

Policy No. QW22	Policy: School Attendance
Issue date: January 2015	Review date: January 2016
Responsible: Luke Johnston	Cross reference:

QUEENSWOOD SCHOOL

ATTENDANCE POLICY

INTRODUCTION

Under Section 7 of the Education act 1996, the parent (or carer) is responsible for making sure that any student of compulsory school age receives efficient full-time education suitable to the student's age, ability and aptitude and to any special educational needs the student may have.

A young person continues to be of compulsory school age until the last Friday in June of the school year that they reach 16 years of age. Queenswood School provides a minimum of 25 taught hours per week for all key stages. The education team supervises breaks where appropriate behaviour and social skills are reinforced.

Whilst parents or carers are primarily responsible for ensuring that young people attend school regularly, attendance problems can occur mainly due to previous educational experiences and disaffection. Many of the young people at Queenswood School have already experienced difficulties in school, such as exclusions and disruptions to education due to placements which may have led to extended periods of non-attendance, and may well have attendance issues. The key to successfully resolving these problems is engaging the young person through collaborative working between the home and the school.

Monitoring Attendance and Punctuality

Absence from school has a detrimental effect on a pupil's progress and attainment, therefore the senior managers and the Education Link worker monitor and support pupils to maintain regular attendance.

Attendance registers are be taken twice a day – at the start of the morning session and again at the start of the afternoon session.

- The register shows whether any absence is authorised or unauthorised.
- The required codes are used when recording absence.
- Registers are totalled at the end of the week.
- Pupils arriving more than 1 minute late are marked late in the register.

- Late arrival at any lesson during the day will be noted.
- All pupils are encouraged to attend regularly and punctually. Should a young person refuse to attend school at the start of the day, Managers/parents/carers workers will encourage the young person to leave their home and travel to education later (in school or off site). This will continue throughout the course of the school day.
- Offsite educational provision will be notified of any pupil's refusal as soon as possible.

The school encourages medical and dental appointments to be made outside of school time whenever possible. Holidays should coincide with School holidays, and they **must not** be taken during term time.

Ways in which we improve attendance and punctuality

Individual timetables are negotiated with pupils to decide an appropriate course of study (based on age, aptitude and ability as well as needs) in order to produce Personalised Learning, reduce disaffection and disengagement, and raise the level of enjoyment and commitment to learning.

Attendance problems are often a symptom of some underlying cause. The school investigates whether there are any school or home factors (or both), which are affecting a pupil's attendance.

The school needs to contact the Registered Managers/Parents/Carers if any pupil is absent from school without explanation, including cases where a pupil leaves the premises without permission. This ensures the Manager/parent/carer is aware that the pupil is not in school enabling the Manager/carer/parent to take steps, where necessary, to establish that the pupil is safe.

The School has set a Attendance target of 94% for each individual pupil, When a student does not hit their required target over a two week period a letter will be sent home to Registered Manager/ Carer/ Parent informing them of the issue and the School will arrange a meeting at the School to discuss strategies that can be implemented at school and at home which encourages attendance and punctuality and a plan for improvement.