

 TALOCHER SCHOOL	ATTENDANCE POLICY	
Implementation Date: April 2006	Last Amendment: Sep 2019 Review Date: Sep 2020	Page 1 of 2

INTRODUCTION

When children and young people join Talocher School, they have often experienced a period of time out of school or significant difficulties within school that have led to reduced attendance. Our expectation is that all children and young people achieve their full potential and therefore we aim for all of them to achieve 100% attendance

A young person continues to be of compulsory school age until the last Friday in June as long as he/she reaches 16 years of age by the end of that school year's summer holidays. A young person then must do one of the following until they turn 18.

- 1) Stay in full time education (e.g. school or college)
- 2) Start an apprenticeship or traineeship
- 3) Spend 20 hours or more per week working in volunteering while in part time education or training

Talocher School provides a minimum of 25 taught hours per week for all key stages.

Whilst parents/ carers are primarily responsible for ensuring that young people attend school regularly, attendance problems can occur mainly due to individual needs and challenges, previous educational experiences and disaffection. Many of the young people at Talocher School have already experienced difficulties in school, such as exclusions and disruptions to education 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 it is necessary to monitor and support pupils to maintain regular attendance. Part of this process is to build a trustworthy and open relationship between school, carers and pupils to encourage a constant flow of communication.

The teacher in charge of a class must accurately take a register of attendance at the school at agreed times and in accordance with the agreed method. At Talocher attendance registers are 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.
- Late arrival at any lesson during the day will be noted.
- Attendance is recorded on half term and full term reports.
- All pupils are encouraged to attend regularly and punctually.

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, unless a written request is granted by the school Head Teacher.

Ways in which we improve attendance and punctuality

Bespoke timetables can be introduced to help 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, at the same time highlighting to the pupil that they are being listened to.

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.

Should any pupil be absent from school without explanation parents/carers will be contacted to ascertain why the pupil is absent. This will be no later than 10.00 a.m.

If a pupil leaves the premises without permission, parents/carers will be contacted in line with the individual risk assessment/ behaviour plan. This ensures the parent/carer is aware that the pupil is not in school enabling the carer/parent to take steps, where necessary, to establish where the pupil is and that the pupil is safe.

Liaison meetings can be held with school/parents/carers and other professionals involved with the pupil to discuss a plan for improvement and strategies to encourage attendance and punctuality, should this be deemed necessary.