

6.07 Attendance Policy

Independent Day School for Girls

September 2024

This policy should be read in conjunction with the following school policies:

- 6.34 Missing Child Policy
- 6.36 Non-collection of Children Policy
- 6.51 Supervision of Students Policy
- 6.10 Child Protection and Safeguarding Children Policy
- DfE School Attendance
- Children Missing Education (2016)
- Working Together to Improve School Attendance (May 2022)

INTRODUCTION

The Maynard School is committed to providing outstanding educational opportunities for all pupils and students. We recognise that central to raising standards in education and ensuring that all pupils can fulfil their potential is that every pupil attends school regularly to benefit from their education. Missing lessons leaves children vulnerable to falling behind, and children with poor attendance tend to achieve less at all stages of their school career. This has been particularly evident after the covid pandemic.

PURPOSE

The purpose of this policy is to ensure that all of The Maynard School and its stakeholders including pupils/students and parents/carers understand the importance of regular attendance at school and their roles and responsibilities regarding attendance. Research has shown that there is a direct correlation between school absence and overall achievement. Poor attendance also affects young people's ability to make and sustain friendships and can interrupt the routine of school life, making it hard to settle when they do attend.

Maynard School is committed to raise the achievement of all its pupils and to ensure that it meets the following aims:

- To ensure pupils enjoy their education
- To encourage pupils to make a positive contribution to the community
- To aid pupils to prepare for their future economic wellbeing.

The Maynard School recognises that attendance is a critical factor in student success. It therefore aims to achieve significantly improved attendance levels and to increase the number of students with greater than 95% attendance each year, whilst recognising that the attendance of SEND students is complex and multifaceted.

This policy takes into account the following Government documents:

Working together to improve school attendance, August 2024

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/125111/working-together-to-improve-school-attendance-august-2024.pdf)

Summary table of responsibilities for school attendance, August 2024

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/125111/summary-table-of-responsibilities-for-school-attendance-august-2024.pdf)

OBJECTIVES

- To improve the overall attendance of pupils at The Maynard School
- To create an environment in which pupils look forward to attending school and lessons
- To make attendance a priority for pupils, parents, staff and governors
- To create a framework which defines roles and responsibilities and promotes consistency in carrying out designated tasks

- To create a rigorous system for monitoring and analysing attendance across The Maynard School
- To provide support and advice to parents
- To recognise the needs of individual pupils when planning reintegration following significant periods of absence
- To ensure that attendance data is accurate and regularly generated so that: pupils can be praised/rewarded for their attendance
- Parents/carers can be quickly informed of any attendance and punctuality issues
- Individual students and groups can be monitored
- Targets for individual pupils, groups of pupils and The Maynard School can be set and regularly reviewed

ROLES AND RESPONSIBILITIES

The Maynard School's Attendance Officer is Ms Rhi Thompson-Ambrose

The Attendance Champion (Senior Leadership) is Mrs C Leigh

The Phase Lead is responsible for the Attendance & Punctuality of their year groups.

The Governing Body will:

- Meet regularly and review attendance figures and monitor progress
- Ensure implementation of this policy

The Headteacher and Attendance Champion takes overall responsibility for the implementation and monitoring of the Policy by:

- Developing and monitoring policies that create an environment in which all pupils feel valued and safe and in which they are encouraged and able to achieve success
- Meeting with the governing body and reporting on attendance figures
- Giving attendance a high profile with pupils, staff and parents/carers
- Identifying clear roles and responsibilities and ensuring that staff have the time and resources to fulfil them

The Assistant Headteachers and Heads of Year, as Phase leads will:

- Ensure that attendance has a high profile within their year groups.
- Ensure that attendance and punctuality procedures are followed across their year groups
- Monitor for internal truancy
- Look for patterns of absence and consider the impact of the curriculum upon attendance alongside other causes
- Ensure that pupils on long term absence/exclusion access the curriculum and are supported on their return
- Liaise fortnightly with the Attendance Officer and tutors and pastoral to ensure procedures are being followed for pupils with continued low attendance
- Assist the attendance officer in meeting with parents and students within their year whose attendance is low and/or below 90%.

