



The Orchards

Attendance Policy

Policy Version			
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18/06/2019	1		HOB

This policy will be reviewed every 12 months or in light of a change to local and Government legislation.

The Dunham Trust's Vision, Aims and Ethos

Together we will
Challenge the ordinary
Promote individuality
Be advocates for change

Across our schools we encourage cross-collaboration and the sharing of best practice. We believe that we are able to help our schools and their young people to aspire to, and achieve, success. We are committed to ensuring that every child and young person has a pathway to succeed and that:

- gives the best possible start in life
- equips them with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen and contribute to the local community
- celebrates the individual

The Dunham Trust aims to contribute positively to the self-improving school-led system in education across this locality. We believe in true collaboration; working in partnership, investing in people and building capacity for long term, sustainable success. There is both the expectation and opportunity for collaboration across individual Trust schools.

The five schools in The Dunham Trust are:

Acre Hall Primary School
Barton Clough Primary School
Elmridge Primary School
The Orchards Special School
Lime Tree Primary Academy

The Dunham Trust is a growing Trust with very clear educational aims and expectations. One of The Trust's primary aims is to transform the schools within The Trust into sustainable learning communities. We want to create a community of good and outstanding schools with the highest aspirations. The skills and expertise that exist within The Trust will ensure that our academies and young people aspire to, and achieve, success. We achieve this through a well-structured School Improvement Programme which is supported by The Trust's two Teaching Schools.



The Orchard's Specialist School is committed to providing a full, effective and efficient education to all pupils (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

This policy contains within it the procedures that the school will use to meet its attendance targets.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the head of school or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school at 08.45. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 12.30

The registers will close at 12.45.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

First Day Absence

Parents/Carers will be expected to contact the school office and leave a message stating the name of the pupil and reason for absence. If a call has not been received by 09.30 an administrator will contact the parent/carer to establish the reason for absence. This information will then be relayed to the person responsible for each class register, to record as required.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year and scanned onto the sims system. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Leave of Absence in Term Time

Families are not encouraged to take their children out of school for family holidays or trips abroad during term time. Any absence request in term time will be reviewed by the Head of School and only

approved in exceptional circumstances. Requests for leave of absence during term time should be made to the Head of School in writing. Each request will be judged on a case by case basis.

Identified pupils with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school
- Provide home visits where appropriate
- Recognise that some pupils are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to adjust to school's daily routine; catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Attendance Targets

The school will set attendance targets each year. The Head of School will be responsible for monitoring attendance against target.

Our school targets is: 97.5%

The registration system

The School will use the SIMS system to store attendance information. However this may be collected on paper registers by classes ready to be imputed by the office manager.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity

E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

SIMS logged registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink

Register Security

The registers must be safely stored when not used to record attendance.