

DAWN HOUSE SCHOOL – STAFF HANDBOOK	
Policy Title: School Attendance	
Section: A	Policy No: A.10
Version Date: September 2022 (ratified Nov 22)	Review Date: September 2023
Name of Originator: JMC/PC	Designation: Principal/Wellbeing lead

Introduction

Regular school attendance is essential if children are to achieve their full potential.

Dawn House School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Dawn House School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Dawn House School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour, inclusive learning and wellbeing.

Dawn House School attendance policy is drawn from **Department for Education, Working together to improve attendance Guidance for maintained schools, academies, independent schools and local authorities May 2022**

Dawn House School will adhere to statutory guidance in developing and maintaining attendance registers using to record, monitor and produce data as required by schools. The attendance records are scrutinised as part of an approach to keeping children safe in education.

Key school personnel.

Jenny McConnell	Principal
Philip Chandler	Attendance Lead
Shelia Tuckwell	Administration
	Link Governor.

Key contacts to report absence.

Website	www.dawnhouseschool.org.uk/attendance-and-absence/
Email	pupil.absence@dawnhouse.org.uk
Text	07880738815

Expectations

Pupils should expect to come to a school which is calm, orderly, safe and a supportive environment in which all pupils want to attend and can learn, thrive and be heard. Dawn House School will work to provide this for all pupils.

Parents/carers should expect their child is welcomed and given the individual support and understanding they need to successfully attend school.

Dawn House School expects parents to encourage as full attendance as is possible and to communicate with school about any absence using the above methods.

The Attendance Register.

Pupils can arrive at school from 8.30am each morning.

Registration time is between 8.50am and 9.00am, pupils arriving at this time will be marked as present. Pupils arriving between 9.00am and 9.20am will be recorded as late. Arriving late before 9.20am allows pupils attendance to be counted positively. Any pupil who arrives after 9.20am will be recorded as late and their attendance will not be counted towards their overall attendance mark.

Residential Pupils.

Residential pupils can have very long journeys to school often over 2 hours, for these pupils the register will remain open until 10.30am on the days when pupils return to school after a weekend or school closure.

Dawn House Chimes- special arrangements.

The pupils accessing Chimes may well have a more complex set of individual needs and circumstances which requires them to have a very bespoke individualised provision and timetable. To recognise the needs of these pupils the attendance register for Chimes will remain open until 10.30am each morning.

Monitoring attendance.

Daily. 9.30 each morning the school office will run a report identifying any unexplained absences. The school office at 10.00am will contact parents/carers to ascertain the reason for the absence and this will be recorded on the attendance register.

Weekly. The attendance lead will give a weekly report of attendance to form tutors and the lead practitioners to enable form tutors to offer pastoral support and challenge to pupils and their parents/carers, noting any growing trends.

Fortnightly. The attendance lead will prepare data for the senior leader group meeting highlighting attendance for all pupils. The senior leaders will monitor



attendance, understand the reasons behind absence for individual pupils and will direct interventions for improvement.

Termly. The attendance lead will prepare a report of the terms attendance analysis to be presented to school governors and trustees.

The impact of missing school.

If a child has attendance of 90% this equates to half a day of learning lost each week, or 4 weeks of lessons over one year and half a year missed learning over a 5 year period!

Missing time affects progress academically and socially. Pupils are expected to attend school all days they are able, lost days in school means fewer lessons attended which mean pupils will not be reaching their full potential.

If a child is unable to attend school parents/carers are asked to contact school via the office, on-line through the website or by email to pupil.absence@dawnhouse.org.uk

Leave of absence from school will not be granted unless the parent/carer can provide exceptional reasons for the child to be away from school. Parents who plan to take their children out of school are expected to apply for leave of absence in advance to the Principal. The school office will forward the request proforma when asked.

Dawn House School, appreciates the complex needs of our pupils, their medical requirements and distance travelled to school. We have very high aspirations for all our pupils that they will have successful futures.

What is good attendance?

Number of days off school	Number of lessons missed	%	Involved	
0-2 Excellent	Up to 12 lessons missed	99%	Form Tutor.	<ul style="list-style-type: none"> • Warm consistent Welcome • Praise , half termly message/certificate
4 -7 Good	Up to 42 lessons missed	96%	Form Tutor	<ul style="list-style-type: none"> • Warm consistent welcome. • Checking reasons for absence, offer re-assurance encouragement. • Reflect with parents in weekly communication.



A Speech and Language UK school

8-9 Cause for concern	Up to 54 lessons missed.	95%	Form Tutor/ Attendance lead	<ul style="list-style-type: none"> Form tutor/core team pastoral support with pupil. Form tutor Liaison with parents.
10-18 Significant concern	Up to 108 lessons missed	90%	Form Tutor/ Attendance lead/Lead Practitioner	<ul style="list-style-type: none"> Lead Practitioner to contact parents/carers to raise concern. Monitoring Plan.
27 plus Action/referral to Local Authority for guidance and reporting.	Up to 162 lessons missed	Under 85%	Form Tutor/ Attendance Lead/ Lead Practitioner/ Deputy Principal.	<ul style="list-style-type: none"> Agree an attendance plan monitored by deputy principal. Discussion with parents/carers around barriers to attending Agree individual risk assessment for time when pupil not in school. Home visit Possible referral to Local Authority/consideration of sanctions.

Each pupil attending Dawn House School in an individual and their own unique set of circumstances and needs will affect their ability to attend school successfully.

To support pupils transitioning into Dawn House School they may be guided to attend a reduced number of sessions whilst settling into school. Many of our pupils will have negative experience of school and school refusal. Where a pupil is expected to attend a reduced number of sessions this is agreed by a senior manager with the form tutor and the parent/carer and an agreement is reached regarding the welfare and safeguarding of a child during normal school hours when not attending school. [reduced time -declaration]

Where a pupil is not able to be attending full time after 4 weeks, their individual timetable is regularly reviewed and if appropriate increase time in school.



Dawn House School
Attendance Plan

Name _____ Class group _____

Attendance previous term	%
Previous 2 weeks attendance	%
Explanation of absence.	Register codes C, I, U, L H, M

New attendance plan	Date	Target attendance. After 5 weeks
Actions to support attendance. <i>Home contact, letter/call/visit. Alternative arrangements, reduced time, learning mentor, meet and great /</i>		
Outcome after 5 weeks.		
Agreed by Pupil Parent Teacher Date		



Dear Parent/Carer,

At Dawn House School we attach the highest priority to ensuring all pupils on roll are exceptionally well protected and safeguarding procedures are adhered to. In order that we can be clear in regards to safeguarding children on our school role but not attending a full timetable we ask that you sign and return this declaration.

Pupil name

Class Group

Reason for reduced attendance/ part timetable.
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Times required to be in school

W/C					
Monday	AM				
	PM				
Tuesday	AMs				
	PM				
Wednesday	AM				
	PM				
Thursday	AM				
	PM				
Friday	AM				
	PM				

I have discussed and agreed the above part time attendance plan for my child.

I will take full responsibility for my child during the hours when not attending school.

I will take full responsibility ensuring the health, safety and welfare of my child when not at school and will seek guidance from school if I have any concerns.

Parents/Carer name _____

Signature _____ Date _____

Dawn House Senior Manager

I confirm this timetable is in the best interest of the child and will be reviewed by

Name

Signature _____

Date