



BIRCHWOOD

CHILDREN'S SERVICES

Policy Name	Attendance Policy
Policy Number	BWS 26 – Version 3
Date implemented	October 2019
Updated	March 2025
Implemented by	DC
Review date	March 2026

Attendance Policy

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‘Inspiring a better future’

This policy is in line with the Independent School Standards (2015).

Statement and Vision

Birchwood School recognise that regular attendance and punctuality is essential if students are to make good progress at school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable students are given the appropriate support. The aim of this policy is therefore to encourage the highest possible levels of attendance for all students.

In order to achieve this, all members of the school community have an important contribution to make.

Birchwood School will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school
- Further develop positive and consistent communication between school and home.
- Set targets to improve individual pupil and whole school attendance.

Birchwood School also recognises that many pupils come to us with a history of poor school attendance, or may have had a lengthy period out of school. The school therefore works with the pupils to encourage good attendance but does accept that for some pupils this may be a long process of persuasion and perseverance.

The school accepts also the need to constantly review the curriculum at all Key Stages. The school aims to motivate pupils so much that they wish to attend and benefit from a curriculum which is enriched, diverse and relevant to their own individual needs.

Students are encouraged to develop the habit of regular and punctual attendance and learn to be responsible and reliable. Staff encourage good attendance and punctuality and liaise with parents/carers and other agencies where appropriate. In addition good attendance and punctuality are seen as achievements in their own right and are recognised as such by all.

Aims

- To create a culture where good attendance is 'normality'
- To demonstrate to students, parents/carers and staff that the school values good attendance and to recognise that good, regular attendance is an achievement in itself.
- To be consistent in both rewards and sanctions.

Objectives

- To involve students in their school attendance
- All school staff to continue to take responsibility for pupils attendance

Registration

There are four broad classifications in the attendance register.

Present: Pupil on the school premises at the time of registration.

Approved Educational Activity: Pupil is engaged in approved supervised activity off site.

Authorised Absence: Pupil has the authority of the school to be absent, either given in advance or afterwards.

Unauthorised absence: No explanation received or unacceptable reason given.

Symbols used

/ Present

V Educational Visit/activity

M Medical

G Unauthorised absence.

L Late

W Work experience

B Education off site

The register is completed at the beginning of the morning and afternoon sessions.

Parents/carers are encouraged to contact school if a student is absent. In the event that no

contact is made the school will endeavour to make contact. If no contact is made then the SLT will be informed.

Acknowledging good attendance

Staff constantly praise and offer positive encouragement to pupils who are regularly punctual and have good attendance. Certificates for attendance will be awarded termly.

Punctuality

Members of staff are on duty each morning to greet pupils on arrival. Lateness is noted and is discussed with individual pupils. The school understands the need for on-going communication with parents/carers and pupils regarding this policy, particularly those new to the school.

Roles and Responsibilities

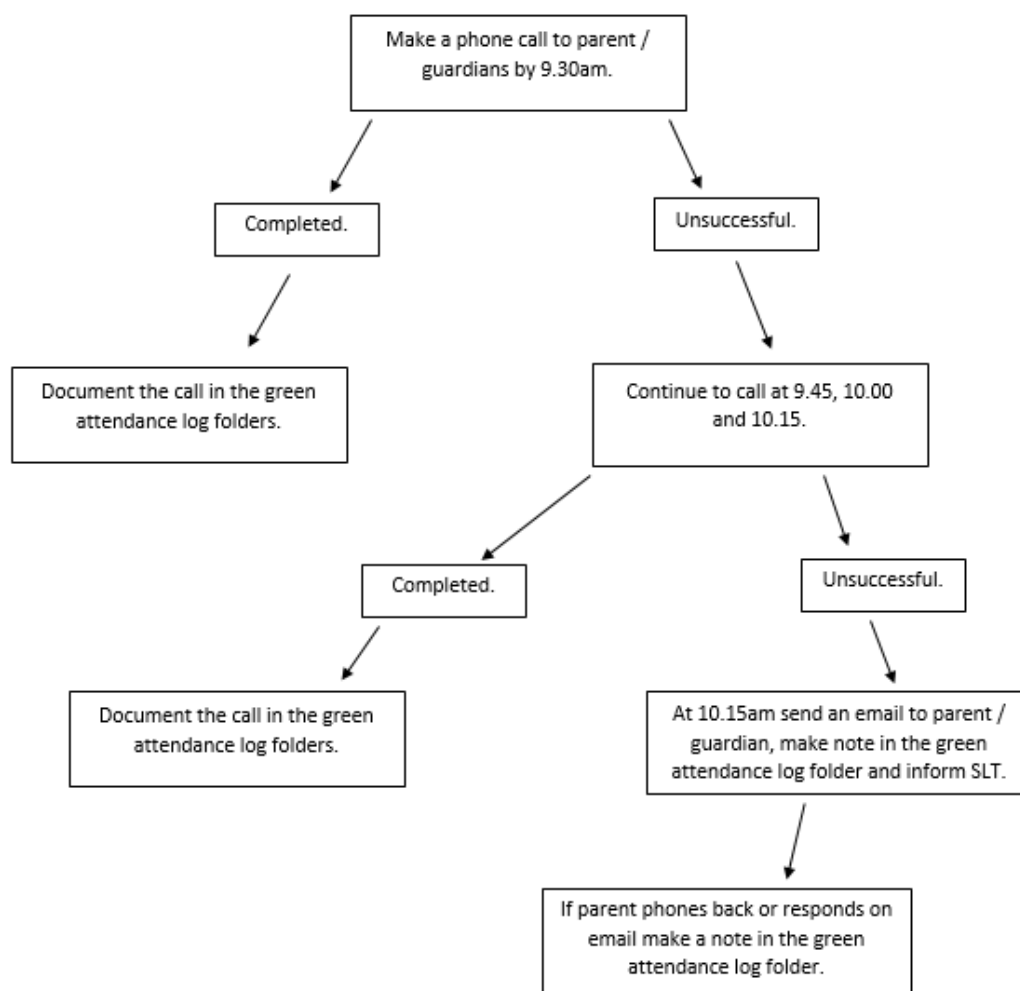
- It is the role of Birchwood School staff to work closely with our pupils and their parents/carers to improve or maintain good attendance and punctuality.
- We will set achievable targets for pupils with less than 95% attendance and reward for 95% and above attendance.
- We will regularly monitor attendance and punctuality.
- We will always request medical evidence to support any absence due to illness. It is the parent/carers responsibility to request this and send it in with your child on their first day back to school following any absence
- The Pastoral lead will attend meetings regarding attendance concerns.

Appendix 1



Birchwood School
Inspiring a better future

Attendance Procedure



Reviewing history

Date	Changes made	Signature
October 2020	No changes necessary	DC
May 2022	Update of codes	DG
May 2023	Removed Covid code (V3)	DC
March 2024	Reviewed	RH
March 2025	Review	SP

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