- Ensure that attendance is regularly discussed in the tutor programme and assemblies and that pupils with high levels of and/or improved attendance are praised and rewarded regularly
- Analyse the attendance data to ensure that pupils with low attendance are detected early and appropriate action is taken.
- Be aware of the school's priorities with regard to attendance, persistent absence and punctuality, and plan interventions to secure improvements for targeted groups
- Ensure that tutors make contact with families and record and pass on information to relevant staff.
- Direct tutors to make subsequent contact for students with repeated absences.
- Make home visits to pupils with persistent absence.

The Attendance Officer will:

- Monitor registers daily
- Organise office staff to ensure 1st day contact with parent/carers of students with unexplained absence
- Mark the student register with the appropriate code and forward information as necessary
- Inform pastoral staff/DSL of any vulnerable student absence by 9.30am
- Liaise with Phase Leads on a fortnightly basis
- Send appropriate letters to parent/carers of pupils to update them on the child's attendance
- Monitor the attendance register, alerting the relevant staff when concerns arise
- Provide weekly attendance data to Phase Leads and tutors
- Provide data to the governing body and external agencies, as required for the census etc.

Form Tutors will:

- The Maynard School in giving attendance a high profile
- Ensure that the register is taken daily at the correct time, using the correct codes
- Liaise closely with their Phase Leads and the Attendance Officer with regards to attendance issues
- Ensure that pupils who have been absent are made to feel welcome and supported on their return.
- Ensure that pupils who have been absent for a length of time for whatever reason have support to catch up with missed work
- Use data provided to comment weekly on attendance levels both as a group and on an individual basis, ensuring that pupils with high levels of attendance and improved attendance are appropriately praised
- Contact parents on the 2nd day of absence and with concerns regarding attendance and the impact on attainment, as directed by their Phase Lead
- Ensure that issues of bullying, difficulties with work/peers/travel etc. are dealt with effectively and that relevant staff are informed

Teachers will:

- Give attendance a high profile by praising students with high attendance and relating this to attainment
- Ensure that the register is taken each lesson at the correct time, using the correct codes
- Set work for students who are absent for a long period
- Ensure that systems are in place so that work missed can be easily made up
- Ensure that the classroom continues to be a safe environment where plans are made to meet individual student needs and lessons continue to be as relevant and stimulating as possible
- Contact parents if pupils have missed their lesson multiple times and a cause for concern
- Refer concerns to relevant staff

Support staff will:

- Refer concerns to relevant staff

PARENTAL RESPONSIBILITY

Parents/carers have the primary responsibility for ensuring that children of compulsory school age (5 to 18 year olds) with a Statement of Special Educational Needs or an Education, Health and Care Plan attend an establishment authorised by their Local Authority (LA). This includes a legal obligation to ensure children attend regularly and on time.

Ensuring regular attendance is essential; permitting absence from school without good reason is an offence by law and may result in prosecution. The Maynard School will always seek to work collaboratively with families in order to support regular attendance.

Parents legally inform the school of any absence.

AUTHORISED AND UNAUTHORISED ABSENCES

An absence is classed as authorised when a child is away from school for a legitimate reason and the school has received notification or a request from a parent/carer, e.g. if a child has been unwell. Evidence may be required in order to authorise an absence, e.g. hospital appointment letter. There may be other occasions where the school will authorise an absence e.g. family wedding/funeral; any requests of this type must be made in writing to the Headteacher.

Unauthorised absences are those which the school does not consider essential and for which no authorisation has been given.

This type of absence can lead to the Local Authority becoming involved. Support will be offered initially but if unauthorised absences continue, the LA has the right to apply a fine or legal proceedings.

