



# THE VALLEY SCHOOL

## ATTENDANCE POLICY

FEBRUARY 2019 (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.

All staff are accountable and have a duty to ensure that registers are accurate and that practices are enforced, so that pupils are fully safeguarded at all times.

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

### KEY RESPONSIBILITIES

- It is a statutory responsibility of the form tutor (or learning partner in the absence of a teacher) to complete the registration process accurately, using their own log in credentials.
- 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

**This is a legal requirement and ensures that safeguarding is central to our practices. All staff involved are fully accountable for meeting the expectations below:**

- **9.00 – 9.10** tutors (or learning partners in the absence of a teacher) complete register, including accurate meal options for each day
- Pupils must be marked as present / or N if absent
- **9.10** Save register
- **9.10 – 9.30** any pupils arriving during this time **should** come into school via reception and sign in via INVENTORY
- **9.10 – 9.30** to ensure that safeguarding remains tight, tutor (or LP) must phone reception if a pupil arrives during this time, in case he/she has not come via the right route.
- **9.30** reception staff contact home to check any pupils with unexplained absences. Calls are logged in the Communication Log and register codes are updated.
- **Fire box is updated for use in an emergency**
- **1.30** afternoon register to be completed accurately
- **1.40** save register
- **1.40** If a pupil is still unaccounted for, tutors (and/or LPs) must take appropriate action in response. Duty Manager should be called if necessary

### Absence sheet/Pupil changes/After school activities

Absence lists are produced after each registration period. These are displayed outside the office, added to all “end of the day” lists and kept, for reference, by the member of SLT responsible for attendance. Staff **must** refer to these lists when dismissing pupils onto school transport, independent travel or parent/carer collection. They **must** also refer to lists relating to after school clubs and any updates from parents/carers, all included with the taxi letters/traveller lists.

### Attendance concerns

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

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

### **Attendance Report**

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

### **Attendance Certificates**

Certificates are 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% receives a special prize chosen by their form tutor and family. In most cases, this is 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 is approximately £100.

### **Lesson Monitor**

In order to safeguard our pupils and to enforce good learning behaviours, teachers (or learning partners in the absence of a teacher) are responsible for registering pupils during lessons in the following way:

- Register must be completed as soon as possible and never later than 10 minutes after start time
- Pupils must be marked as present / or N absent
- Any member of staff who is with a pupil in any other place than the timetabled lesson must access the register between 10 & 15 minutes from the start time, adding the following codes:
  - 2 music lesson
  - 3 The Hub
  - 4 Pupil Listener
  - 5 Alternative Provision
  - 6 Interventions
  - 7 off-site activity (office)

- 8 sporting activity on site (office)
  - 9 other (note must be added)
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- If a pupil is still unaccounted for after 15 minutes (or beforehand if there is good reason to do so), teachers and/or learning partners must take appropriate action in response. Duty Manager should be called if necessary
  - If a pupil arrives late, the register must be updated and saved, with a note to say the number of minutes late and other relevant information.
  - If the above is not completed, staff will be reminded by the receptionist, copying in the line manager if necessary.