

Oak Lodge School

Pupils' Attendance/Register Policy

Statutory

Expectation

It is expected that all pupils and students attend school and/or college regularly and that parents/carers ensure that they do.

Monitoring

All pupils' and students' details are recorded on SIMS on admission to school. Pupil attendance and lateness are monitored regularly. School attendance statistics are reported to the LA and governing body.

Year 6-11 pupils

If a pupil's attendance falls below 95% the Education Welfare Officer (EWO) will intervene. The EWO will arrange a meeting with the pupil, their parents/carers and the school to find out why the pupil has not been attending school regularly and to agree a plan to help the parents/carers improve their child's attendance and to avoid the need for legal proceedings. Independent travellers are expected to arrive on time. If late, they must report their arrival to the admin office. Patterns of lateness will be investigated and managed on an individual basis.

6th Form students

Students whose attendance fall below 90% overall (at school and/or college) will be required to attend meetings (see below) to discuss the reasons for their absences and agree a plan of action to improve their attendance (if the reasons are linked to health or personal issues the student will be provided with the appropriate support). Students will only need the subsequent second, third and fourth meetings if they continue to have poor attendance.

- **First meeting:** Held by the student's Pastoral Teacher
- **Second meeting:** Held by the student's Pastoral Teacher. Parents/guardians will be informed by letter and invited.
- **Third meeting:** Held by on-site and/or off-site coordinators. Parents/guardians will be informed by letter. The Headteacher will also be informed.
- **Fourth meeting:** Held by the Headteacher and 6th Form on-site and/or off-site coordinators and the Pastoral teacher. Parents/Carers will also be invited to discuss concerns and agree a plan of action.

Unauthorised absence from school

Class registers are completed each morning and afternoon by teaching staff (see Registers policy). Unexplained absences are followed up initially by office staff *. If there seems to be a pattern of absence the office staff will pass this onto the pastoral teacher to follow up. If concerns continue the school secretary and the Headteacher will monitor absences and letters will be written to the families outlining our concerns and the action that will be taken. An action plan will be agreed (where appropriate) and this plan may involve the contacting of the family, Social Services or the local Education Welfare Officer (EWO). Rates of unauthorised absence are reported once a term to the Governing Body and the DfE. Termly meetings are held with the school secretary and the Wandsworth EWO to monitor attendance and absences. The EWO will also contact parents by letter if there are concerns re pupils' attendance; copies of these letters will be included in the pupils' files.

** If, during a phone call to the family/carer to enquire about an independent travelling pupil's unexplained absence, we are informed that the pupil is expected at school, we will negotiate with the family a period of time to allow for transport problems and then contact the family again suggesting they inform the authorities.*

Missing in Education

If a pupil fails to return to a school after a holiday or weekend and the parents have not informed the school or have said that they have moved the LA, EWO and Social Services will be informed.

Explained absence

If a pupil is absent from school, parents are required to contact the school on each day of the absence stating the reason. The school will then decide whether to authorise the absence.

If no contact is made by the parents/carers of an absent pupil the school will contact the home by telephone on the initial day, a letter will follow after 3 days of unexplained absence. All correspondence between school and home and vice versa in relation to absences needs to be recorded by the office staff.

If pupils are absent for long periods due to ill-health they will be provided with appropriate learning support.

Pupils leaving the premises without authority

This is a small school with small classes and activity groups. Staff members have close knowledge of the pupils and their whereabouts at all times. On the very rare occasions when a pupil has left the premises without permission, either during the school day or during the evening for residential pupils - the following procedures will apply:

1. The Headteacher or in her absence the Deputy Head (daytime) or Head of Care/Senior RSW (evening), will be informed forthwith.
2. An initial search of the building and grounds will be made.
3. One member of staff will drive around the immediate area.
4. Another member of staff will ask that pupil's friends or classmates for information (this can be a source of good information, since generally pupils have good relationships with staff and are concerned for their peers).
5. If after 30 minutes, the pupil cannot be located, parents/carers will be informed by telephone.

6. Police will be informed after a period appropriate to our knowledge of that pupil and his/her home location, but in any case no later than 90 minutes after the pupil's departure.
7. Appropriate authorities will be informed following contact with the police, i.e. Social Service Departments and the Local Authority.

Following any such incident, our pupil welfare procedures would be used to provide appropriate support and guidance to the pupil involved, emphasising our concern for his/her safety. We are able to offer a range of support services to pupils in difficulty. [NB. It is not possible for a pupil to leave the premises during the night without triggering our security alarm, which would alert staff on duty overnight.]

Registers

Registers are kept in the Main Reception Office. Registers must be completed twice daily: at the beginning of the morning school sessions and at the beginning of the school afternoon sessions. **Registers should be returned to the school office as soon as they are completed.** This is important. Registers are a statutory requirement and are used to check who is in school in the case of an emergency e.g. a fire.

Please use these symbols:

/	present
O	absent – no reason known
L	late
V	school journey
H	family holiday authorised by school
W	work experience
M	treatment (e.g. hospital or dental appointment)
I	absent, and message received that pupil is ill
R	day of religious observance
C	other circumstances authorised by school
E	excluded for a fixed period

Please check the previous day's entry to ensure that pupils who were marked late or absent were correctly marked, inserting the correct codes.

It is important that registers are accurate, with correct codes used. They are checked once a term by Wandsworth, and detailed statistics are published by the school, Wandsworth and the DfE.

Family holidays during term time

Parents are asked not to book a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday. For unavoidable family circumstances, parents need to ask the school for an application form "for leave of absence of school pupil". The form needs to be completed and returned to the Headteacher at least two weeks before the first day of the planned absence.

The school will consider each case individually, taking into account the pupil's overall attendance and the reason for the holiday. A letter will be returned to the family either authorising the absence with an agreed return date to school or giving a reason as to why it has been unauthorised. If authorisation is given for a specific period of time and the family do not return on the agreed date, a follow up letter

explaining what action the school now will be taking is sent, this is sent by the school secretary in agreement with the Headteacher.

Attendance Awards

Oak Lodge recognises and encourages good and excellent attendance.

Year 6-11 pupils

Pupils achieving a **100 % attendance** in a term will be rewarded with a certificate and a reward in the Merits Assembly at the end of every term

6th Form Students

All sixth form students achieving 95% attendance or more in a given term will receive a £10 voucher. The names of these students will be entered into a draw and the two whose names are chosen will win £50, instead of the initial £10.

Every half-term, teachers complete a point-scored report on pupils' attitudes, attendance and achievement which also leads to a £10 voucher for the top two students.

All pupils and students

All pupils and students achieving a 100% attendance throughout the year will receive a certificate at Prize Giving in July.

Reviewed and updated: Annually

Approved by the Governors: June 2017

Next Review Date: June 2018