

STONY DEAN SCHOOL

ATTENDANCE POLICY

Stony Dean will actively encourage regular pupil attendance. Attendance will be very carefully monitored in liaison with the Education Welfare Officer in order to:

- * ensure all pupils receive the maximum possible educational opportunities available to them
- * identify problems which could be helped/resolved by liaison with the education welfare department and parents
- * identify problems which could be helped/resolved by liaison with the medical services and parents
- * identify truants
- * ensure that pupils and parents are left in no doubt that unjustified absences will not be tolerated

Parents will be informed that it is their responsibility to inform the school of the reason for a pupil's absence as soon as possible. All reasonable forms of notification are acceptable i.e. parental note, personal contact, telephone call, email. Only the school, within the context of the law, can approve absence, not parents.

Form tutors will keep an attendance register during registration at the beginning of each morning and afternoon session. A copy of the categorisation of codes will be in each register.

Under the guidance of the Headteacher, and to achieve the above aims, the following tasks will be undertaken by a member of staff with responsibility for attendance:

- * daily check of all registers
- * first day call to all absentees
- * liaise with school nurse as necessary
- * update categorisation of absence codes from information received
- * sending to parents an appropriate set letter if no explanation received
- * remind pupils to bring in notes
- * attend regular pre-arranged meetings with school's education welfare officer to discuss any problems, individual pupils, absence patterns and necessary referrals
- * discuss with Headteacher/Deputy any perceived problems to find appropriate solutions
- * **keep up to date with written guidelines from Dfe 'Policy and Practice on categorisation of Absence'**
- * liaise with school's medical services if necessary

Absence Reporting

Parents are required to notify the school on the first day of absence if their child is unwell and not attending school, which should be followed with a written notification when the child returns to school.

The school will telephone parent(s) at on the first day of absence if parents have not contacted school to advise why their child is absent. The school will record in the register the code for the reason of absence.

If the school is unable to make contact with parent(s) the absence will remain uncoded and the procedure will be followed the following day. Every effort will be made to investigate the absence.

Should an absence reach ten school days without good reason or notification, it will be referred to the school's Education Welfare Officer who will then arrange to make a home visit.

Pupils with recurring patterns of absence may also be referred to the Education Welfare Service.