



Glebedale School

Attendance Policy

“The 1996 Education Act states that it is the parents’ responsibility to ensure that their child receives efficient full time education.”

Encouraging Good Attendance

Good attendance and punctuality is encouraged as many of our students have a background of non-attendance and lateness, many having been out of school for months due to a number of factors and/or had multiple changes of school. Students are able to achieve a range of rewards which include; certificates, vouchers, on and off-site activities of their choice and small gifts for both achieving high attendance and also for making a significant improvements in their attendance. All students are set personalised attendance targets.

Encouraging Good Punctuality

Students are required to attend the school on time to begin the learning day. The ability to be punctual is a life skill and assists students with structure. Good punctuality is a key quality to develop for future education and employment. Where persistent lateness is observed by the school, contact will be made with the relevant residential homes/parents or carers to identify the cause and work in partnership to affect improvements. Parents/carers are asked to notify the school if the student is going to be late for any reason, this allows for teachers/instructors to be made aware and can be factored into planning the students learning. The majority of pupils learning with Glebedale School have Education Health Care Plans and benefit from a highly structured and consistent school routine. In order to prevent disruption to these routines should a pupil be unable to arrive for the start of the school day the school then has a number of set access times. The times for secondary pupils accessing the main school site are as follows:

First Break: 10:45am – 11am

Lunch: 12:30pm – 1pm

Procedures for Reporting Absence

When a student is absent it is important that the school is informed. If students do not arrive at the school, staff have no way of knowing where they are or if they are safe. Parents/carers and residential homes are provided with an information sheet which gives details of our opening times and telephone numbers so that we can be contacted.

Parents/Carers are asked to:

- Make every effort to contact the school as soon as possible on the first day of their child’s absence.
- If their child is going to be absent for some time, they should ensure the school is regularly updated.



- Ensure their child attends school regularly.
- Ensure that their child is fit and able to access the school curriculum.

Attendance Concerns

In cases where parents and carers persistently fail to inform the school about their child's absence, a home visit will take place and appropriate referrals will be made to external agencies e.g; Early Help, Social Care, Education Welfare

If the school is not informed of the reason for absence parent/ carers will be contacted. We may conduct a home visit if deemed necessary. If we are unable to make contact then a referral may be made immediately to the relevant Social Worker.

In cases where pupils persistently attend school and present as unfit and/or unable to access the school curriculum parent/carers will be contacted. If we are unable to make contact then a referral may be made immediately to the relevant Social Worker. In the event that the school is made aware that the pupil is unfit to attend school prior to the school day the school may refuse entry to the pupil.

Unfit/Unwell episodes may include but are not restricted to:

- Contagious illnesses (chicken pox, conjunctivitis)
- Sickness bugs/diarrhoea
- Rashes
- Raised temperature
- Bereavement/ other distressing life event
- Sleep deprivation

Holidays during Term Time

In exceptional circumstances the Head Teacher can authorise leave of up to ten days in any one school year. Prior notice must be given. If the student stays away from school after this authorised period, the school register will be marked as an unauthorised absence. This will remain on the student's record. In cases of continued absence the parent should inform the school at the earliest opportunity.

In making the decision to grant term-time leave for a student, the Head Teacher will consider the age of the pupil, duration of leave, previous leave, attendance rate and the student's ability. There are times during a school year when a student may experience particular problems if leave is taken, such as; exam periods, during GCSE courses and/or beginning of a new term.

Attendance Register

The School is required to ensure that the attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the



afternoon session. Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the Head Teacher and supervised by a person approved by the Head Teacher, including sporting activities, educational visits or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

Registration Codes are taken from School attendance Guidance for maintained schools, academies, independent schools and local authorities – November 2016

Roles and Responsibilities

When?	Who?
Annually <ul style="list-style-type: none"> • Review policy and practice • Complete analysis of school attendance and set targets for improvement • Celebrate and reward good and improved attendance 	Head Teacher, Pastoral Manager, Governors Whole school, parents and carers
Half Termly <ul style="list-style-type: none"> • Analyse whole school and individual pupil attendance • Set individual targets • Celebrate and reward good and improved attendance 	Pastoral Manager Tutors Whole school, parents and carers
Weekly <ul style="list-style-type: none"> • Review attendance register and rates and implement any required actions • Report to SLT 	Pastoral Manager
Daily	



<ul style="list-style-type: none">• Make contact with residential homes to identify any factors which may affect attendance or performance at school• Share information, where appropriate, via Isams• Record pupil attendance on Isams• Moorlands education staff to complete register on shared drive.• Complete absence phone calls and log• Respond to welfare call• Ensure sign in/out procedure for pupils is followed	<p>Pastoral Manager</p> <p>Tutors, Administrator, All staff working at Moorlands</p> <p>Administrator</p> <p>Administrator All staff</p>
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