

**Attendance Policy**

**Introduction**

Here at Holton Sleaford Independent School (HSIS) we aim to help build ‘resilience, confidence and self-esteem’ in each individual pupil, in a caring and supportive environment. HSIS is a small specialist setting which caters for pupils with, Social, Emotional, Mental Health issues and are unable to reach their full potential in a mainstream setting.

At HSIS we will work hard to support each individual pupil both academically and socially to successfully learn and achieve. To help us do this, parent/carer support is required to ensure pupils attend school 100% of the time, where possible. Pupils who have good attendance generally achieve and develop better than those who regularly miss school. High attending pupils are more likely to build and sustain strong relationships and have a larger understanding of the importance of school life.

At HSIS we will constantly monitor pupil’s attendance and try and offer any support to help improve any individual’s attendance so pupils can grow and reach their full potential.

**Expectations**

We expect the following from all our pupils.

* That they attend school regularly, 100% attendance is our aim, but we understand there will be occasions where this is not possible such as illness, etc.
* That they arrive on time and are prepared for the day ahead.
* That they inform a member of staff if there is any reason why they will be late or absent from school.

What we expect from parents/carers.

* To ensure that their child attends school regularly and punctually.
* To ensure that they contact school as soon as is reasonably practical when their child cannot attend.
* To ensure that their child arrived at school well prepared and ready for the school day.

**Encouraging attendance**

We will always monitor and reward positive attendance, this will be done in different ways over the year. Our daily points system provides pupils with credits at the end of each week.

**Responding to Non-attendance**

* If a note or message is not received from parents, the parents will be contacted on the first day by telephone, e-mail or text message.
* Where there is no response within three days of non-explained absence a second letter may be sent or a possible visit from a member of staff or the Education Welfare Officer (EWO).
* Attendance meetings will be implemented for pupils whose attendance is causing concern and has dropped below 90% for a period of at least four weeks.

**Role of the School**

As a school it is important to recognise the importance of positive attendance within the setting. It is also important attendance is monitored and recorded correctly and that any findings from these records are identified and strategies are put in place as soon as possible for these areas to be rectified.

* The school will have an attendance profile for each individual and the whole school, which allows us to track attendance. The Attendance Key is found on the first page of the paper copy and follows the government guidance key.
* Hub registration for every session.
* Staff will report any attendance issues to a member of SLT.
* School will liaise with the EWO regularly to discuss any trends in pupil’s absence.

We will help promote the importance of good attendance within the school by:

* Ensure pupil’s transport has been booked and arrives at the correct times
* Support parents/carers when needed

**Children Missing in Education**

We will follow the same steps from Responding to Non-attendance, in addition.

* Continue to make telephone calls
* Send letters to parents/carers
* Home visits
* Contact with other known involved agencies.

If there is no contact after 10 days, the school will refer the matter to the local authority by email [cme@lincolnshire.gov.uk](mailto:cme@lincolnshire.gov.uk)

**Family Holidays**

Family holidays are no longer allowed in term times, schools cannot authorise leave of absence for family holidays, unless there are exceptional circumstances.

If you wish to claim exceptional circumstances, you will need to write to the Head of School and each case shall be assessed individually.

Any unauthorised holidays taken in school time will be coded as ‘Unauthorised Absence’ and parents/carers may be issued with a fixed penalty notice from the Local Authority.

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| **Written by…** | **Daniel Laughton** | **4/11/21** |
| **Approved by…** | **Mike Whatton** | **4/11/21** |
| **Signed…** |  | |
| **Date sent to Governors** |  | **Due for Review** |
| **Date approved by Governors** |  | **4/11/22** |