

South Dartmoor College Attendance



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 college

Reporting Absence

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

1. Send a note in the student planner
2. Call the College **01364 652230**, select the option to report an absence and leave a message
3. Call the College **01364 652230**, and speak to the Attendance Coordinator directly
4. Email Sherrall Baker at sbaker@southdartmoor.devon.sch.uk

Where there are concerns

If a student's absence falls below 95% the college will be seeking ways to support an improvement. The Attendance Coordinator meets Performance Leaders weekly to discuss attendance issues and any requests for absence.

- **Stage 1 PERSONAL TUTORIAL**

The tutor 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 the Performance Leader to discuss the problem and see if the college can support an improvement in attendance. The College 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 Performance Leader/Attendance Coordinator in college

- **Stage 5 Legal Sanctions** -The EWO exercises the LEA's obligation to enforce legal sanctions.

Supporting Good Attendance

