



# Queen's Croft High School

# PUPIL ATTENDANCE POLICY

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## **Introduction**

Queen's Croft High School is committed to providing all students with an appropriate and effective education in a safe and happy environment.

Each student is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower all children to gain the essential academic and social skills that will equip them for life.

We believe that education is essential for all and to achieve their full potential children need to attend school regularly and punctually. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance it is essential that early action is taken. We recognise the strong correlation between attendance and progress in school.

## **Roles and Responsibilities**

### The School's Responsibility

The school has a responsibility to ensure that parents and students understand the importance of regular attendance. In order that students, parents and carers support this policy and students gain their full entitlement to education, parents will be informed regularly of the school's expectations in terms of attendance.

School staff have a responsibility to demonstrate the importance of good attendance and timekeeping through their personal actions.

### Parental Responsibility

Adults have a primary role in supporting the attendance of students. Good examples of attendance and timekeeping by staff and parents provide role models for students. Parents are notified regularly through the school newsletter about the importance of timekeeping and attendance, and their responsibility in ensuring regular attendance and the importance of notifying absences in school.

Parents are expected to phone the school before 9.00am on the day of any absence to explain why a student will not be in school on that day. They should remain in daily contact with the school for the duration of a student's absence.

## **Authorised and Unauthorised Absences**

It is for the school, not the parent, to decide whether or not to authorise any absences. The school will not authorise absences in the following circumstances:

- Where no parental explanation is given
- For holidays in term time (unless there are exceptional circumstances)
- For shopping trips
- For leisure days out
- Where it is believed that a parent is condoning an unnecessary absence
- In other cases where it is deemed there is no reasonable explanation

Requests for a leave of absence must be made on the school's holiday form. These will only be approved in exceptional circumstances; a preliminary discussion with the headteacher may be appropriate.

## **School Procedures**

Registers close at 9.00am in the morning and at 1.30pm in the afternoon. Class teachers carry out ongoing monitoring of both attendance and punctuality.

First day absence calls are made by the HLTAs assigned to the role as soon as registers are submitted. Reasons for absence are recorded in SIMS. If no contact has been established by the third day of an absence then a 'Safe and Well' visit will be made. If no one is at home every attempt will be made to find further information from neighbours or emergency contacts.

If no progress is made then the child will be reported as missing to either the Local Support Team or to:

Children Missing Education  
Staffordshire County Council  
Staffordshire Place  
Tipping Street  
Stafford  
ST16 2DH

Telephone: 01785 278999 or 895966

E-mail: [cme.referrals@staffordshire.gov.uk](mailto:cme.referrals@staffordshire.gov.uk)

If a child returns to school with contact having been made then a letter will be sent home with the child reinforcing the importance of good attendance at school.

Unauthorised absences and patterns of frequent absence are discussed in line management meetings between Heads of Key Stage and their SLT line managers. Cases of persistent and long term absence are managed by the Safeguarding Team.

Where a child is admitted to hospital, the school will stay in regular contact with the family and the hospital and do everything possible to support the child's swift reintegration into school.

Students who arrive late in school because of difficulties with organised transport will be marked as present. Where patterns of consistent late running by contractors occur, Education Transport will be informed.

Students who arrive late in school must enter through the main entrance so the office staff can record them as being late.

## **Child Protection Concerns**

Where there are any child protection concerns relating to an absence, these will be discussed with the DSL on the first day of absence who will decide on the appropriate steps to take.

## **Attendance Plans**

Where a student's attendance falls below 90%, the school will decide what actions are appropriate to support the student moving forward. This is likely to include an Attendance Plan.

## **Monitoring and Evaluation**

The Headteacher is responsible for the monitoring of attendance and reports termly to governors about attendance and plans to sustain and improve levels of attendance.