

# TDAP28G

## ATTENDANCE POLICY

Requisite: legal requirement				Responsible Committee: Student Support		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date	
A	01/02/2010	Student Support			01/02/11	
E	16/11/2016	Full Governing Body			01/09/2018	
F	17/10/2018	Full Governing Body			01/09/2021	
G	08/11/2021	Full Governing Body			01/09/2024	
H	04/03/2024	Full Trustee Board			01/09/2027	

### I. Aims

The Dorcan Academy is committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

Our school values promote Being Kind, Showing Respect and Doing your best and in addition, we aim to explicitly teach all students the character virtues of Self-Discipline and Personal Responsibility. A self-disciplined student makes every effort to attend school every day unless they are extremely unwell or there are exceptional circumstances. A student who is demonstrating Personal Responsibility makes every effort to find out what work they have missed during the period of absence and to catch up, with support from their teacher. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

### 2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)

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➤ [Keeping Children Safe in Education](#)

➤ [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### 3. Roles and Responsibilities

#### 3.1 Trustees

The Trustees are responsible for:

- Monitoring attendance figures for the whole school on at least a termly basis
- Holding the Headteacher to account for the implementation of this policy

#### 3.2 The Headteacher

The Headteacher is responsible for:

- Holding the Assistant Headteacher (Safeguarding and Attendance) to account for the implementation of this policy
- Monitoring school-level absence data and reporting it to trustees

#### 3.3 Assistant Headteacher (Safeguarding and Attendance)

The Attendance and Safeguarding Lead is responsible for:

- The day-to-day implementation of this policy
- QA of actions by Heads of House (HOH)
- Leading attendance intervention meetings with HOH where actions are assigned as per the attendance graduated response.
- Referral of students of concern to the school's EWO
- Analysing attendance data in termly and annual attendance reports and implementing appropriate group interventions
- Analysing the impact of attendance interventions and making changes where necessary

#### 3.5 Heads of House

The Heads of House are responsible for:

- Completing graduated response actions assigned in intervention meetings.
- Promoting good attendance in their house via assemblies and tutor sessions
- Quality assuring the attendance trackers through tutor learning walks

#### 3.6 Attendance Officer

The Attendance Officer is responsible for:

- Taking calls/messages from parents about absence and recording the reasons for absence accurately on SIMS
- Ensuring the timely and accurate completion of assembly and supply registers
- Regularly reviewing registers for errors and anomalies
- Printing the daily fire list
- Sending the daily absence text to all parents/carers of students that are absent and recording their responses on SIMS
- Making a maximum of three follow up phone calls to every parent/carer that has not responded to the absence text

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- Following up on any missed registers or register errors
- Actioning interventions from the graduated response on a weekly basis
- Ensuring all N codes are dealt with by the end of the day
- Initiating any FPN's with the Local Authority
- Updating the attendance tracker weekly

### 3.7 Form Tutors

Form tutors are responsible for:

- Encouraging good attendance in their tutor groups
- Having conversations with tutees about attendance when directed by their Head of House
- Completing the personal attendance and rewards trackers with their tutees on a fortnightly basis

### 3.8 Class Teachers

Class teachers are responsible for recording lesson attendance daily, using the correct codes, and submitting this information to the school office via SIMS.

### 3.9 Parents and Students

The prime responsibility for ensuring students receive an appropriate and full-time education rests with parents/carers - defined by the Education Act 1996 as those with parental responsibility and those who have the care of a student.

The Dorcan Academy expects parents/carers to:

- Ensure their child attends school regularly
- Support their child's attendance by keeping requests for absence to a minimum
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school. Parents will also be expected to notify the school on every day of absence; a telephone call is sufficient. We ask that students are not asked to relay a message about another student's absence, or reason for it
- Work in partnership with the school, for example by attending parents' meetings and consultations
- Contact the school without delay if they are concerned about any aspects of their child's school lives. The Dorcan Academy will endeavour to support parents to address any concerns.

