

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 10.00 am. The register for the second session will be taken at 13.30 and will be kept open until 14.00.

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 can leave a message on the school phone out of hours, and this will be collected by the administration team. It is the parents' responsibility to notify the taxi company if applicable.

The children's home team notify the school in daily handovers and school briefings at 8:30 am.

3 Planned absences

School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Evidence of this appointment must also be provided for this to be agreed authorised absence. Given the distance many appointments may be from school a full day's authorised absence may be given, if necessary.

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 authorise or not authorise this absence.

4 Lateness and punctuality

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

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

In the event of frequent lateness, parents/carers will be contacted by Pastoral Lead/DSL or 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 unauthorised absence is managed by meeting with the parents/carers and social care teams (where appropriate). This will be addressed in a scheduled meeting or EHCP reviews where appropriate.

Students are supported to attend school using social stories, effective transition arrangements and daily schedules. Students struggling with anxiety related school refusal may be supported by our Thrive practitioners.

8 Attendance monitoring

Attendance is monitored through 6 monthly TAYP meetings, EHCP reviews and governance data. The Pastoral Lead/DSL 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

The school Pastoral Lead/DSL:

- Works with education welfare officers/attendance teams/children's service to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Monitors attendance data across the school and at an individual student level
- Reports concerns about attendance to the head of school
- Advises the Head of school when to issue fixed penalty notices.

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.