

# CALDER LODGE SCHOOL



## ATTENDANCE POLICY

Calder Lodge School employs an attendance policy and set of procedures to promote the satisfactory attendance of all pupils within the school.

A consistent pattern of attending school ensures regular access to programmes of study necessary to academic progress, improved relationships and social adjustment.

The following procedures are designed to address this issue:

1. At interview parents / carers, Local Authorities and the prospective pupil are made aware of the school's attendance policy. All parties are expected to agree with it.
2. Keyworkers who collect pupils each morning make every effort to encourage them to attend school each day. Whenever possible contact is made with parents / carers either directly or by using the mobile phone with which each driver is equipped.

Contact is maintained by phone with school to ensure good communication.

3. Poor or unsatisfactory attendance is identified on a daily basis in discussion between members of the Senior Leadership Team. Contact with parents / carers and the pupil's LA is then initiated. This takes the form of contact by phone, or a visit by the staff member responsible for attendance, to ascertain reasons for absence and to develop strategies for improvement.
4. Parents / carers are contacted regularly by letter to remind them of their responsibilities to ensure good attendance.
5. Within school good attendance is celebrated in whole-school assemblies, supported by the award of certificates and prizes.
6. Significant efforts are made within school to provide an individual programme for each pupil, which is relevant to their needs and aspirations and is stimulating and motivating.

## **Attendance Policy**

**Next review date:** September 2025

**Member of staff responsible for implementation and review:** Kelly Farnworth

**Position:** Head Teacher

**Approved by:** Dan Creed (Director)

**Date:** September 2024