




## Attendance Policy

### Aims









Tuke is committed to providing a full and efficient education for all of our students. It is our belief that all students benefit from regular and punctual school attendance to enable them to access the curriculum on offer. To these ends we will do all that we can to ensure that all students are well supported during their time at Tuke.

### Expectations









*Tuke staff expect that all students will:*

-  attend school regularly
-  arrive to school and to lessons on time
-  be ready to engage in their learning experiences

*Tuke staff expect that all parents / carers will:*



-  encourage their child to attend school each day
-  ensure that their child is ready for when the transport arrives to collect them / brings their child to school at the appropriate time each day
-  ensure that they contact the school by 9.30am when their child is unable to attend
-  provide reasons for any absence
-  provide the school with the most up to date contact telephone numbers
-  inform the school when there is a change of carer ( e.g.- due to a parental stay away from home)
-  not arrange family holidays to take place during the school term, where practically possible.
-  Inform the school in confidence about any problems or issues which might affect their child's attendance or behaviour

*Parents/carers can expect that the school will:*

-  provide a good quality education
-  record their child attendance daily, accurately and efficiently
-  make every reasonable effort to contact you if your child fails to attend without good reason 
-  deal discreetly and properly with any issues/problems notified to the school by parents/carers 
-  make all efforts to encourage good attendance and behaviour
-  investigate and make appropriate enquiries, liaise with SEN, before removing the child from the school roll

### Promoting good attendance

*Tuke staff will encourage good attendance by:*

-  accurately completing registers at the beginning of each morning and afternoon sessions and within 30 minutes of the start of the session
-  follow up unauthorised absence on the first day

## Tuke School – Whole School Attendance Policy

- undertake attendance checks at the appropriate times
- report attendance as part of the annual report to parents/carers
- reward 100% and significantly improved attendance for individual students annually
- raise attendance issues at review meetings and discuss concerns
- arrange to meet with parents if there is an attendance concern prior to making a referral to Education welfare and attendance service.
- Inform parents of school attendance figures annually

## Responding to non-attendance

*When a student fails to attend school without a satisfactory reason, Tuke will:*

- contact the parents on the first day or absence. Where we are unable to establish a contact we will write to you by first class post
- send a letter to arrange a home visit if there has been no response and the unauthorised absence has exceeded 3 school days
- make a further attempt to contact if the non attendance continues beyond 9 days or if the student fails to attend for 3 complete weeks in any 6 week period
- complete a Common Assessment Form for a referral to Education Welfare and Attendance when there has been no communication between school and home
- send the parents/carer a copy of any referrals

## Reintegration for students

The return to school following a significant period of absence will be addressed sensitively. In some circumstances it may be necessary to conduct a home visit to discuss any ongoing issues or specific needs the students may have on their return. Where medical information or intervention is required, it will be necessary to ensure that care plans are in place and staffs are appropriately trained and competent to address the medical issue.

Staff will respond positively, and will be vigilant and supportive to the students return.

## Organisation

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students, as appropriate, the importance of attending school regularly. For this reason it is essential that students have positive staff role models who provide stability because they attend work on a regularly, arriving on time and are well prepared.

*The Head teacher has responsibility for:*

- overseeing this policy
- to have particular regard for the equalities aspect of this policy
- reporting to governors

#### Tuke School – Whole School Attendance Policy

- overseeing the collation and analysis of attendance data
- overseeing the work of the administrative staff
- setting attendance targets for the school
- liaising with Education Welfare and attendance and complying with register inspection regulations
- ensuring that contact with parents/ carers in the case of prolonged and unexplained absence

#### *Class teachers have responsibility for:*

- completing registers accurately and on time
- recording reasons for absence in the register
- liaising with administration staff to make a request to follow up unexplained absence
- to inform a member of the senior leadership team if there are any concerns.

#### *Administration staff have responsibility for:*

- filing documentation/notifications from parents/ carers to inform the school of their child's absence.
- contacting parents/ carers when a student has not arrived and there has been no notification from parents/carer
- Informing the head teacher when contact has not been established
- making informed reasons for absence known to the class teacher
- following instruction from the head teacher to make written contact with the parents/carers
- collating the attendance data
- informing the head teacher when student attendance falls below 80% so that an informed decision can be made for early help intervention from education welfare and attendance support

#### Review

This policy will be reviewed by school governors bi annually and is subject to changes in local and national policy