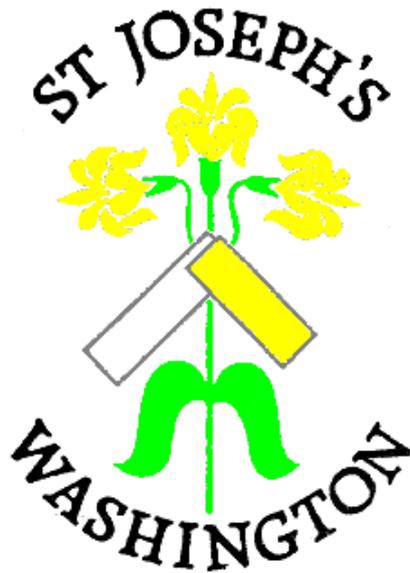


Attendance Policy



We are children of God: we achieve, believe and care.

Ratified on: 10/10/2018

Chair: Mark Jakeway

Headteacher: Judith Black

To be Reviewed: 3 Years

The school will only authorise a medical absence if the circumstances are unavoidable. If a parent rings the school to confirm the student is unwell the school may request supporting evidence: medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence.

The school may choose not to authorise absence without this supporting evidence as it is for the school to determine if an absence is to be authorised.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance and submit a copy of the appointment card. The absence will be marked unauthorised if the parent fails to submit the appointment card.

We will closely monitor your child's attendance and alert you if we feel there is an issue. The school undertakes a range of measures to support students where attendance is an issue. Where we fail to see an improvement in a student's attendance it may be necessary to make a referral to an appropriate external agency to ensure the student receives the support required it is important that parents work with the relevant external agency in order to improve their child's attendance.

If your child is experiencing difficulties you should contact the school at an early stage and work together with staff in resolving the difficulties. This is nearly always successful.

If the difficulties cannot be resolved in this way, the school will make a referral to the Local Authority Attendance Service they will assess the case to determine the appropriateness of use of statutory enforcement procedures i.e. Fixed Penalty Notices, Magistrates Court or seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment a parenting order can also be imposed.

Punctuality/Lateness

Students who arrive after registration **must** sign in in accordance with the school procedures.

Commented [EM2]: Detail what is expected

Arrival after the close of registration with no valid reason will be marked as unauthorised absence and coded "L" in the register. Parents of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, will be invited to attend a meeting in school and discuss the problem. If the lateness continues a referral will be made to the Local Authority Attendance Service and a Fixed Penalty Notice could be issued or ultimately the parent could be prosecuted.

It is important to note that any student who arrives to school after 10.30 am with be marked with a letter 'U' in the register. This means that, despite being in school, they will technically be marked absent from school for the morning

sessions. It will be recorded on the register as an unauthorised absence and could result in the issuing of Fixed Penalty Notice.

Holidays in term time

Time off school for family holidays cannot be authorised. The Headteacher has the discretion; in exceptional circumstances to authorise short periods off school. Applications for Leave of Absence where dates can be known ahead must be made at least 4 weeks in advance of the requested date.

Consideration is given to each request before a decision is reached by the Headteacher; on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its individual circumstances.

Any leave of absence that has been declined or the parents has not sought approval for will be recorded as unauthorised. These cases will be referred to the Local Authority and a Fixed Penalty Notice could be issued to each parent for each student.