

EVERY SCHOOL DAY COUNTS



The Dove Academy Trust has recently revised its **Attendance Policy** to make sure parents and carers are clear about the approach the school takes to ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence and lateness.

The full policy is available on the school's website but I thought it would be helpful to summarise the key points and highlight changes to how we will be recording absence and lateness so that we can continue to work together to support the children.

The school day starts at 9.00am but we currently have a significant number of children arriving to school late. From after half term (19th February) if this is **after 9.10am**, when the register has closed, parents and carers must bring their child to the school office and sign them in so that we know exactly who is in the building for dinner numbers and in case of an emergency. This will then be marked as an **unauthorised absence**.

If your child is going to be absent from school you must inform us by 10.00am on the first day of absence. At this time we will ask for an indication of when your child is likely to return. If this changes you will need to keep us up to date.

Absence from school will usually not be granted during term time, and will only be authorised in exceptional circumstances. There is a new form to complete in advance to request such an absence which must fall into one of eight categories. The form is available on the website or from the school office. You will be informed of the response to the request, the reasons for the decision and any further action.

The school monitors attendance in order to establish and maintain an ethos where good attendance is expected. We work hard to ensure that parents, carers and pupils understand the negative impact of poor attendance and offer a range of support strategies, including seeking advice and support from other agencies.

This monitoring will include:

1. Every half term, the Inclusion Leader will send a letter to any parents or carers whose children have attendance between 90-95% to advise them that this is below the school's target and the impact of this
2. The Inclusion Leader will send fortnightly letters to parents of pupils whose attendance has fallen below 90% (classed by the government as Persistent Absentees)*
3. The Inclusion Leader will send a letter to parents and carers of pupils who are consistently late (four or more late marks a fortnight)*

**A daily attendance check will be maintained of pupils who are identified as persistent absentees or consistently late. Parents and carers of pupils on this list who are not in school will be contacted by the Inclusion Leader or the Head of School.*

Where a pupil is a persistent absentee, or consistently late, and attendance does not improve through the above strategies, more formal support will be offered.

If you have any queries please do not hesitate to contact us.

Mrs Attkin

Executive Headteacher

