



ATTENDANCE PROCEDURES- an integral part of Safeguarding at Atrium Studio

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OBJECTIVES

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Reporting Absence

Attendance is checked on a daily basis. If a student is absent without a given reason the school (Attendance Coordinator) calls the parents/carers using First Call protocol. Parents can inform the school of absence in 4 ways;

1. Send a note in the student planner
2. Call the School **01364 655399**, select the option to report an absence and leave a message or speak to the Attendance Coordinator directly

Where there are concerns

If a student's absence falls below 96 % the school will be seeking ways to support an improvement. The Attendance Coordinator meets Atrium SLT weekly to discuss attendance issues and any requests for absence.

- **Stage 1 PERSONAL TUTORIAL**
Atrium SLT discusses reasons for absence with the student and suggests strategies for improvement.
- **Stage 2 Attendance Coordinator involvement**
Parents will be informed by letter. A response is requested from home.
- **Stage 3 Parental interview**
Parents are invited to meet Garry Murphy to discuss the problem and see if the school can support an improvement in attendance. The School will request medical evidence.
- **Stage 4 Educational Welfare Officer (EWO)**
The EWO makes contact by official letter or telephone and an appointment is made to meet the student with the parent and Garry Murphy/Attendance Coordinator in school
- **Stage 5 Legal Sanctions**
-The EWO exercises the LEA's obligation to enforce legal sanctions.

Supporting Good Attendance