All students should be made aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their tutor. Students should attend all their lessons on time, ready to learn. Students also have a responsibility for following school procedures if they arrive late.

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### 4. Recording Attendance

#### 4.1 Attendance Register

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. Every student will be marked appropriately using the DfE attendance codes (Appendix I).

The school will follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it onto SIMS

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 08:30 on each school day.

The register for the first session will be taken at 08:30 and will be kept open until 11:10am.

The register for the second session will be taken at 12:10 and will be kept open until 14:00.

#### 4.2 Unplanned Absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8:30 or as soon as practically possible (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### 4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the school *in advance* of the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible.

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Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and Punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Any student who is marked late to school will sign in at student reception and receive a same day detention if they have previously been late twice within an academic year. Students that sign in at reception are given white slips to show their class teacher that they have signed in. Late students without white slips are sent to student reception to sign in.

Students that are late to lessons will also receive a detention for the following night.

Lateness and punctuality are monitored through the school's behaviour monitoring processes.

### 4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence to ascertain the reason, by sending a text message to parents/carers. If there is no response to this message a follow up phone call is made the same day; this is repeated three times if there is no response. If this is unsuccessful a home visit may be arranged.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### 4.6 Reporting to parents

Attendance figures are reported to parents for all students three times a year as part of their academic reports and are available on the parent version of the E-praise app.

## 5. Authorised and Unauthorised Absence

### 5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

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Valid reasons for **authorised absence** could include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school.
- When a family needs to spend time together because of an immediate family member's bereavement, crisis or serious illness
- Funeral of immediate family member
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One day of absence for a wedding of an immediate family member where the invitation has been provided as evidence
- One off sporting events/performing arts competitions if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence.

### 5.2 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason
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If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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### **6. Attendance Monitoring**

#### 6.1 Fortnightly Monitoring

Individual student attendance is monitored fortnightly using the attendance tracker. Every student whose attendance has fallen over that two-week period has an intervention assigned to them. These interventions are dependent on their attendance pattern and student group (PP, FSM EHCP etc) and can be found in Appendix 2. The interventions are assigned in the Attendance Intervention Meetings by the AHT (Safeguarding and Attendance), Heads of House, School EWO and Attendance Officer. Updates are also shared from previous interventions and discussions about 'stuck' cases.

On a fortnightly basis students complete personal attendance and rewards trackers during tutor time (Appendix 5). Students record the attendance group that they are in (see attendance diamond in Appendix 3) and set a target for improvement. These targets are then discussed throughout the fortnight by tutors and their tutees.

#### 6.3 Termly Monitoring

A termly attendance report is produced by the AHT (Safeguarding and Attendance) and presented to the school leadership team and governing body. The data within this report is analysed and appropriate interventions put in place.

#### 6.4 Yearly Monitoring

End of year attendance and intervention impact reports are produced and presented to the school leadership team and Governing Board. The data within these reports is analysed and informs attendance planning for the following year.

