

Adagio School of Performing Arts

Attendance Policy



Approved by:	The Principal
Reviewed by:	Bronwen Patching
Date:	20 th of October 2021
Next Review:	Autumn Term 2022

Attendance policy

Every child has a right to access the education to which s/he is entitled. Parents and teachers share the responsibility for ensuring that attendance rates at Adagio School are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum. The School recognises that punctual and regular attendance alongside high standards of behaviour is an essential prerequisite to effective learning and is therefore committed to improving levels of attendance, punctuality and positive behaviour. The School actively promotes a teaching and learning ethos, which encourages all students to attend whatever their level of ability or need. This is built on clear values, principles and beliefs as stated in the school Mission & Ethos Statement. In accordance with other school policies, members of the school community should be able to thrive, feel respected, safe and secure.

We aim to work in partnership with parents and recognise that:

- parents are responsible in law for ensuring the regular and punctual attendance of their children as stated in their school contract
- parents and school staff should work closely together to overcome any problems which may affect a child's attendance
- the School will encourage and value high attendance rates
- the School will recognise the external factors which influence pupil attendance and will work in partnership with parents, to deal with any issues
- the School will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements

Add to Communication:

Any child who arrives late to the school must first report to the school office before proceeding to their class.

If your child's illness lasts for more than one day, please contact the Attendance Officer on every consecutive day that your child is unwell.

If you wish to request an absence from school for any other reason and this involves missing academic or vocational lessons, please email your request directly to principal

principal @adagioschoolofdance.co.uk .The Principal will then consider your request. Please note that no other member of staff is able to give permission for absence from lessons.

It is school policy that permission is not given for pupils to be absent from lessons in order to attend social events. It is expected that such events are planned for chosen weekends, half-terms and holidays. Such requests will not be approved but if you do decide to remove your son or daughter in order to attend such an event please inform the Principal as the School has a duty of care to know

the whereabouts of all pupils at all times. The absence will be recorded as unauthorised and will appear as such on school reports. There are some extraordinary circumstances or occasions for which permission would be given but these would be individually addressed. Please note that an accumulation of unauthorised absences may be taken into account when casting for shows.

The school has a legal duty to report certain attendance issues to the local authority in which the child is resident as well as the local authority where the child is currently attending school:

- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days (the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.)
- Failure to attend regularly and deletion from the school register when the next school is not known. In this last case, the school is required to report the circumstances as soon as possible to the local authority in which the pupil lives.

The school must also inform the local authority in which the child is resident as well as the local authority where the child is currently attending school where a pupil's name is going to be deleted from the admissions register for the following reasons: when the child has been taken out of the school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded. This duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. This is in keeping with The Education (Pupil Registration) (England) Regulations 2006 and KCSIE.

Students' attendance is included on all school references and is requested by prospective colleges and employers and used as part of their admissions and interview procedure.

Reporting Attendance during a school closure

In the event of a pandemic-related school closure such as COVID-19, the School's Attendance Officer will complete the DfE daily online attendance form for the children of any critical workers and vulnerable children attending the school. Although it is not a DfE requirement for schools to report attendance under these circumstances, if pupils are being educated remotely, staff will continue to report attendance internally. Pastoral staff will contact any pupils who are not engaging as expected to ensure that there are no safeguarding concerns. An increase in a pupil's absence from school is a possible indicator of a number of safeguarding concerns. These include bullying, involvement in serious violent crime, gang involvement, county lines, or being drawn into radicalisation. Staff are made aware of the indicators and associated risks and are trained to report this. Schools also have a duty under section 175 of the Education Act 2002 to investigate any unexplained absences.

Registration times All pupils are required to register with the class tutor between at XXXXX. The school day ends for day pupils once their school commitments are over. If a day pupil is ill, parents should e-mail or telephone the day housemistress or the School Office by 8.00am. pupils are registered at lunchtime. Any absence during the normal school day is entered onto the School's electronic registration system with the relevant details.

Missing Pupils

Any pupil who is not present for registration, or who is absent from a lesson in a manner which is not appropriately recorded on the School's electronic registration system, is deemed to be a missing pupil. All staff are aware that they have a responsibility for helping to keep all of the pupils safe at all times. Staff are instructed to report a missing pupil to the School Office. When a pupil has been reported as missing, the following procedure is undertaken as appropriate (with a record kept of each action):

- Where possible, the pupil's mobile is phoned;
- The pupil's friends are asked if they know where he or she is;
- The staff who taught that pupil earlier in the day and other pupils are questioned in order to ascertain at what time the pupil went missing;
- A thorough search of key areas is undertaken including, if appropriate, areas in the local vicinity;
- The Principal and Deputy Principal (DSP) are informed;
- A fire drill is considered in order to ensure that the pupil is not on the site;
- CCTV is checked for evidence of the pupil leaving;
- All staff are informed by telephone or email to look out for the pupil (once the pupil is found, this is again communicated to all staff).
 - After 45 minutes, the School contacts the pupil's parents or guardian explaining what has happened, describing the steps that have been set in motion and inviting them to come to the school at once;
 - After 45 minutes, the Principal or Deputy Principal contacts the police and their advice is followed;
 - The DSP informs the LADO;
 - The Chairman of the Governors is informed;
 - A report is made under RIDDOR to the HSE;
 - The School's insurers are informed;
- A full investigation into the circumstances is carried out. Witnesses are interviewed and asked to provide written statements. Consequences If a pupil has been reported missing and then found:
 - There is a careful assessment of the reason why the pupil went missing. If the pupil is very distressed about something, it may be appropriate for him or her to see the school counsellor, or for the pupil to remain at home and have a medical or psychiatric assessment before returning to school.
- All circumstances will be taken into account before deciding any appropriate action and parents will be involved in discussions as appropriate.

Administrating Attendance

The Form Tutor is responsible for monitoring attendance of their year group. They should:

- monitor attendance on a regular basis setting targets for improvement as appropriate
- review registers and attendance and punctuality figures on a half termly basis and regularly put attendance onto the agenda of year meetings
- ensure that contact is made with parents of poor attendees • request doctors' letters to cover persistent medical absence

The Form Tutor should:

- provide a good example by always being punctual for registration
- carry out electronic registration in a prescribed manner
- ensure that students who are late are recorded on the system
- ensure that all notes/emails from parents regarding absences are scrutinised and passed on to the School Office
- monitor patterns of absence for individuals within their tutor group
- alert the Principal when there is an attendance problem
- offer praise to individual students whose attendance and/or punctuality is good or improves
 - ensure students who have been absent are made aware of work missed and tasks to be completed (if appropriate).

Reception Office/School Office

The Reception Office will:

- process registers/absence forms and process signing in and out
- record telephone absences onto the system
- initiate first day response calls home
- ensure that all letters and information are recorded on the system

The school Office will compile a list of all absent students and cross-referenced with advance requests for absences and any messages left at the Reception Office. If there are any unexplained absences at this stage, a Clarion Call text message is sent to the mobile telephone of the parents or the student to ascertain their whereabouts.

Attendance Codes

The codes recommended by DfE are used at Adagio School:

/ \ Present B Educated off site

C other authorised circumstances D dual registration

E excluded

F extended family holiday (agreed)

G family holiday (not agreed)

H family holiday (agreed)

I illness J interview

L late (before registers closed)

M Medical or Dental appointments

N No reason yet provided

O unauthorised absence

P sporting activity

R religious observance

S study leave

T traveller absence

U late (after register closed)

V educational visit or trip

W work experience

X unmetabled sessions for non compulsory school age students

Y enforced closure

Z pupil not on roll # school closed to students