

# Dovecote Attendance Procedure

	Action	Responsible
<b>Morning arrival</b>	Site gates are opened by 8:40am	Site/SLT
	Pupils enter school via designated entrances and proceed directly to class.	Parent/child
	Class teachers greet pupils, provide morning tasks and prepare for registration	Teacher
<b>Registration (morning)</b>	Any messages received ahead of the start of the day will be inputted into Arbor by the office to ensure registers are accurate.  Notes will be added for any reasons for absence	Office
	Registers are taken from 8:50am and completed within the first 10 minutes of the school day in accordance with statutory requirements  <b>Attendance Codes:</b> <ul style="list-style-type: none"> <li>• Present ( / ) – <b>Pupil in school and ready to learn</b></li> <li>• Late before register closes ( L ) – <b>Recorded as present</b></li> <li>• Absent ( N ) – <b>Reason not yet provided</b></li> </ul>	Teachers
	Any child who arrive after 9:15am: Late after register closes ( U ) – <b>Recorded as unauthorised absence unless exceptional circumstances apply</b>	Office/ Attendance Lead
<b>First-Day Calling Procedure</b>	The school operates a robust first day response to ensure pupil safety.  Office staff check: <ul style="list-style-type: none"> <li>• Parent messages</li> <li>• Emails (<a href="mailto:attendance@dovecote.nottingham.sch.uk">attendance@dovecote.nottingham.sch.uk</a>)</li> </ul>	Office
	<b>Parent/carer has provided a reason?</b> <ul style="list-style-type: none"> <li>• <b>YES</b> → Record reason → Apply appropriate attendance code → Authorise where appropriate</li> <li>• <b>NO</b> → Absence message sent to all absent pupils' parental contacts before 9:45am</li> <li>• If contact is made → Record reason → Update register</li> <li>• If no contact → make phone call → Continue contact attempts → Escalate to safeguarding stage.</li> <li>• Identified 'disadvantaged' pupils' absence – DSL Attendance Notification chat on teams to make DSL team aware.</li> </ul>	Attendance Lead  Office
<b>Safeguarding Escalation for vulnerable pupils</b>	If no contact by 10:30am the absence is treated as a safeguarding concern. The Designated Safeguarding Lead (DSL) is informed:  <b>Risk Assessment:</b>	Attendance Lead  DSLs

	<ul style="list-style-type: none"> <li>• <b>Pupil known to be vulnerable / CP / CIN / EHCP attendance risk</b> → Immediate welfare action (home visit / police safe and well check / partner agency notification)</li> <li>• <b>No known vulnerability</b> → Text and email sent → Continued contact attempts → Monitored the following day</li> <li>• All actions recorded on MyConcern and Arbor communication log.</li> </ul>	
<b>Ongoing Absence (Day 2+)</b>	• Daily contact attempts continue.	Office
	• After 2 days: email to parents to advise of absence being monitored and to contact school	Office
	• After 3 days: medical evidence may be requested	Attendance Lead/Office
	• After 5 days: attendance concern letter issued	Attendance Lead/office
	• Persistent failure to engage may result in referral to the Local Authority Attendance Team	Attendance Lead
<b>Persistent Absence Monitoring</b>	<p>Persistent Absence defined as attendance below 90%.</p> <p>School will:</p> <ul style="list-style-type: none"> <li>• Meet with parents/carers</li> <li>• Identify barriers to attendance</li> <li>• Implement support plan/TAF assessment</li> <li>• Review regularly</li> </ul>	Attendance Lead and Office
	Where support is not effective, statutory intervention may be requested from the Local Authority.	
<b>Support-First Approach</b>	<p>The school follows the national framework: <b>Support</b> → <b>Formalise</b> → <b>Enforce</b></p> <p>Support may include:</p> <ul style="list-style-type: none"> <li>• Early Help referral (TAF)</li> <li>• Pastoral support</li> <li>• Reasonable adjustments (time bound)</li> <li>• Timetable adaptations (short-term only)</li> </ul>	<p>Attendance Lead</p> <p>DSLs</p> <p>SENDCo</p>
<b>Rewards and Communication</b>	<ul style="list-style-type: none"> <li>• Weekly monitoring by Senior Leadership Team</li> <li>• Weekly newsletter information</li> <li>• Weekly 95+ attendance rewards celebrated via Dojo</li> <li>• Class teachers make a friendly phone call home on first day of absence</li> <li>• Attendance discussed with new families</li> <li>• Half termly reporting to parents – for information</li> <li>• Promotion of positive attendance culture</li> </ul>	

# Operational Monitoring Schedule

<p><b>Daily</b></p>	<ul style="list-style-type: none"> <li>• Office checks any absence messages/emails ahead of the start of the day</li> <li>• Teachers complete morning and afternoon registers accurately and on time</li> <li>• Office checks class registers, sends absence texts and conducts first-day absence calling</li> <li>• Safeguarding escalation where no contact is made</li> <li>• Late arrivals recorded on Invenry screen by parent and reason obtained</li> <li>• Punctuality is monitored by the office</li> <li>• Attendance concerns shared with DSL/Attendance lead by office</li> <li>• Afternoon register checked by office and matches any child who has left early</li> <li>• Any child leaving school during the day are signed out on the Invenry screen with reason given</li> <li>• Any child who is collected late will be collected from the office. Parents to sign them out on n screen</li> </ul>
<p><b>Weekly</b></p>	<ul style="list-style-type: none"> <li>• Attendance reports generated by office and SLT</li> <li>• Senior Leadership Team review attendance and punctuality patterns</li> <li>• Weekly Attendance Lead and Attendance Support meeting.</li> <li>• Attendance Lead attends DSL meetings.</li> <li>• Home visits agreed for vulnerable pupils if necessary.</li> <li>• Teacher/class attendance discussion with pupils</li> <li>• Contact made with families of emerging or ongoing concern (below 95%)</li> <li>• Celebration and promotion of positive attendance</li> </ul>
<p><b>Half-Termly</b></p>	<ul style="list-style-type: none"> <li>• Whole school attendance analysis and trend review</li> <li>• DfE attendance comparison reports used</li> <li>• Letters sent to parents (below 95% and persistent absence below 90%)</li> <li>• Parent meetings for ongoing concerns</li> <li>• Support plans reviewed and updated</li> <li>• Referral considered to Local Authority Education Welfare where appropriate</li> <li>• Report to governors / safeguarding oversight where required</li> <li>• Formal attendance review by Senior Leadership Team</li> <li>• Identification of cohorts (SEND, PP, EAL, vulnerable groups) by SLT and required actions are set</li> <li>• Evaluation of impact of support strategies with HT</li> <li>• Attendance data shared with staff by SLT</li> <li>• Review of persistent absence and severe absence cases</li> </ul>
<p><b>Termly</b></p>	<ul style="list-style-type: none"> <li>• Report presented to Governing Body</li> <li>• Whole school attendance evaluation and self-assessment (SEF update)</li> </ul>
<p><b>Annual</b></p>	<ul style="list-style-type: none"> <li>• Update Attendance Policy in line with statutory guidance</li> <li>• Staff training and safeguarding refresher on attendance duties</li> <li>• Submission of required statutory returns to Local Authority / DfE</li> <li>• Strategic attendance improvement plan set for next academic year</li> </ul>