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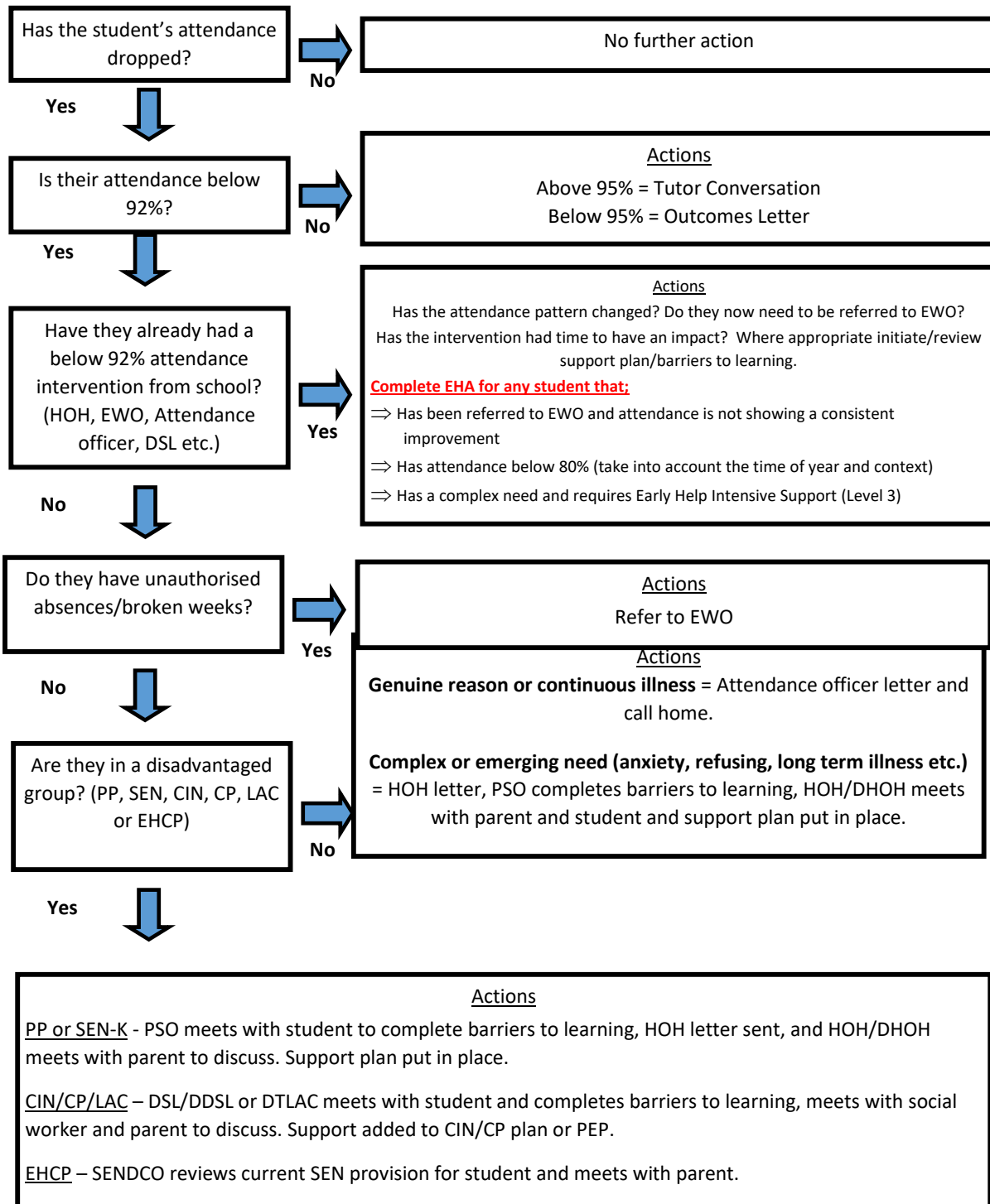
### Appendix I – Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
D	Dual registered	Pupil is attending a session at another setting where they are also registered
E	Excluded	Pupil has been excluded but no alternative provision has been made
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
J	Interview	Pupil has an interview with a prospective employer/educational establishment
L	Late arrival	Pupil arrives late before register has closed
M	Medical/dental appointment	Pupil is at a medical or dental appointment
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
U	Arrival after registration	Pupil arrived at school after the register closed
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

