

S107 Student Attendance Policy

1. Introduction

All children at St Andrews S107 have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs they may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

S107 takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to under achievement and low attainment and impedes the child's ability to develop friendship groups within school. Regular attendance to school aims to support the mental health and wellbeing of all of the students who attend the school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

2. Aims

This policy aims to clearly set out procedures, responsibilities and expectations regarding school attendance and absence.

3. Principles

Parents have the legal responsibility to ensure their children attend school regularly and arrive on time. School is required to keep registers of attendance and monitor absences. Whilst 100% is clearly ideal, in many cases illness or other legitimate factors can prevent this. Attendance which falls below 85%, where there are no known extenuating circumstances, gives significant cause for concern and appropriate action will need to be taken. To support this, all notifications of absence will be noted and kept with the pupil's records.

4. Systems and Procedures

This section deals with the day to day routines related to pupil attendance.

Registers

The school uses an electronic version of the register (iSAMS) which is part of its office management system. Class teachers and Tutors are required to complete the register between 7:45am and 8.10am in Secondary and by 8:30am in Primary and Early Years. Children arriving after those times are marked as 'absent'.

Late Arrival

Any child arriving at school after 8.10am or the start of period 1, is deemed late for learning and must report to the relevant school reception before going to class. The Primary and Secondary receptionists will change their attendance mark from 'absent' to 'late' and the child will be given a late slip with their name, class, the date and time of arrival on it. This should be given to their teacher so they are aware that the child has now been registered. If a child arrives late in class without a late slip, they will be sent to the Office to be registered. All staff and parents need to be aware that any child arriving late MUST register at the office for purposes of fire regulations.

Leaving or arriving during the day

Any child leaving or arriving during the school day (e.g. for appointments), must do so through the School Reception. This is to ensure the register is altered and fire/emergency evacuation sheets are current, so it is vital to check in/out with the reception even if school has already been informed about the reason.

Unplanned Absence

If a child is absent through illness or other unplanned reasons, their parent should contact the relevant reception by e-mail or telephone before 8.00am each day of absence, providing a reason for the absence. As part of our safeguarding procedures, if school has not received a message by 8.00am, the school receptionist will endeavour to contact the parents.

Please note, if a child is absent due to vomiting or diarrhoea, they should not return to school for at least 48 hours after the last occurrence. Any child with a fever should be kept home until s/he has been fever-free for at least 24 hours without taking any fever reducing medicine. This is to reduce the risk of infection to other children and adults at the school.

Medical Appointments and Similar Planned Absence

Every effort should be made to arrange appointments outside of school hours. Where this is not possible, parents should ensure the school reception and class teacher have been informed in advance.

Holidays during Term Time

Holidays during term time are strongly discouraged as they can seriously disrupt a student's continuity of education. Should exceptional circumstances result in the need to take time off for family holidays, permission should be sought from the Head of School in advance, by sending an email.

Other Exceptional Circumstances

If a student needs to be granted exceptional leave, then this must be agreed by the Head of School. This may include, but not limited to, external examinations, sporting/training or special family celebrations.

Provision of work during periods of absence

School does not normally provide work for short periods of illness as rest generally helps recovery. Support will be provided on return to school, to help with any missed learning.

Where a child is hospitalised or off for an extended period of time due to serious illness or injury, teachers will work closely with parents to provide appropriate support and resources, to help the child keep up with learning where possible.

Teachers will not provide work for absence due to holidays during term time.

5. Authorised and unauthorised absences

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. Such reasons include: illness, religious observance, attendance of medical appointments which cannot be made outside school hours and other exceptional circumstances as outlined above. If in doubt, only the Head of School can authorise an absence.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no prior permission has been given by the Head of School. These include:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Holidays not agreed
- Any unexplained absences are also recorded as unauthorised

6. Monitoring Absence

The attendance of all the school's students will be reviewed monthly through reports shared with the Heads of Primary and Secondary School will identify any student whose attendance falls below 90% in a single month, and monitor the situation, checking for patterns in overall attendance. These will be discussed with the Head of Pastoral and Tutors regarding any follow up.

If any student cumulatively continues to have an attendance rate less than 85% or has ongoing poor attendance, or persistent absence reasons, these will be investigated and parents will be contacted, where necessary. They will be informed of the school's concerns and offered support to resolve any problems that may be impeding a child from attending. The student's attendance will continue to be closely monitored.

7. Policy Monitoring and Review

It is the responsibility of the Deputy Head of School to monitor overall attendance. The Head of School has the responsibility for the Student Attendance Policy, and for seeing that it is carried out and is effective.

The Student Attendance Policy will be reviewed by the SLT every three years, or earlier if considered necessary.