Examples of unauthorised absence include:

- Parents/carers keeping children off school to go shopping, to care for a sibling, for a family birthday
- Refusal by the student to attend an allocated session
- Absences that have never been explained
- Children who arrive too late to get a mark
- Illness without medical evidence
- Holidays in term-time

If a child is reluctant to attend school, parents/carers must communicate this as soon as possible to their school's Phase leader in order that support strategies can be put in place.

Parents/carers can support their child's attendance by:

- Ensuring regular and early bedtimes, appropriate to the age of the child
- Having uniform and equipment prepared the night before
- Reporting any academic or social concerns promptly
- Retaining open and honest communication with the school
- Having a positive attitude towards school attendance
- Promoting resilience and emphasising the importance of attending every day
- No keeping their child off school if they have a minor ailment e.g. cold
- Managing their child's workload e.g. homework and extra-curricular.

ILLNESS AND MEDICAL APPOINTMENTS

When a pupil/student is unwell, parents/carers should contact the school before morning registration on the first day of absence. A call/email must be made for each day of absence. When a pupil/student is absent due to illness or a medical appointment, evidence may be requested e.g. appointment card, letter, prescription, prescribed medication packs or boxes with the pupil's name printed on them.

Should school staff become concerned about the amount of school missed due to illness, information may be shared with external agencies (see 'Safeguarding' below).

Parents/carers should ensure that every effort is made to make or arrange medical appointments outside school hours.

The Maynard School recognises that pupils'/students' additional needs may include significant health concerns and involve regular or unexpected medical support e.g. admission to hospital or attendance at specialist clinics. We will always seek to work with our pupils/students and their families to support good attendance and, where this is not possible, to support continued learning through initiatives such as home learning programmes.

HOLIDAYS

Absence during term time can seriously disrupt pupils'/students' continuity of learning. Parents/carers should avoid booking family holidays in term time. Parents/carers do not have an automatic right to withdraw pupils/students from school for a holiday and must apply in writing for permission in advance. Holidays in term time will only be authorised in exceptional circumstances and this must be started with a request in writing to the Headteacher.

ABSENCE AND EXCEPTIONAL LEAVE POLICY

It is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave. The Education (Pupil Registration) (England) Amendment Regulations 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing. Requests cannot be made orally.
3. This must include the reason why parents/carers feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate or letter from employers. On receipt of an application together with any supporting documentation, consideration will be given to the circumstance. An emailed letter outlining the decision of the school will be sent to the applying parent/carer.

PUNCTUALITY

The Maynard School expects all pupils and students to arrive on time for their scheduled provision. Late arrival is disruptive and can lead to pupils/students missing out on important work and information.

The pupils' day start with Tutor time between 8:40-9.15am and students are expected to be in school in preparation for this start time by 8.30am. Afternoon register takes place during period 4 at 1.50pm.

Persistent lateness may lead to a fixed penalty notice being issued by the Local Authority.

SAFEGUARDING

The Maynard School has a duty to effectively safeguard all pupils and students attending its school. Supporting regular attendance is part of this safeguarding duty. Poor attendance and unexplained absence can indicate a possible safeguarding concern including (but not limited to) physical, emotional or sexual abuse, neglect, female genital mutilation (FGM), child sexual exploitation, radicalisation, substance misuse or peer on peer abuse.

The Maynard School staff will always seek to work with families to minimise absence and ensure clear communication regarding any absence that might occur. Where safeguarding concerns are raised, these will be managed in accordance with The Maynard School's Safeguarding Policy and Procedures.

