



St Regis Academy Attendance and Absence Policy

Owner:	Vice Principal – Inclusion
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Next Update:	

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Procedures

The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. These are called “persistent absentees” by the Government, whatever the reason for their absence. Special procedures may be applied to children at risk of falling into this category.

The school applies the following procedures in deciding how to deal with individual absences:

- All pupils must arrive in school by 8:55am
- If a pupil arrives between 8.55am am to 9:30am they must report to the Attendance Officer who will sign them in and record a late mark. If a pupil arrives late to school, they will receive a same day lunchtime detention. If a pupil receives 2 or more late marks in a week they will be required to attend an after school detention.
- If a pupil arrives after 9:30 am they must sign in at main reception before going to lessons
- A ‘first day’ text message will be sent if the child fails to attend the morning session and no phone call has been received from parents/carers notifying the school of the absence.
- If no response is received, then the Attendance Officer will call to enquire of the absence.
- If a pupil is going to be absent, parents must phone the school before 9:00 am stating clearly the pupils name, year group, house and form with the reason why they are going to be absent.
- On return to school after an absence – a note needs to be brought in and shown to the Attendance Officer. If a pupil has had a medical appointment, evidence of this must be brought in to school.
- When a pupil has to attend a medical appointment in school time (we discourage this and request parents try to make them after school) the appointment confirmation must be signed by the Head of Year (HoY) before they will be allowed to leave school
- If a pupil requests a leave of absence for exceptional circumstances a letter from home must be brought in and given to the Vice Principal.
- When parents fail to send pupils to school, a continued absence or continued lateness letter will be sent home in the first instance. If this fails to have affect, appointments will be made with the Attendance Officer and/or EWO.

Penalty Notice

Should attendance fall below 90% the school will involve the EWO, when information will be gathered with the result of possible court action and a fine imposed. (*This will be from the second half of the Autumn term).

The school will not authorise absences for shopping, looking after other children, minding the house, birthdays, day trips etc. Leave may be granted on compassionate grounds in an emergency (e.g. after the death of close relative).

Taking leave without permission is “unauthorised” absence and can be subject to a Penalty Notice fine or other legal proceedings by the Local Authority. Parents are asked to make routine medical and dental appointments outside school time wherever possible. Where such appointments in school time are unavoidable, staff should be informed in advance if at all possible. A “present” mark may still be awarded if the child attends for as much of the session as they can. It is advised that the pupil attend for some of the time, rather than missing the whole day.

School targets

All pupils to achieve a minimum of **96 %**

The staff responsible for attendance matters in this school are:

Vice Principal – Inclusion – Mr Barradas-Lingard
Attendance Officer – Mrs Barratt
Safeguarding Manager – Miss Bird
EWO – Sheryl Davis

The school has a legal duty to promote good attendance. Equally, parents have a duty to make sure that their children attend regularly. School staff are committed to working closely with parents as the best way to ensure as high a level of attendance as possible.

Appendix 1

A MODEL POLICY ON TERM-TIME LEAVE

Dear Parents

As you know your children should be in school every day. Absence is disruptive for them and for the school. But we recognise that some absences, like illness, may be reasonable and unavoidable and leave can be authorised in certain circumstances. If you wish to request leave for some reason other than your child's illness, you **MUST** discuss it with the school **BEFORE** you take the leave.

The Principal has the power to grant leave in 'exceptional' circumstances only.

These might include:

- Sudden unexpected incidents, such as when a family member dies or is very ill, or on other compassionate grounds;
- Special 'one-off' family events such as weddings, funerals and other occasional celebrations, (but **NOT** just because it is the child's birthday);
- Family holidays which have to be taken at certain times because of parents' work shifts and rotas or because their job requires them to work when the school is closed, (e.g. farming, the tourism industry or the emergency services);
- Opportunities to travel overseas for special events which cannot be held in school holidays;
- When your child has an extremely good record of attendance and there has been no other leave taken in the previous two years.

These are only examples. If you think the reason you need leave is 'exceptional', you **MUST**

discuss it with the Principal (or other nominated member of staff) in person beforehand. Do not assume that because permission was given for someone else, you will be given permission as well. Every request will be treated on its merits and the full circumstances will not always be made public.

The school can impose reasonable sanctions for unauthorised absences including extra work to catch up or the loss of attendance awards for your child. **In the most serious cases, unauthorised absence can be classed as an offence by the**

parents and you could be subject to a Penalty fine by the Local Authority. If you choose not to pay the fine, you may face prosecution if the absence meets the criteria set out in the LA's Code of Conduct. (You can ask to see a copy if you wish).

If you think the Principal's decision not to authorise the absence is unreasonable, you have the right to make representations to the Chair of Governors, but the final decision over any action to be taken lies with the Principal and the LA.