



**Rouge Bouillon School**

**Policy for  
Attendance**

## **Attendance Policy**

### **Introduction**

- At Rouge Bouillon we aim to encourage, promote and maintain positive pupil attendance and punctuality.
- We follow the procedures and processes for attendance detailed in the Education Department School Attendance Policy dated August 2017.
- The SLT member with overall responsibility for attendance at Rouge Bouillon School is Nykie Preece, The Safeguarding and wellbeing coordinator (SaWCo).

For attendance the department thresholds are:

- below 85% “of concern” (Educational Welfare Team involvement probable)
- 85-89% “low” - School to contact parents and do an attendance plan
- 90-94% “fair”
- 95-99% “good to very good”
- above 99% “excellent”

### **School Responsibilities**

- Class teachers must ensure that registers are accurate and up to date.
- Class teachers to be contacting parents if there were 2 lates in half a term.
- The SaWCo will do a regular audit of school registers to identify any pupils with attendance or punctuality concerns and liaise with our Education Welfare Officer (EWO), (Ali Moffat).
- The SaWCo will monitor and promote the welfare of every child.
- The SaWCo will ensure that all appropriate information and records are available to the EWO as part of a schools’ request for their involvement. This might include attendance plans; other evidence of relevant school-led intervention; minutes from meetings with parents and pupils and other correspondence from school to parents.
- For those children referred to the EWO, EWO intervention will be recorded in the pupils file.
- Regular termly audits of pupil files to be carried out to ensure that record keeping is in line with the EWT’s Guidance for Maintaining a Pupil Folder (Appendix 1). Audits to be completed by the SBEWO Manager and the Manager for the EWT for quality assurance. (to be implemented from Summer Term 2018)

### **Procedures**

On the first day of absence, if no contact is received from parents, the school office staff will contact parents to determine the reason for absence and mark this using the correct category on the register.

A daily late book is kept where all late arrivals are signed in and a time and reason given for their late arrival.

A breakfast club is available for the use of any family needing this strategy for punctuality.

The Safeguarding and wellbeing coordinator will contact parents when punctuality or absence become a concern. If this does not improve a meeting will be arranged and an attendance/punctuality plan written with the parents. This will be reviewed every 2-4 weeks and either closed or referred on to the EWO.

School attendance is regularly monitored and reviewed by The Safeguarding and wellbeing coordinator.

Where there is poor attendance due to issues such as bullying, discrimination and the curriculum, The SaWCo will work with class teachers and appropriate agencies to support this.