



ATTENDANCE

At Frank Wise School we recognise the importance of consistency if learning is to be effective. Consequently, it is our policy to encourage full attendance, if possible, for all pupils. We know that attendance rates for special schools are generally below those of mainstream schools because of the complex nature of some of our pupils' special needs. Sadly, some of our pupils are more prone to illness and hospitalisation. We also fully understand the necessity for close home-school partnership. It is these three main factors which underpin the school's policy towards attendance.

The school will:

Take an Attendance Register at the beginning of each morning (any amendments for the afternoon session will also be recorded) and will indicate whether an absence is authorised or unauthorised. This will be done by using the agreed Oxfordshire coding system.

Authorised absence would usually be:

- when a pupil is prevented from attending by sickness or any unavoidable cause (e.g. - when the school transport does not run).
- absence exclusively set apart for religious observance by the persuasion to which the pupil's parents belong.

Publish data about rates of unauthorised absence on our website and in annual reports. However, as individual pupils could be identified in this data, these requirements will be sensibly and sensitively applied by only publishing figures for the whole school and not individual year groups.

Ensure that teachers discuss any concerns about a pupil's attendance rate with the Headteacher so that, if necessary, appropriate action can be taken. The School Nurse supports us in this aspect of our work.

We ask parents to :

Remember that registration time at school is between 9.00 a.m. and 9.15 a.m. and that pupils arriving after this time will be registered as late.

Let us know immediately, either by phone or email, if their child is sick so that their absence is not recorded as unauthorised.

Avoid arranging medical and similar appointments for their child during school hours.

Amendments to the registration regulations, which came into force on 1st September 2013, remove references to family holidays and extended leave as well as the threshold of ten school days. The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Reviewed by: Sean O'Sullivan

Date: October 2016

Approved by Governors:

Date: 13th October 2016