CHILDREN MISSING EDUCATION

Safeguards in place to prevent children missing education include:

- The Maynard School must hold a minimum of two emergency contact numbers for each pupil/student, unless there is a genuine reason why this is not possible e.g. parent fleeing domestic violence.
- Any child going missing from education will always get immediate attention from the Designated Safeguarding Lead (DSL). Staff are trained to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.
- When a pupil/student is absent without notification, the attendance administrator will record the absence in the register and the school will endeavour to contact the parents/carers and other emergency contacts in order to determine the reason for the absence. This will happen for every day of non-attendance where no call has been received informing the school of absence and reasons why.
- Any unexplained absence of a pupil/student with a Child Protection Plan will be reported to the pupil/student's social worker within one day.
- Where a pupil/student does not present for school as expected, the school will endeavour to ascertain that pupil/student's whereabouts and wellbeing without delay, using all available parent/carer and secondary/emergency contact details. Where no contact can be made with either the pupil/student or any named emergency contacts, a member of school staff should generally phone the police.
- Staff at school will attempt to get eyes on any student missing for over 10 school days where no professionals have had contact and parents have not supplied medical evidence for their absence but have been in contact with school
- Staff will always report to the Local Authority the name of any child who has been newly registered to attend the school but does not arrive on the expected day.
- Staff will always report to the Education Welfare Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.

- The Maynard School maintains accurate attendance and admissions registers (all pupils/students are on both), in line with statutory requirements. This includes paying careful attention to off-rolling pupils/students in association with the Local Authority and knowing, and recording, pupil/student destinations consistently on the admissions register. Where a pupil/student destination is unknown, and unable to be established after significant follow-up, the Local Authority, Education Welfare Service and/or Social Care Services will be informed.
- Pupils/students will not be deleted from the admissions register.

Staff will alert the child's Local Authority immediately if:

- the pupil/student has been taken out of school by their parents/carers and is being educated outside the school system e.g. home education
- the pupil/student has ceased to attend school
- the pupil/student has been certified as medically unfit to attend school or is in custody.

Keeping Local Authorities up to date is crucial so that they can check if children of compulsory school age are missing education and might therefore be in danger of not receiving an education and be at risk of abuse or neglect.

When students are designated as Children Missing Education and have exceeded 10 days with no contact, The Maynard School follows the processes in line with the statutory guidance set out in DFE 2016 we are in 11 regular contact with the LA and provide them with information on changes to the roll as required.

No child is removed from the school roll without first notifying the local authority and receiving their approval. Information on transferring files is contained within the Safeguarding and CP policy. In line with practices agreed with the LA and the guidance first set out in DFE-00261-2016 'Children Missing Education' (September 2016), the Attendance Officer will inform the Attendance Service of any student who has been absent from school for 10 consecutive days to report the student as missing from education.

In addition, the attendance officer will inform Designated Safeguard Lead. The DSL will then make an assessment of the child's vulnerability and, where appropriate, a CFCS referral to social care for that child. A Team Around the Child (TAC) meeting will be arranged by the DSL,

if appropriate, in case of continued non-attendance. Appropriate staff will be informed of the outcome of the meeting by the DSL.

On the rare occasions that the Maynard School pupils/students are excluded for a fixed term, the school will confirm this in writing to both the family (and the placing Local Authority where this exclusion exceeds five days). While the school will provide the pupil/student with work to complete during their external exclusion (and mark it), the school is not responsible for the pupil/student's safety and welfare during their time at home.

PENALTY NOTICES

Continuous absences will affect a student's overall attendance. When attendance falls below 85% (with 50% or more of the absences being recorded as unauthorised for any 6-week period, our procedures for persistent absence (see below) will be followed. This could result in parent(s)/carer(s) being issued with a Penalty Notice and further legal action.

UNEXPLAINED CONTINUOUS ABSENCE

1st Day of Absence

All students not seen at registration should be marked as an unexplained (N) absence, unless tutors have prior knowledge and proof of the reason for the absence – which should be advised to the Attendance Officer immediately. The administration team guided by the Attendance Officer will phone home on the first day of absence if no explanation has been received.

3rd Day of Continuous Absence

The attendance officer will phone home to follow up on the absence and a communication will be via email, requesting explanation for the absence. If **no contact** with family is made to obtain a reason for absence on the third day of absence, the school will call all contacts listed on child's profile to raise concern and obtain information of student whereabouts. A nominated member of staff will make a home visit. A re-integration plan will be made. The parent/carer will be offered additional support as appropriate and/or requested. The seriousness of the situation will be stressed including notification of the possibility of a penalty notice. Should there be no-one at home or no response, a letter will be hand delivered noting the visit outlining the possible next steps as above and requesting urgent contact with the Maynard School.

