

St Mary's School and College

ATTENDANCE POLICY

Policy written for	<i>St Mary's School and College</i>
Lead Member of staff	Title: The Head of Education
Rationale	Regular and punctual attendance is of paramount importance in ensuring that all pupils have full access to the curriculum. Valuable learning time is lost when pupils are absent or late.
Introduction	St Mary's has a duty to promote attendance and equally, parents have a duty to make sure that their pupils attend. St Mary's staff are committed to working with parents as the best way to ensure as high a level of attendance as possible
The Aim of this policy	To achieve maximum attendance for all pupils so that they benefit from full time education.
The Objective of this policy	<ul style="list-style-type: none"> • Encouraging staff, parents and pupils to maximise the learning experience in order that all pupils reach their full potential. • Providing clear procedures for involving parents relating to school attendance.
Procedures and Practices	<p>Authorised absences are mornings or afternoons away from school for a reason such as for a genuine illness or other unavoidable cause.</p> <p>Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:</p> <ul style="list-style-type: none"> • Parents keeping pupils off school unnecessarily • Truancy before or during the day • Absences which have never been properly explained • Pupils who arrive at school too late to get a mark <p>St Mary's applies the following procedures in deciding how to deal with individual absences:</p> <ul style="list-style-type: none"> • Parents must not take their child on holiday during term time. Permission will only be granted in exceptional circumstances. • Parents must inform the School at the earliest opportunity if their child is unable to attend school and the reasons for their absence • A pupil is considered late if arriving after 10:15am daily and after 2:30pm at the beginning of a term <p>Some pupils travel by bus and transport may be the reason for lateness; if so this will be recorded as authorised.</p> <p>Pupils should be at school on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent. St Mary's will provide appropriate work/activity during periods of absence</p>

	<p>Pupils are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the pupil. If a pupil is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.</p> <p>Every half-day absence has to be classified by the school, not by the parents, as either authorised or unauthorised. This is why information about the cause of each absence is always required, preferably in writing.</p> <p>The electronic register is filled in twice daily using the standardised codes.</p> <p><u>Reporting of Absences</u></p> <p><u>Day One</u></p> <p>Parents and carers are expected to let us know the reasons for their child's absence either by email or telephone on the first day their child is away, preferably before 7.30am, and on each day of subsequent absence. The Systems Administrator will let the Admin team know of any unexplained absences. A member of the Admin team will then follow this up with a telephone call to parents. We discourage parents passing on verbal messages via transport escorts. Parents and carers are expected to inform school in advance, preferably in writing, of any medical and dental appointments. The Headteacher will be informed of any unexplained absence on the same day that it is registered.</p> <p><u>Day Three</u></p> <p>If the pupil is absent for two consecutive days and the office has not heard from parents despite further attempts by email and phone, then on the third day of absence the school will send a letter urging the parents to notify the school of their child's absence. The Headteacher will be informed.</p> <p><u>Day 10</u></p> <p>After 10 days, if the parents have still not contacted the school despite further attempts from the school, the Headteacher will contact the Local Authority.</p> <p><u>Day 21</u></p> <p>After three weeks maximum, if a pupil is still absent with no reason why from parents or any uncertainty around their absence, the Headteacher must contact East Sussex Child Missing Education (01273 481967 or email at cme@eastsussex.gov.uk). If a pupil is placed at the school by a different Local Authority, the school will subsequently contact the pupil's LA under guidance of East Sussex EMA.</p>
Persons with particular	Headteacher

CYP

responsibilities	
Monitoring and Evaluation	Governors Ofsted S20 Inspections Attendance data
Relevant statutory guidance, circulars, legislation and other sources of information	Useful links: Ofsted: http://www.ofsted.gov.uk DfE: http://www.education.gov.uk
Definitions	Authorised means authorised by the school. Unauthorised means not authorised by the school

Copies of this policy may be obtained from	<ul style="list-style-type: none"> • <i>The St Mary's website www.stmarysbexhill.org</i> • <i>It is available as a hard copy on request from Reception/staffroom</i> • <i>School networks</i> 	
Participants and Consultees in the formulation of this policy were	<i>Senior Management</i>	✓
	<i>Staff</i>	
	<i>Parents</i>	
	<i>Other Stakeholders</i>	
	<i>Governors</i>	✓
	<i>N/A</i>	
Other Participants and Stakeholders	Pupils/students Parents Local Authorities	