

Attendance Policy



The Beacon Centre
Leading The Way To A Brighter Future

Reviewed - January 2021
Next review – January 2022

Reviewed by	Signature	Date
SLT		
Management Committee		

Day	Action
1 st Day	9.15 Phone call to parent - note CPOMS of outcome 9.30 If no reply or call back call again and sent text - note CPOMS of outcome Home visit PM- leave calling card - note CPOMS
2 nd Day	9.15 Phone call to parent - note CPOMS of outcome 9.30 If no reply or call back call again and sent text call 2nd contact on pupils file - note CPOMS of outcome Home visit AM- leave calling card note CPOMS
3 rd Day	9.15 Phone call to parent - note CPOMS of outcome 9.30 If no reply or call back call again and sent text - note CPOMS of outcome Home visit – leave letter to say Joint visit with KH tomorrow if no contact made note CPOMS with a copy of letter
4 th Day	9.15 Phone call to parent - note CPOMS of outcome 9.30 If no reply or call back call again and sent text - note CPOMS of outcome Joint visit with KH note CPOMS
5 th Day	9.15 Phone call to parent - note CPOMS of outcome 9.30 If no reply or call back call again and sent text - note CPOMS of outcome Home visit - leave letter saying referring to Local authority Referral to SFYP copy on CPOMS

Rationale

We endeavour to have a high level of pupil attendance in school. A number of pupils at The Beacon Centre are admitted having been poor attenders (or non attenders) at their previous school. This impacts upon the attendance figures. National data indicates a strong correlation between absence levels in schools and pupil attainment. Research also shows that young people who frequently take absence from school are most vulnerable and more likely to become involved in crime and anti social behaviour and are less likely to make a successful transition from school to either employment or further education or training. To enable pupils to achieve their full potential, the school aims to provide a stimulating and motivating curriculum to encourage pupils to attend school. However, often in the case of persistent refusal to attend school, innovative approaches may need to be implemented as patterns can be well established even before admission. In order to facilitate the monitoring of attendance and implement a structure of rewards for improvement, consistent and fair recording of absence must be a priority and reviewed on the basis of success criteria regularly.

- . Relationship to the School Development Plan Attendance is identified within the school development. We have targeted an overall attendance level of 95% across the school.

- . Procedures Attendance registers are marked in accordance with LA guidance. Registers should be marked and returned to the main office by 9.20am. Absence codes should be recorded as shown in appendix 1

- . Pupils arriving late into school are asked to enter Via the school office so The attendance team are aware of arrival and late register marked and also logged on CPOMS stating reason and time of arrival.

Registers are recorded daily onto the Integris system.

Half termly reports are sent to the LA as requested. Weekly and half termly attendance figures are collated by the Attendance lead as follows:

Weekly attendance figures for Primary, Secondary and overall are added to the yearly attendance spreadsheet and School website updated each week.

Weekly 100% certificates issued to all pupils who have achieved this.

Half termly figures are collated for outstanding attendance (95% and above), good attendance (90 – 94.9%), requires improvement (85 – 89.9%) and those causing concern.

Every half term concern letters are sent to parents of pupils with attendance of less than 90%.

These pupils are then tracked half termly by being placed on an internal Attendance monitoring plan .

Parents of pupils with consistently poor attendance are invited into a meeting with the Attendance Lead. Should attendance continue to be a concern following the meeting with , the school will involve the Absence Monitoring Team who will in some cases issue a fine to families for non attendance.

Absences Telephone calls and texts are made to parents / carers of any pupil where there has not been a phone call or reason given for their absence and home visits where required .

The reasons for absence are recorded on Integris and CPOMS systems.

The Attendance team keeps in regular contact with parents / carers where attendance levels are causing concern.

Return to School interviews are completed after every unauthorised absences and shared with the Local Safeguarding partners

Family holiday requests The Head Teacher cannot authorise any requests for families to take holidays during school time. Parents will be advised that the absence will be unauthorised.

Safeguarding procedures will be followed if extended holiday leave is requested where a pupil may be taken out of the country (in line with LA).

Weekly Attendance meetings are held with the Attendance lead and team to discuss any concerns and actions set for the following week. Minutes are held in the attendance drive.

Appendix 1

Code	Reason
*	Not yet marked
/	Present
B	Educated offsite
C	Other authorised circumstance
D	Dual registered
E	Excluded
G	Family holiday
I	Illness
J	Interview
L	Late
M	Medical appointment
N	No reason provided
O	Unauthorised
P	Approved sporting activity
R	Religious observation
S	Study leave
T	Traveller absence
U	Late after register closed
V	Educational trip
W	Work experience
X	Not compulsory school age
Y	Unable to attend exceptional circumstances
Z	Not on role