5th Day of Continuous Absence If no contact with the family has been made for 5 consecutive days and no information was obtained following home visit(s) the school will refer to the student to Devon Children's Services.

10th Day of Continuous Absence If the student has been absent for 10 consecutive days and no update provided to school in all the steps above the child will be referred to 'Children Missing in Education' to Devon Local Authority. No child is removed from the school roll without first notifying the local authority and receiving their approval. For children where there are concerns regarding wellbeing or welfare, or for children who are subject to any safeguarding plan, we may conduct a home visit at any time to ensure that the child remains safe

INTERMITTENT ABSENCE

It is also recognised by the Maynard School that students will on occasions be ill but expects students to achieve 95% attendance for the year. We understand some of our students may be undergoing periods of medical ill health due to aspects of their SEND. When there are periods of sustained illness it is expected that these will be supported through submission of medical evidence

For this reason, a number of measures are taken to minimise intermittent, short-term absence:

- Phone calls are made daily to inform parents of their child's absence and request information to support it
- The ISAMS parent portal will show current levels of attendance of their child at all times.
- End of term reports to contain attendance percentage to update parents and carers on their child's attendance record
- Rewards for students with 100% attendance
- Bespoke programmes/early help plans led by the Phase Leads, Student Support and our Family Support worker to tackle persistent issues with individuals and groups (Appendix A)

Letters will be sent out to the parents of all students where attendance has been identified as below 90%. In occasional circumstances it may be deemed appropriate to not send out the letters outlined above although we expect the instances in which this to be the case to be minimal.

Throughout this process it is possible that a student may be identified as being persistently absent in which case the process below will be followed.

PERSISTENT ABSENCE

'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.' (Education Act 1996). From September 2015, Persistent absence has been defined by the Department for Education as all attendance falling below 90%.

Where a student has intermittent attendance and the Phase Lead deems it necessary, the Continuous Absence process will be followed for each day the student is absent. The parent/carer will be sent a Concern Letter stating the reason for the warning being issued. The student's attendance will be monitored for a six-week period (minimum of 60 school sessions)

If no sustained improvement has been made the details will be forwarded to the Attendance Service at Devon Local Authority (LA) who could make arrangements for a Penalty Notice to be issued. If there has been an improvement, the parent/carer will be informed. Penalty Notices issued by Devon County Council will be sent to each parent/carer of pupil/s' where pupils' attendance meets the criteria for the issuing of a Penalty Notice warning.

