

## Attendance Policy - Students

### **RATIONALE**

At St. Cecilia's we believe that there is a high correlation between attendance and academic achievement. Excellent attendance and punctuality will help promote self discipline and build a responsible and reliable work force.

### **AIMS**

To ensure all pupils attend school for the full school year in order to enable them to have access to effective teaching and learning.

### **PROCEDURES**

A whole school target for attendance will be set by the Leadership Team at the start of each academic year and this target will be used to monitor individual and class attendance throughout the year by the Pastoral Team.

#### **Pupils**

- Pupils must attend school every day.
- Pupils arriving in school after 9.00 a.m. need to sign in at reception.
- If a pupil needs to leave school early they must present a note from their parent to the form teacher who will sign the note and record this on SIMS.
- Pupils will remain in class until a parent/guardian comes to collect them.
- Pupils will present this note to the office and sign out.
- Pupils are expected to return to school promptly after an appointment.

#### **Parent / Guardian**

- Parents are obliged to contact the school by phone before 10.00 a.m. on the first day of a pupil's absence. The reason for absence will be recorded by office staff on the pupil's SIMS record.
- Parents should fill out an absence note stating the reason for their daughter's absence in pupil diary on their daughter's return to school.
- Pupils leaving school early should have written permission from parent/guardian. Early departures will normally be restricted to medical appointments only.
- If the Form Teacher has not been notified in advance (i.e. unplanned appointment), then the office staff will record the early departure on SIMS and notify the Form Teacher.

#### **Truancy Call**

Parents who have not contacted the school before 10.00 a.m. will be contacted by an automated call from 'Truancy Call' informing them of their daughter's absence at school on a daily basis. They will be asked to give a reason for their daughter's absence. The reason will be recorded by office staff on the pupil's SIMS record.

### **Subject Teacher**

- Completes the register using lesson monitor at the beginning of every lesson.

### **Form Teacher**

- Monitors attendance weekly and rewards good attendance.
- Checks weekly attendance reports and returns them to office.
- Signs permission slip, and records this on SIMS, for pupil in their form class who needs to leave school early.
- Contacts parents/ guardians if there is a concern about pupil attendance.
- Reports on-going concerns about pupil attendance to the Head of Year.

### **Head of Year**

- Monitors and rewards good attendance.
- Liaises with Form Teachers to identify erratic attendance and decides on interventions.
- Checks regularly the attendance record for their year group, analyses data and identifies contributing factors (timetable, personal factors, and peer pressure) to low attendance.
- Informs staff of the intended re-integration of a long term absentee back into school.
- Works closely with EWOs to ensure that parental contact is maintained with the parents'/guardians' homes of low attending pupils.
- Plans interventions to try to break these patterns in consultation with Form Teachers, EWO and, if necessary, SENCO and sets individual targets.

### **Competitions**

- Pupils will be marked 'p' when taking part in competitions representing their school, dance school, sports club or their county. Pupils must bring in a letter in advance from their respective school or club verifying participation in the competition.

### **Leave of absence for Pupils**

We aim to enable each individual pupil to realise her full potential by providing a broad, balanced and relevant curriculum. In order to achieve this we strive for full attendance in class and for all examinations. Therefore the following rules apply:

- Holidays should not be booked during term time. Only under exceptional cases will the principal grant a pupil permission to go on holiday during term time.
- Pupils absent during tests will not be allowed to re-sit except under exceptional circumstances (as accepted by the principal).
- Where applicable, unauthorised absences will result in non-payment of E.M.A. for Sixth Form students in receipt of EMA.
- Morning and afternoon absences will be recorded separately and will affect attendance percentage.

### **Recognising Good Attendance**

Good attendance will be recognised on an individual basis through the attendance recognition system.

**This policy was last reviewed by the Leadership Team: February 2017**

**Due to be Reviewed: February 2019**