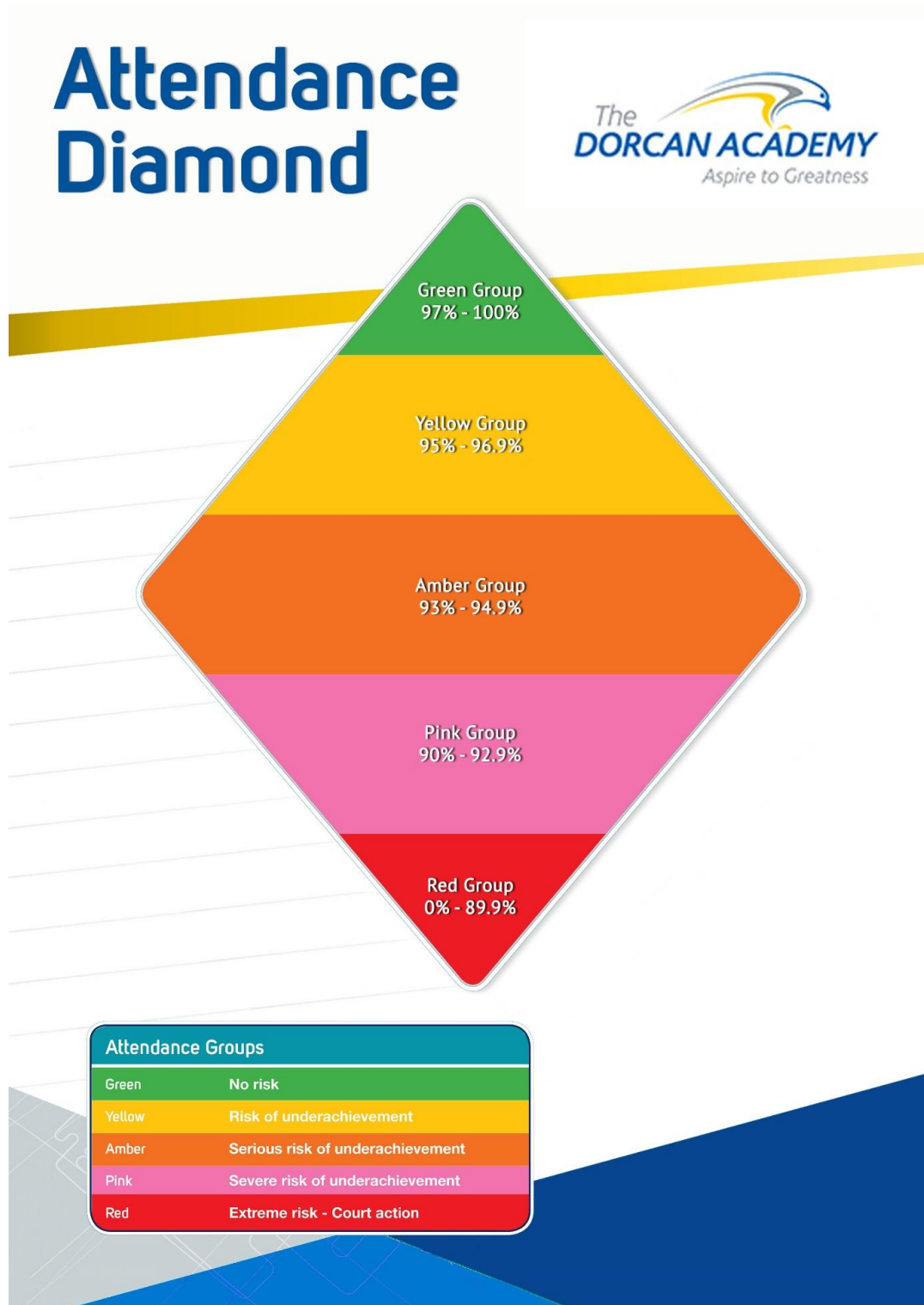


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## Appendix 2 – Graduated Response



**Appendix 3 – Attendance Diamond**



\*The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies (Appendix X)

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## Appendix 4 – Personal Attendance and Rewards Tracker

### Attendance, Behaviour and Rewards - Individual Tracker

#### Attendance

- The more you are in school, the more you are going to learn – it is that simple!
- At Dorcan we expect everyone to have a MINIMUM of 95% attendance but want you to aim for 97%.
- Every fortnight you will track your attendance using this booklet. You will colour in what attendance group you are in and will think about how you can



#### How many lessons am I missing?

Attendance during one school year	Weeks absent	Days absent	Lessons missed
95%	2	10	50
90%	4	20	100
85%	6	30	150
80%	8	40	200
75%	10	50	250
70%	12	60	300
65%	14	70	350

improve.