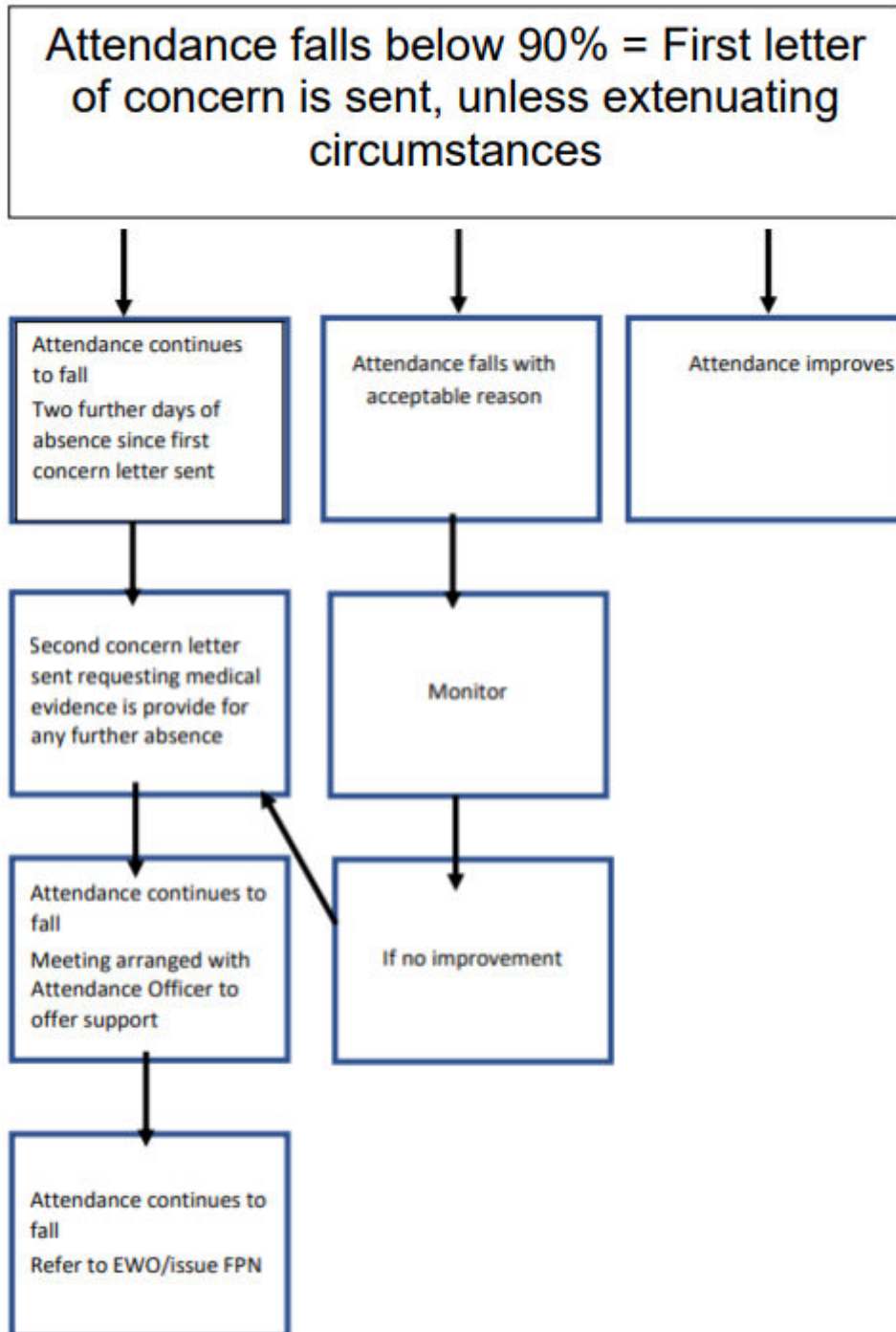
The parent/carer will be sent a Warning Letter stating the reason for the warning being issued.

All staff must enter each contact made with the parent/carer of the student as a record on CPOMS communications log. This record will then be used as part of the evidence provided to Devon LA in the event of a Penalty Notice being issued. Staff must continue to follow the Continuous Absence and Requests for Leave of Absence procedures in the event of a Warning Letter being sent to a parent/care.

SEVERE ABSENCE

Severe absence is classified as those students missing 50% or more of school (Working together to improve attendance, 2022). A concerted effort will be made by all partners to prioritise support for these students in order to improve their attendance. If all avenues of support have been facilitated by schools, local authorities and other appropriate education support has been provided but severe absence for unauthorised reason continues.

RESPONSE TO ATTENDANCE CONCERN





RECORDING ATTENDANCE

The school records attendance in accordance with the following statutory attendance codes:

