

Attendance

We acknowledge the strong correlation of student attendance at school and their achievement of academic and social potential. We commit to maximising attendance and participation and minimising absences or lateness.

Procedure

1. Roll is marked by **9am**
2. Students arriving after 8:50am and before **9am** are recorded as **late by the class teacher**
3. **Late arrivals after 9am** sign in at the **office** and take 'late' ticket to teacher
4. Message sent to families of absent students at 9:30am
5. Students **departing early** are signed out at **office** by a family member, gives 'pick up' ticket to teacher

Teacher responsibilities:

- Recording absences and lateness daily on Teacher Toolkit Attendance by 9am
- Adjust codes as necessary for absence and lateness with reasons
- Contacting families for unexplained lateness and absence and record details in notes on
- Referring cases to leadership after 5 days of no contact with families
- Storing all late and early departure slips in roll book and signing and verifying roll book at end of each term

Leader responsibilities:

- Case managing referred students with repeated unexplained absence or lateness
- Communicating with families about children with significant or unresolved absence or lateness
- Implementing strategies to improve attendance eg family meeting, home visits
- Developing Attendance Action Plans and supporting strategies
- Investigating and referring unresolved attendance issues to DfE Truancy Officers
- Approving applications for temporary exemption from school attendance for up to 12 months

Family responsibilities:

- Ensuring school attendance of children between the ages of 6 and 17 or from the age that they enrol
- Children being at school from 8:50am to 3pm
- Notifying and explaining all absences, lateness and early departures
- Liaising with office staff to sign students in and out and apply for exemptions for extended absence

Student responsibilities:

- Reporting to front office when arriving late or leaving early
- Ensuring that notes to and from home and school regarding attendance and lateness are delivered

Communication and review

- Policy is published on school website
- Policy reviewed by staff and Governing Council, ratified 16 May 2023, updated June 2024, review in 2026

