



Gatehouse School

Attendance, lateness and Unauthorised Absence

Policy

2023-2024

Last review	November 2023
Next review	November 2024

Our Ethos

Gatehouse is a vibrant and welcoming school. The headteacher, Designated Safeguarding Lead, Head of Nursery, SENDco and Pastoral Care Lead are at the school gate and in the playground to greet the children in the morning. Early morning activities take place in the classrooms before registration and this time allows children to speak with their teacher and settle in for the day, before lessons begin. It is very important that children arrive at school on time and attend school every day, to ensure that they receive the best possible education.

Aims

Our school aims to meet its obligation with regard to school attendance by:

- Promoting good attendance and punctuality
- Acting early to address patterns of absence
- Ensuring all pupils have access to the full education they are entitled to
- Outlining school and parental responsibilities

Legislation

The school undertakes to comply in all matters relating to admission and attendance in accord with ISI regulatory requirements (Part 3, paragraph 17) This policy is written within the requirements of the DFE guidance: 'Working Together to Improve School Attendance'. The policy refers to the statutory guidance on school attendance parental responsibility measures.

Named Person

The school has appointed a senior member of staff who will be responsible for overseeing attendance, The designated Safeguarding Lead, Mrs Fiona Tighe.

RESPONSIBILITIES of Gatehouse School:

- Maintain an electronic register that is accurate.
- Monitor attendance and punctuality twice a day at 8:50am and 1:30pm
- Follow up unexplained absences on the same day
- Mark any absences that are not explained as unauthorised absences
- Concerns from staff regarding absence will be reported
- Recognise that children missing education can act as a warning to safeguarding issues
- Report absences of 10 days or more that are not authorised to the relevant local authority
- Report any deletion from the school register to the relevant local authority if the next school destination is unknown or if the child moves abroad.

RESPONSIBILITIES of Parents:

- Parents have a legal duty to ensure that their child attends school regularly
- Children must attend every day that school is open, unless they are ill or advance permission has been given
- The school gates open at 8:30am. The gates close at 8:50am.
- Children should be in class prior to registration starting at 8:50am.
- The register opens at 8:50am and closes at 8:55am
- Children arriving after 8:55 to the classroom for registration are marked as late.
- Parents should call the school or email between 8am and 9am if a child will be absent due to illness.
- Routine appointments for the doctor and dentist should be made outside of school hours where possible, and advance email notification should be given.
- Update your contact details and address if there are any changes.

Attendance Expectations:

- Every child's attendance should be 95% or above. This is monitored by our Head of Pastoral Care and actioned by our Safeguarding Lead on a weekly basis.
- 95%-100% is the expected attendance level
- 90%-95% is an emerging cause for concern. The DSL will email you.
- 85%-90% is a cause for concern. The DSL will call you
- Below 85% is a serious cause for concern. Parents will be invited to attend a meeting.

Gatehouse School will work with parents to understand barriers causing absence or lateness and will aim to support effective strategies to be put in place to overcome them.

Requests for Authorised Absences.

- Gatehouse School publishes its term dates one year in advance so that family holidays do not disrupt a child's education.
- Requests for leave for holidays, family visits and family events in term time cannot be granted.

- Requests for exceptional leave should be made in writing to the Headteacher.
- Consideration for exceptional leave may be given, but is dependent on levels of attendance, what learning will be missed and any previous requests.

Statutory school age.

This policy applies to all children above the statutory school age of 5.

Unauthorised Absence Procedures (If a pupil's absence is not reported:)

- We will try to contact parents by phone by 9.30am
- If we cannot reach parents by phone we will email
- If we have no response to the email, we will send a text message asking the parent to contact the school
- If we have no response to the text, we will phone authorised contacts listed on the pupil contact form to advise them that the child is not in school and that we have not been notified of a reason.
- If we have no response from any contact by 12:00 midday, we will call MASH for advice Gatehouse School will follow any advice given by MASH, including visiting the home address

Appendix 1

CODES TO RECORD PUPIL ATTENDANCE AND ABSENCE

/\ Present at registration

B Educated off-site (Not Dual registration)

C Other approved educational activity (not covered by other codes and descriptions)

D Dual registered (i.e. present at another school or at a PRU)

E Excluded but no alternative provision made

F Agreed extended family holiday

G Family holiday (not agreed or sessions in excess of agreement)

H Agreed family holiday

I Illness

J Interview

L Late but arrived before register closed

M Medical or dental appointment

N No reason for the absence provided yet

O Other unauthorised (not covered by other codes or description)

P Approved sporting activity

R Day set aside exclusively for religious observance

S Study leave

T Traveller absence

U Late and arrived after register closed

V Educational visit or trip

W Work experience (not work based training)

X Untimetabled sessions for non-compulsory school-age pupils

Y Partial and forced closure Enforced closure

Z Pupil not on roll yet

School closed to all pupils

Review of Policy

This policy will be reviewed on a yearly basis (or more regularly where required) prior to approval by the board of governors.