

Attendance and Punctuality - Students Policy

Person Responsible:	V Sellars - Assistant Head, ratified by B Elkins - Headteacher
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Gretton School is owned and operated by Cavendish Education.

This Policy is one of a series of School Policies that, taken together, are designed to form a comprehensive statement of the School's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy should be read alongside all of these Policies in order to get the full picture. In particular it should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children and Child Protection Policy.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values.

In all the School's Policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. [Department for Education guidance](#) considers a 'parent' to include:

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- *any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The School employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- *Peninsula HROnline*
- *Peninsula BusinessSafe (Health and Safety)*
- *Carecheck (DBS)*
- *Educare (online CPD)*

Attendance and Punctuality - Students Policy

1 INTRODUCTION

At Gretton it is recognised that we cannot make a difference to the lives of the students we work with unless they attend school regularly. We expect and aim towards 100% attendance for all our students. We value effective communication with parents to ensure that authorised absences are correctly reported and monitored. We recognise that this communication is important as non-attendance can also indicate, particularly with our students, unresolved anxieties or issues. We want to support parents and families by ensuring that strategies can be put in place to help with any attendance issues. We recognise that sometimes our students will be late to school, however, if students are in control of their arrival time and are arriving late, then this will be addressed by staff and strategies put in place to ensure punctuality is encouraged at all times.

2 PROCEDURES

- Parents will inform the school via phone if a student is not attending school on that day, a reason is entered on the register explaining the absence.
- Registers are marked by form tutors/class teachers during registration which is between 8.50am and 9.00am.
- A student is given a late mark if they arrive after 9.00am.
- The class team checks attendance every morning, to pick up any issues. Where a student hasn't been registered by 9.00am and no parental communication has been received, this will trigger a "follow up call" which is made to parents either by the office or class staff. The reason for absence is established.
- All reasons for absence will be recorded in the register following the coded system set out.
- If no contact can be made with parents by 10:00am, then an unauthorised absence will be recorded in the register. If subsequently a message is received to explain the absence, then the register will be amended.
- Student's attendance is logged by school through SchoolPod. This allows the school to monitor attendance on a daily basis. If a student's attendance becomes a cause for concern (for example if attendance drops below 95% either cumulatively or on a weekly basis) then this will be discussed in weekly attendance meetings with Key Stage Leads, the Deputy Safeguarding Lead and Assistant Heads, and appropriate actions taken. When students first arrive at Gretton, they will initially be placed on a transition plan. Some students will be placed on an attendance plan, to continue to support them into full-time education, or to support those learners who have been highlighted in the weekly attendance meetings. Transition and attendance plans are reviewed regularly.

Attendance and Punctuality - Students Policy

Our aim is to increase attendance and ensure any issues relating to a student’s attendance are being addressed with appropriate strategies put in place.

- The Assistant Headteachers work in collaboration with Local Authorities to address any persistent attendance issues. Where appropriate, Local Authority Education Welfare Officers work closely with school staff to support families and resolve issues. The school also liaises closely with the SEN casework officer in issues relating to attendance.

At Gretton, punctuality is modelled and expected. We encourage all students to adhere to the time constraints of a timetable. We support all students in developing an understanding of the passage of time.

We are also aware that the majority of our students are reliant on transport, which can affect their punctuality. We recognise this can be quite stressful for some of our students, therefore we aim to report and follow up any transport issues that are brought to the school’s attention.

If a student’s punctuality becomes a cause for concern, for other reasons unrelated to transport, the school’s attendance procedure will be actioned within the weekly attendance meetings.

3 REQUESTS FOR TIME OFF DURING TERM TIME

Parents are discouraged from taking students out of school during term time. In exceptional circumstances, parents can go through a formal process by writing to the Headteacher detailing their reasons for the request. This is then discussed at Senior Leadership level and the Headteacher provides feedback to parents, to inform whether the absence has been authorised t.

4 FLOW CHART - TRAFFIC LIGHT SYSTEM

Student attendance procedure

Traffic Light System

Admin Staff or Form Tutors/ HLTAs will trigger to Key Stage Leads if attendance drops below 95% over a span of 2 weeks (10 days)

95% attendance and below	A call home to parents/ carers made by Class Staff. If ongoing concerns are raised due to unclear absence reasons, The Key Stage Lead will follow up with parents/ carers. Communication to be recorded on Schoolpod.
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90% attendance and below	A call home to parents/ carers made by The Key Stage Lead, with an opportunity to meet to discuss an attendance plan. Communication to be recorded on Schoolpod.
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Attendance and Punctuality - Students Policy

80% attendance
and below

An attendance plan is put in place. The DDSL, Assistant Head (applicable to that Key Stage) and the Local Authority are made aware, and parents/ carers update transport. Communication to be recorded on Schoolpod.

All attendance plans are monitored by the Key Stage Leads and identified to the DSL.

All plans are reviewed regularly during attendance meetings, which the safeguarding team also attends.

If a student is put on a temporary attendance plan, this must be authorised by the Assistant Head of that Key Stage, who will inform the Local Authority.

The school may seek the support of an EWO to assist with re-integration of the student back into school.