#### Behaviour and Rewards

- At Dorcan we want you to get as many achievement points and as few behaviour points as possible.
- Every fortnight you will track your achievement, behaviour and overall conduct (achievement-behaviour) points and think about how you can improve.

#### What rewards do I get?

**Platinum** - You need to achieve 4500 points to win this award. The reward includes a letter from the Chair of Trustees, certificate signed by Chair of Trustees, a voucher towards the prom ticket or a Domino's lunch.

**Gold** – You need to achieve 4000 points to win this award. The reward includes a letter from the Headteacher, certificate signed by Headteacher, a badge and either a cinema or shopping voucher.

**Silver** – You need to achieve 3000 points to win this award. The reward includes a certificate signed by Head of House, badge and a non-school uniform day.

**Bronze** – You need to achieve 2000 points to win this award. The reward includes a certificate signed by your tutor, badge and a doughnut.

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## Attendance Tracker

Attendance Group - Risk of Underachievement					How am I going to improve my attendance?
<b>Extreme Risk</b> 0 - 89.9%	<b>Severe Risk</b> 90 - 92.9%	<b>Serious Risk</b> 93 - 94.9%	<b>Risk</b> 95 - 96.9%	<b>Expected Attendance</b> 97 - 100%	
<b>Extreme Risk</b> 0 - 89.9%	<b>Severe Risk</b> 90 - 92.9%	<b>Serious Risk</b> 93 - 94.9%	<b>Risk</b> 95 - 96.9%	<b>Expected Attendance</b> 97 - 100%	
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\*The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies (Appendix X)

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## Behaviour and Rewards Tracker

Points achieved so far.....

Achievement	Behaviour	Conduct	Total points = Points achieved so far + Conduct	Target

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### Attendance, Behaviour and Rewards Trackers – Student Help Sheet

#### How am I going to improve my attendance?

- Maintain my amazing 100% attendance record.
- Talk to my tutor about what is stopping me coming to school every day.
- Talk to my tutor about why I don't want to come to school every day.
- Talk to my Head of House about what is stopping me coming to school every day.
- Talk to my Head of House about why I don't want to come to school every day.
- I will make the effort to come into school when I am feeling a bit under the weather.
- If I feel ill in the morning, I will give school a try and see if I feel better.
- I will ask to speak to the school nurse if I have issues with my health that are affecting my attendance.

#### Behaviour and Rewards Targets

- Make sure I wear correct uniform and bring the correct equipment to get these weekly House Points.
- Aim to get the attendance House Points every week.
- Remind my teachers when I think I have done work that is worthy of a House Point.
- Revise for my tests to make sure that I achieve or exceed my targets and get the House Points
- Help out my tutor group with a project and collect House Points.
- Attend an extra-curricular activity to gain more House Points.
- When I help out with after school events, remind the teacher responsible to add House Points.
- Go that extra mile with my Academic Prep and get House Points for the effort.
- Reduce my warnings by turning up to lessons on time.
- Reduce my warnings by asking to move away from students that I am distracted by.
- Reduce my warnings by asking for help in lessons if I need it.
- Turn up to school on time so that I don't get detentions.
- Complete my Academic Prep on time so I don't get detentions.
- Reduce my reflections by responding positively to a first warning.

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## • Revision Notes

Rev A	original
Rev B	Amendment made reference a change in law.
Rev C	Amendment following review of procedures. Approved by Student Support Committee on 27/02/2013 and ratified by FGB on 20/03/2013
Rev D	Amendment following review. Approved by Student Support Committee on 5/3/2014 and ratified by FGB on 26/03/2014
Rev E	Amendment following change to House system. Approval by FGB on 16/11/2016
Rev F	Amendment in line with policy schedule Approved by FGB on 17/10/2018
Rev G	Amendment in line with policy schedule. FGB 08/11/2021
Rev H	Amendment in line with policy schedule FTB 04/03/2024

## Appendix 6

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies

- Complaints
- Safeguarding Children and Young people
- Radicalisation and Extremism
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Additional Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.