

**School Attendance Guidance**

**School attendance**

Effective schools convey their positive regard for regular attendance to parents or carers, students and teachers. Children quickly pick up the message that their presence is important. The twice-daily requirement to register students can and should be perceived as an opportunity for the school to receive students formally from home, and serve as an introduction to the session.

Students are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

• Authorised (where the school approves student absence)

• Unauthorised (where the school will not approve absence)

If a student is absent, parents or carers should call the school on the first day of the absence before 9.00am, stating a reason. A note should be sent on the day the student returns to school explaining the absence. The school will then decide whether to authorise the absence. If authorisation were to be refused, for instance if a student was kept off school for a birthday, then the parents or carer would be informed. A note is essential for authorisation of absence.

If contact, explaining the student’s absence, fails to be made by parents or carers, then the school will try to contact the home by telephone or text on the initial day of absence.

Since the start of the 2015/16 academic year, a pupil has been classified as a persistent absentee if they miss 10 per cent or more of the school possible attendance sessions. (DFE guide)

Students with 100% attendance during the term will be rewarded by the school with a certificate at an assembly.

Those with 100% attendance for the year will be formally recognised at the end of year assembly.

**Family holidays during term time**

A student’s absence during term time can seriously disrupt her continuity of learning. Not only does she miss the teaching provided on the days they are away, she is also less prepared for the lessons building on that after her return. There is a consequent risk of underachievement which we and you must seek to avoid.

The school DOES NOT authorise absence during term time for family holidays or trips abroad. Parents or carers do not have the right to take their child out of school for holidays and the school will only grant leave of absence in truly exceptional circumstances. A student who is absent longer than 10 days after an agreed return date can legally be removed from the school roll.

In considering whether or not to authorise leave of absence, the school will consider each case individually, taking into account a student’s overall attendance, their stage of education (e.g. examinations) and the reason for the absence.

New leave of absence form can be obtained from the school office, and all requests should be submitted to our attendance manager at least four weeks before the first day of requested absence. Arrangements for trips should NEVER be made before permission has been sought from the Head teacher.

**Lateness**

School begins at 8.45 am and all students are expected to be in school, ready for registration at this time. Any student arriving later that 8.45 am but before 9.10am should go straight to registration. If your daughter has an assembly however, she should sign in at the gate or school office on arrival and then go to assembly. Students arriving after 9.10 am will be required to produce a note from their parents or carer explaining the reason; otherwise they will be marked with having an unauthorised absence. Any student arriving late for school will be detained the same evening for 10 minutes.

Students who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern, further action may be taken.

What can parents and carers do to help?

• Let the school know as soon as possible why your daughter is away.

• Send a note when she returns to school.

• Make appointments outside school time.

• Do not allow your daughter to have time off school unless it is really

necessary.

If you are worried about your child’s attendance at school what can you do?

• Talk to your child; it may be something simple.

• Talk to your daughter’s Form Tutor/SPL/attendance manager.

If it continues:

• The school may refer the matter to the Behaviour, Attendance and Children Missing Education Service.

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