

# Kyle Academy – Attendance Policy



## Procedures for recording and monitoring attendance and late - coming

It is vital that each member of staff plays their role in ensuring that attendance is the best it can possibly be. The procedures outlined below provide concise guidance for ensuring that all learners attendance is accurately tracked and recorded. It is our legal responsibility to fulfil each stage of the procedures on a daily/period by period basis. This will allow us to follow up and liaise with Parents/Carers and offer support should attendance be below our expectations. Accurate attendance is crucial with daily generated data from Seemis regularly used to provide information for:

Safeguarding and Child Protection	Attendance Council referrals
Looked After Children's updates	Fire Evacuation procedures
Social Work updates	Team Around the Child meetings

<b>Daily Personal Support (DPS)</b>	<b>Recording attendance at the start of the school day</b>
<b>Daily Personal Support Teacher</b>	1. DPS teachers collect folders from school office prior to 8.45am
	2. DPS teachers record attendance on Seemis as follows: <ul style="list-style-type: none"> <li>• Pupils arriving into DPS (after 8.50am) will present a late slip and are recorded "late" on the register</li> <li>• Pupils arriving into DPS (after 8.50am) without a late slip must be directed to the "late desk" to sign in and then report back to DPS</li> <li>• Pupils not in DPS are recorded "not in class"</li> <li>• Register is saved to confirm attendance for DPS</li> </ul>
	3. DPS teachers return folder to school office
<b>Period 1</b>	<b>Confirming attendance for morning opening</b>
<b>Class Teacher</b>	1. Class teacher completes Seemis register within the first 10 minutes of the period
	2. Pupils arriving late to period 1 will present a late slip issued by the school office. Class teacher updates and saves register (click floppy disk icon to save)
	3. Class teacher notifies school office (Elsbeth McKay, copy in Guidance PT) via email to confirm any changes to attendance status from DPS e.g. <i>Attendance Alert – Pupil X previously TBC, now present</i>
<b>School Office</b>	School Office will send an absence text home at 9.45am to notify any Parent/Carer whose child is absent from school
<b>Period 2 to 6/7</b>	<b>Highlighting attendance discrepancies on a period by period basis</b>
<b>Class Teacher</b>	1. Class teacher completes Seemis register within the first 10 minutes of the period
	2. If a pupil arrives late to class, class teacher updates and saves the register to confirm the pupil's late status
	3. If a pupil's attendance status has changed from the previous period e.g. <ul style="list-style-type: none"> <li>• "TBC" to present or present to "not in class"</li> <li>• "SEL" to present</li> <li>• "PER" to present</li> </ul> Class Teacher must update and save the register to confirm the change
	4. Class Teacher notifies the school office (Elsbeth McKay, copy in Guidance PT) via email stating the nature of the change e.g. <i>Attendance Alert - Pupil X, Pupil Y previously TBC, now present</i> e.g. <i>Attendance Alert - Pupil Z previously present, now TBC</i>
<b>Period 6 (Mon/Tue) Period 5 (Wed-Fri)</b>	<b>Confirming attendance for afternoon opening</b>
<b>School Office</b>	School Office will send absence text home at 2.30 pm (Mon/Tue) or 1.45pm (Wed-Fri) to notify any Parent/Carer whose child is absent from school
<b>Guidance</b>	Guidance PTs review SEEMIS at the end of the school day to identify attendance anomalies and contact home to discuss with Parent/Carer.