



Attendance Policy

April 2019

Review April 2020

When do students need to be in school?

Students should be in school for registration at 9am and 1pm. If a student arrives after 09:00 and before 09:30, they will be recorded on the register as 'late'. The register closes at 10:00 in the morning, and 13:30 in the afternoon. As student's timetables differ from each other and they attend different sessions at different times throughout their placement, this is altered to fit with their timetable on occasions. On these occasions the parents / carers and student will be informed in writing and should confirm their agreement by telephone or in writing to the child's school.

As most students will be arriving in taxis the taxi companies are in possession of the timetable for each student on their contract. If a student misses a taxi it is essential that parents / carers / students contact school immediately to inform us of whether the student will travel to school in another way or whether this means that the student will not attend. Should the student not attend due to missing a taxi this will be recorded as unauthorised absence in the school register.

Students are expected to attend fully all allocated sessions. It is essential that, wherever possible, appointments (doctor, dentist etc) are made outside school.

Notification of absence.

If a student is to be absent because of illness it is essential that parents / carers notify school by telephone on the morning of the first absence with the reason for absence. It is helpful if parents could let school know how long the absence is likely to be for so the curriculum can be planned. Where the student is entered for external examinations on this day all effort should be made to encourage the student to come into school even if only for the duration of the examination as these cannot be rescheduled. In the event this is not possible due to illness the school will contact the examination board.

Where the school has not been notified of absence, but the student does not arrive by the allotted time, the school will contact the parents / carers immediately by telephone.

Where it is known that the student has an appointment that cannot be arranged outside of school time, the school should be notified in advance.

School's response to absence.

Where the school is aware of absence and the reason for the absence is illness or an unmissable appointment, we will record this as an authorised absence. Where other situations prevail, we will discuss the recording of the absence with the parent / carer. Where absence is due to part of the student's diagnosed condition, we will refer to internal guidelines to determine whether absences are authorised or not. (see appendix A).

Where a student is regularly absent, we will work with parents to ensure that the issues surrounding non-attendance are addressed appropriately. It is our legal duty to inform the Local Authority where there is a pattern of absence or regular absences

for whatever reason. The Local Authority may decide to enlist the support of an Educational Welfare Officer in these instances.

Illness whilst at school.

If a student is ill whilst at school, we will inform parents / carers immediately. If it is felt appropriate, the student may remain in our sick room for a period of time, but prolonged illness or severe illness will result in the student being sent home. In the case of emergency, it is essential that we can contact parents / carers immediately. Please ensure that school has your mobile number as well as home number and another two emergency contacts in case you cannot be reached.

Recording of attendance

The school register is completed twice daily in line with legal guidelines. Welfare call are every day to confirm any looked after children are in school

Appendix A

Attendance guidance for Brook View School - any clear sickness is authorised

Late = in after 9am and before 9.30am

Register closed = after 10am

(must be amended with each new student)

Student initials	Condition that may affect attendance	Questions to be asked	Register code (u/a or a)
	ADHD – no meds taken	When do you think he will take his meds and will he be coming in?	u/a
	Sleep difficulties	Were meds offered and refused? Is this affecting his ability to come in?	u/a yes = a no = u/a
	anxiety	Is his anxiety the reason for non attendance?	Yes = a No = u/a
	Meltdown	Is the meltdown likely to continue into our visit?	Yes = a No = u/a
	Anxiety	Is this affecting his ability to attend?	Yes = a No = u/a
	n/a	Is he refusing to get up or get into the car?	u/a
	n/a	Is his absence relating to illness?	A
	Sleep difficulties	Is his lack of sleep the reason he is unable to come in?	Yes = a No = u/a
	Anxiety / attachment disorder	Is his anxiety the reason for non attendance?	Yes = a No = u/a
	Anxiety Ulcerative colitis	Is the anxiety or ulcerative colitis the reason for non attendance?	Yes = a No = u/a
		Is he sick / attending appointments?	Yes = a No = u/a

Attendance guidance for outreach- any clear sickness is authorised

(must be amended with each new student)

Student initials	Condition that may affect attendance	Questions to be asked	Attendance codes (a or u/a)
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	Depression / anxiety and panic attacks	Is absence due to either of these?	Yes = a No = u/a
	Anxiety / panic attacks / sleeping issues / ODD	Is absence due to any of these?	Yes = a No = u/a
	Anxiety	Is absence due to this?	Yes = a No = u/a
	n/a	Is absence due to sickness?	Yes = a No = u/a
	Extreme tiredness	Is absence due to tiredness linked to brain injury?	Yes = a No = u/a
	n/a	Is absence linked to illness?	Yes = a No = u/a
	Anxiety	Is absence due to anxiety?	Yes = a No = u/a
	n/a	Is absence due to illness or anxiety?	Yes = a No = u/a
	Anxiety and mental health issues	Is absence due to either of these?	Yes = a No = u/a

Attendance guidance for Teaseldown School - any clear sickness is authorised

Late = in after 9am and before 9.30am

Register closed = after 10am

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(must be amended with each new student)

Student initials	Condition that may affect attendance	Questions to be asked	Attendance codes (a or u/a)
	Anxiety and attachment/ social issues	Is the non attendance related to either of these?	Yes=a No = u/a
	Anxiety	Is absence anxiety related?	Yes = a No = u/a
	ODD	Is absence clearly related to ODD and home situation?	Yes = a No = u/a
	n/a	Is absence due to sickness?	Yes = a No = u/a
	Anxiety	Is absence due to sickness?	Yes = a No = u/a
	n/a	Is absence due to sickness?	Yes = a No =u/a
	Mental health	Is absence related to mental health?	Yes = a No = u/a

	Anxiety	Is absence related to anxiety?	Yes = a No = u/a
	Anxiety	Is absence related to anxiety?	Yes = a No = u/a
	Unstable sleep pattern	Is absence due to lack of sleep?	Yes = a No = u/a

Attendance guidance for Primrose Hill School - any clear sickness is authorised

Late = in after 9am and before 9.30am

Register closed = after 10am

(must be amended with each new student)

Student initials	Condition that may affect attendance	Questions to be asked	Attendance codes (a or u/a)
	n/a	Is absence related to clear sickness?	Yes = a No = u/a
	n/a	Is absence related to clear sickness?	Yes = a No = u/a`
	n/a	Is absence related to clear sickness?	Yes = a No = u/a
	Anxiety	Is absence related to anxiety?	Yes = a No = u/a
	n/a	Is absence related to sickness?	Yes = u No = u/a
	Depression	Is absence related to depression?	Yes = a Np = u/a
	Anxiety	Is absence related to anxiety about school?	Yes = a No = u/a