Attendance codes

Table 1

CODE	MEANING	TYPE
/ \	Present at the school / morning \ afternoon	Present mark
B	Attending any other approved educational activity: - Alternative provision not arranged through the approved framework	Present mark
C	Authorised circumstance (see Table 2: The C code for breakdown).	Authorised Absence
D	Dual registered at another school.	Present mark
E	Suspended or permanently excluded and no alternative provision made.	Authorised Absence
G	Holiday not granted by the school or term-time leave not granted by the school.	Unauthorised Absence
I	Illness (not medical or dental appointment).	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised Absence
K	Attending education provision arranged by the local authority: - Home tutoring - Approved framework for alternative provision - Blended learning.	Present mark
L	Late arrival before the registers have closed.	Present mark
M	Attended a medical appointment.	Authorised Absence
N	Reason for absence not yet established.	Unauthorised Absence
O	Absent in other or unknown circumstances.	Unauthorised Absence
P	Participating in a sporting activity.	Present mark
Q	Unable to attend the school because of a lack of access arrangements.	Not expected to attend
R	Religious observance.	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed.	Unauthorised Absence
V	Attending an educational trip or visit.	Present mark
W	Attending work experience.	Present mark
X	Non-compulsory school age pupil not required to attend school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see Table 2: The Y code for breakdown).	Not expected to attend
Z	Prospective or previous pupil not on admission register.	Not expected to attend

Table 2

CODE	MEANING	TYPE
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following subcodes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available.	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel.	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law, contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following subcodes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

Junior School attendance

No Junior girl is allowed to leave the school premises without a known adult (unless there is written permission from parents). Collection is supervised each day by members of the Junior School staff.

A second member of staff supervises the bus register and takes the students down to the school buses. Those travelling on the school minibuses are collected each day from the Junior School Hall.

After school care, or the Late Room as we call it, is available each day until 17.30 and is supervised in the Junior School Hall for Y3 – 6 and in the Pre-Prep classroom for Reception to Y2 (known as Owls Club). Y3 – 6 parents collect their daughters from the Junior School Hall where they must be signed out. Reception – Y2 parents collect their daughters from the Pre-Prep classroom where they must also be signed out.

Parents are asked to collect their children from Junior School Hall in person. On isolated occasions we ask that any parent wishing their daughter to walk home, or to the car, or to walk to a bus without an adult accompanying them, either on a regular basis or as a 'one off', writes to the class teacher saying that the parent takes responsibility for this. Apart from such situations, no child will be allowed to leave the school premises without a known adult. Parents must collect their daughter from Reception if the child is leaving before the end of the school day.

U3-U5

Any girl may use the Late Room after school. This operates in the Senior School Library from 16.00 to 17.30 and is supervised by a member of staff. All pupils attending the Late Room need to sign in at Reception and also in the library. They then need to sign out in both places when they leave school.

Any pupil who is still in the Late Room at 17.30 will be taken down to Reception to await collection. We ask that parents collect their daughter promptly by 5.30pm. U3 to U5 students are to be collected from main reception by a parent/guardian; written parental permission must be provided if U3-L5 students are allowed to leave the site independently after Late Room. If pupils attend clubs that finish later than 5.30pm, they will be signed out by the teacher leading the club.

Sixth Form attendance

Sixth Form attendance is recorded and monitored via iSAMS. Sixth Form pupils are free to sign out in any free period via the sign in app system and at main reception. If a student has a free period P4 and misses the PM registration the period 5 lesson attendance is recorded as the PM registration. Some students will not be required for the PM registration if they have a period 4 and 5 as a free period.

Fire alarms

The school iSAMS (School Information Management System) provides an instant record of who is on site which is then checked during the Fire Alarm line up.

LEFT CHILD

- If a child has not been collected at 5.30pm, Reception staff will make every effort to contact parents.
- If this is problematic, a member of the Senior Leadership Team will oversee or arrange for supervision until collection has been made.

Appendix A

Student Name: **Student Attendance Early Help Support Plan**

Date	Support Focus	Support Plan in place and by whom?	Action Steps	Review Date	Outcomes after review			Signed		
					Date	Further support?	Date target to be met:	Student	Parent	Staff

Policy Written by: PW / TH / SCS	October 2016
Approved annually by: Governors	August 2020
Reviewed annually by: CL	September 2024
Date for Review: SLT	September 2025

Authorised by Governor	
Signed	
Dated	