.30 and will be kept open until 14.15.

2 Unplanned absences

The student's parent/carer must notify the school on the first day of an unplanned absence by 9.15 am or as soon as practically possible.

Parents/ carers can notify the school by calling main reception who will put the call through to the school PA or Head of School. Parents/ carers can notify class leaders by email who will then follow up with a phone call and notify the school PA and Head of School.

The children's home team notify the school in daily handovers and school briefings at 9.00 am.

3 Planned absences

-For medical or dental appointments parents/ carers can notify the school by email or phone prior to the appointment, this will be recorded by the school PA. Class leaders will record the absence on the register and note the appointment.

-The children's home and site medical team notify the school of absences for appointments through diary invites.

-If parents/ carers wish to take their child out of school for a holiday they must fill in a leave of absence request form two weeks before the event and make a request to the Head of School. The Head of School will use attendance figures to authorize or not authorize this absence.

4 Lateness and punctuality

-Students are marked late on the register with a note as to why by class leaders, the PA and Head of School are informed.

-Parents/ carers will be contacted for a reason for this.

-In the event if frequent lateness parents/ carers will be contacted by Head of School for an explanation and reminded of school policy and daily timings. If this does not improve the concern will be taken to EHCP review and social care where appropriate.

5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

Follow up on their absence with their parent/carer to ascertain the reason, by making a phone call or sending an email.

6 Reporting to parents

-Attendance is reported to parents in termly reports and yearly EHCP reviews.

7 Strategies for promoting attendance and reducing persistent absence

-Persistent unauthorized absence is managed by meeting with the parents/ carers and social care teams this will be addressed in a scheduled meeting or EHCP reviews where appropriate.

-Students are supported to attend school through the use of social story strategies, daily calendars and BSP proactive strategies.

8 Attendance monitoring

-Attendance is monitored through 6 monthly TAYP meetings, EHCP reviews and governance data. The school PA and class leaders raise concerns around attendance with the Head of School and can record My Concerns if appropriate.

-LA's are informed of student absence after 5 days and if attendance is below 98%.

9 Roles and responsibilities

If you have any additional not covered by main policy

The school PA monitors attendance in the following ways:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the head of school

The Head of School monitors attendance in the following ways:

- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Decides when to issue fixed-penalty notices

Class leaders and teaching assistants

Class leaders and teaching assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

School admin

School admin staff are expected to take calls from parents about absence and record it on the school system.