



THE VALLEY SCHOOL

ATTENDANCE POLICY

DECEMBER 2018 (SCHOOL IMPROVEMENT COMMITTEE)

KEY PRINCIPLES

“Learn to Believe – Learn to Achieve”

“Different for Different”

Our Aim at The Valley School is to make our school a welcoming, positive learning environment so that all pupils wish to attend and that families find us approachable and valuable.

High levels of attendance in school will give our students the best possible chance to take advantage of the opportunities that The Valley School offers.

Every adult in school has a key role in ensuring that being in school is a positive and fulfilling experience for every student.

For some of our students, being in school has the potential to be a stressful experience. Some come with a history of school phobia and/or a set of negative learning expectations. Family support for good attendance is varied and will be influenced by past experiences. We are committed to working with pupils and their families to ensure high levels of attendance and to be creative in doing so, to ensure that every pupil has a full and meaningful learning experience.

We will reward high levels of attendance and improved attendance in a variety of ways so that rewards are achievable by all. We will promote and celebrate good attendance in assemblies.

KEY RESPONSIBILITIES

- It is the responsibility of the form tutor/learning partner to complete the registration process accurately.
- It is the responsibility of the pastoral teams to monitor and promote attendance and to intervene positively to bring about improvements.
- It is the responsibility of the school receptionist to respond to registers and to ensure that the whereabouts of all pupils are known, in consultation with parents and carers.
- It is our aim at The Valley School to work with families to improve any problems with attendance, so that all pupils are able to engage fully with their learning.

- It is the responsibility of all staff to promote good attendance, to be warm and welcoming and to create positive opportunities for all pupils.

KEY PRACTICES

- Registration

The pupils will be marked as present / or N if absent

If a pupil is marked N and there is no known reason, (medical, personal, sickness etc.) the office staff will contact home to confirm reason for nonattendance. The office staff will also update the register code as appropriate.

This reason will be recorded on the pupil's attendance record.

Absence sheet

After each registration period (am/pm) an absence sheet will be produced by the office staff. This sheet will be displayed outside of the office and with each of the taxi lists and other "end of the day" lists. All lists are therefore available for reference at the end of the day for staff expecting to release pupils onto school transport, independent travel or parent/carer collection.

A copy of both of these absence sheets will be given to the member of SLT responsible for attendance on a daily basis.

Attendance concerns

Early intervention is required if attendance levels cause concern. Attendance improvement plans will be devised, working closely with the pupil and parent/carer.

97%	Form tutor
95%	Learning Leader
92%	SLT Attendance Lead

Attendance Report

Attendance Lead will generate a percentage attendance report on a weekly basis. Learning Leaders will ensure that action is taken in response

Attendance Certificates

Certificates will be awarded to each pupil that achieves 100% attendance at the end of each half term.

Cumulative 100%:

Autumn Term – Bronze Certificate

Autumn and Spring Term – Silver Certificate

Autumn, Spring and Summer Term – Gold Certificate

As well as a gold certificate each 100% will receive a special prize chosen by their form tutor and family. In most cases, this will be a bicycle to support independence. Other gifts are carefully chosen to support good learning and development. Electronic and insular activities will not be promoted in this decision. The value of each prize will be approximately £100.