



## NOTRE DAME HIGH SCHOOL

### ATTENDANCE POLICY

#### MISSION STATEMENT

The aim of this policy is to underpin our Mission Statement:

- To promote Gospel values.
- To build a caring Community
- To enable all students to realise their potential
- To develop links with parents

All students need to attend school. We believe high attendance plays an important part in the safeguarding of our children. There is also a high degree of correlation between high attendance and fulfilling academic potential

#### 1. THE SCHOOL'S EXPECTATIONS OF PARENTS & PUPILS

- 1.1. Pupils must arrive on time and attend regularly
- 1.2. Parents must inform the school of any reason preventing their child's full attendance
- 1.3. The parent must inform the school of absence on every day a child is not in school.
- 1.4. Holidays must not be taken in term time. In exceptional circumstances, a Leave of Absence request may be sought but no less than 20 school days before the absence is required. The Headteacher will then authorise this if appropriate.
- 1.5. Non-urgent medical and dental appointments should be arranged where at all possible outside school hours. If unavoidable, permission to attend should be sought in advance and a signed note should be provided for the child to show when signing out.
- 1.6. Failure by parents to ensure regular attendance at school is an offence punishable by law (Education Act 1996 Section 444).

## **ATTENDANCE PROCEDURE**

### **2. REGISTRATION**

This is carried out via e-portal at 9.00am and during pm registration. The time for this pm registration varies for each Year Group.

- 2.1. The registers are then closed for the purpose of printing fire registers at:
- 2.2. 9.10 am
- 2.3. 12.40 pm or 1.30 pm
- 2.4. Anyone not present at the start of registration will be marked late.
- 2.5. An authorised late is determined by a Pastoral Manager or Student Reception and Medical Room Administrator, dependant on the reason. Late arrival due to school transport is authorised.
- 2.6. Students arriving later than 10:30am or 2.30pm are deemed to have been absent for the session.
- 2.7. Lateness to registration or lessons will result in the imposition of a sanction.

### **3. RESPONSE TO ABSENCE**

- 3.1. The Student Reception and Medical Room Administrator or a Pastoral Manager will contact home where an absence is unexplained. Where a reason has been accepted, the absence will be authorised using the appropriate code.
- 3.2. The following circumstance will normally be authorised:
  - 3.2.1. Illness (medical evidence may be sought in some circumstances)
  - 3.2.2. Unavoidable medical/dental appointments.
  - 3.2.3. Bereavement
  - 3.2.4. Agreed religious observance
  - 3.2.5. Exceptional circumstance authorised by the school
- 3.3. Unauthorised absence includes:
  - 3.3.1. Holidays
  - 3.3.2. Truancy
  - 3.3.3. Arrival after 10:30am
  - 3.3.4. Other incidents of non-attendance not sanctioned by the school

3.4 If a child is absent from school on any given day and no reason is provided contact with home will be made.

3.5 If a child is absent from school for 6-10 days and no reason is provided the school will:

- endeavour to speak to all listed contacts for a student
- speak to staff and see if they know where the child may be
- speak to other pupils and any relatives in the school
- attempt to make up to 3 home visits, including talking to neighbours where possible

If the child is then absent for 10 days and the attempts above were unsuccessful, or it was found that the child may have left Sheffield, then a referral will be made to the Local Authority. The school have a statutory duty to inform the Local Authority, and to continue any lines of enquiry until informed by the Local Authority to take the child off roll.

At any time during a period of unexplained absence, the school may notify the local authority and/or other agencies over and above the steps outlined above, if we have grounds for concern about the wellbeing of the student.

#### **4. MONITORING ATTENDANCE & SHARING DATA**

4.1. Form Tutors and Heads of Year receive detailed information about their students' attendance and punctuality.

4.2. We will share data with parents to ensure the early resolution of attendance difficulties. We will write home each half term if attendance is below 95% in a half term (90% in first half term) AND below 95% overall for the school year.

4.3. Attendance and punctuality data is sent home regularly via monitoring report' and is available as live data on eportal. If attendance continues to cause concern a range of interventions will be implemented, these may include:

- 4.3.1. A school attendance panel (within school)
- 4.3.2. A home visit by a pastoral manager
- 4.3.3. Referral to MAST (Multi Agency Support Team)
- 4.3.4. Referral to the Local Authority Attendance Officer.

Where a pupil has been absent for more than 10 continuous school days, the school has a statutory duty to inform the Local Authority.

#### **5. ATTENDANCE DATA**

5.1. All staff are legally required to complete the register by the designated time.

5.2. Heads of Year have the specific responsibility of ensuring appropriate response and follow-up.

**Review Date:** May 2019 **Next review:** May 2022

**Review Mechanism:** Governors Curriculum and Welfare Committee