



ST. SAMPSON'S HIGH SCHOOL

Attendance Policy

Last Review Date:	October 2024
Reviewer:	THS/LWN
Next Review due:	September 2025

Attendance Policy

1. Introduction

1.1. Rationale:

Education is the fundamental right of every child and St Sampson's School and parents have a legal and moral responsibility to ensure that each child attends regularly.

1.2. Purposes:

- 1.2.1. To emphasise the importance of attendance
- 1.2.2. To establish a consistent approach throughout the school
- 1.2.3. To ensure that appropriate action is taken to encourage attendance

2. Good attendance and punctuality

There should be recognition of good attendance and punctuality of individuals or tutor groups by attendance certificates, verbal comments by tutors, Heads of Year, SLT link, observations on reports.

3. Guidelines

- 3.1. Students are officially registered in their tutor groups at the start of each morning and in their teaching groups in the afternoon.
- 3.2. Students are registered at the beginning of each lesson by class teachers.
- 3.3. The Tutor is responsible for ensuring that the registers are kept accurately with absences recorded in accordance with the instructions in the register.
- 3.4. Registration should be completed electronically on SIMs by both tutors and class teachers.
- 3.5. The Tutor is responsible for monitoring weekly absences and checking that the correct attendance codes have been entered, and contacting home if required.
- 3.6. All absentees whose absence is unexplained will be contacted by Groupcall.
- 3.7. Where there is concern about continued absence, Form Tutors should raise the issue with the HoY who will liaise with Assistant Head: Inclusion.
- 3.8. The Assistant Head: Inclusion will, if necessary, invite parents/carers in to discuss problems of attendance.
- 3.9. The School's Family support Officers (FLO's) will become involved and meet with parents/carers and the child this maybe at School or via home visits.
- 3.10. Where necessary, the School Attendance Officer will contact parents/carers, visiting where appropriate.
- 3.10. All absences should be explained. The Head of Year is responsible for monitoring the registers and ensuring explanations of absence are entered on the weekly monitoring sheet either by themselves or the Form Tutor. The Head of Year and/or Form Tutor will follow-up any unexplained absences. Major concerns will be reported to the Deputy headteacher, Family Support Officers and the Pastoral team.
- 3.11. All absence notes will be kept for 12 months.

4. Authorised and Unauthorised Absence

4.1. Absences recorded as authorised will usually fall into the following categories:-

- 4.1.1. Illness or injury
- 4.1.2. Medical appointment
- 4.1.3. Parental holiday when the holiday is approved and procedure followed
- 4.1.4. Request of parent/carer prior to absence for special occasion
- 4.1.5. Emergency situation eg bereavement

4.2. Absences recorded as unauthorised include the following examples:-

- 4.2.1. Truancy
- 4.2.2. Helping a parent
- 4.2.3. Trip or holiday when permission is not given
- 4.2.4. No response from parents/carers despite requests from School
- 4.3. If a Tutor is in doubt about whether an absence is authorised or unauthorised he/she should check with the Deputy Headteacher: Inclusion
 - 4.3.1. Parents must be informed of unauthorised absence

5. Holiday Requests

- 5.1. For a holiday a letter should be sent to the Principal from parents or carers. The holiday will be recorded as 'H' on the child's register but the absence will be noted as unauthorised as per Education Office Policy
- 5.2. Staff will not be expected to provide extra teaching on the student's return to school. It is the student's responsibility to make up with any missing work.

6. Truancy

Truancy is always treated seriously and will usually receive a sanction, but mitigating circumstances eg bullying, will be taken into account before any decisions on appropriate action are made.

- 6.1. Single lesson truancy will result in a lunch time detention.
- 6.2. Internal exclusions (RESET) may be used for truancy extending beyond 2 periods
- 6.3. Some truants will be placed on an attendance report.
- 6.4. In the case of persistent truants, the School Attendance Officer or FLO will become involved.

7. Long Term Absence

- 7.1. If any student is likely to be absent for a prolonged period due to illness or injury, then usually after 5 school days have elapsed, the Head of Year will organise work, arranging with the parent how the student will receive this.
- 7.2. If a student is likely to be absent for more than 2 weeks, due to ill health, a request for home tuition can be made in writing from the family GP to the Education Office.
- 7.3. It is important that a student's return to school after long term absence caused by medical reasons is carefully and sensitively managed with consideration given to the support needed, help with any missing work, friendship problems, and possible gradual reintegration with part time attendance and part time timetable etc.

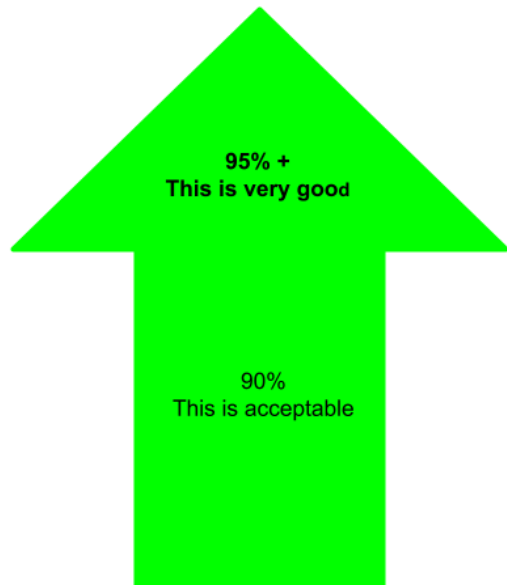
8. Records of Attendance

Each student will receive a record of his/her attendance with each report he/she takes home.

9. Punctuality

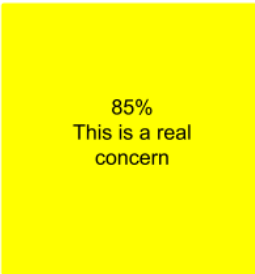
- 9.1. It is important that punctuality is given due emphasis.
- 9.2. If a student arrives at his/her tutor base after 8.30 am and at his/her lesson after 1.25 pm he/she is late and this will be recorded in the register.

- 9.3. Any student arriving after 8:30 and before 8:50 will be met in Reception and a note made of how many minutes they are late. A message will be sent to parents/carers and they will also be notified via the electronic planner. He/she will then proceed to Tutor Time or Assembly.
- 9.4. Any student arriving after 8:50 must sign in at the Office and this will be recorded in the register by the Office staff. Office staff will ensure that a message is sent to parents/carers and they will also be notified via the electronic planner.
- 9.5. Afternoon registers close at 1.30. Any student arriving after 1.30 must sign in at the Office where the register will be overwritten to record as a T.
- 9.6. Any student arriving late to lesson should be given a late mark on SIMS and the number of 'minutes late' recorded
- 9.7. Failure to sign in will be given detention.
- 9.8. If a student is late to school or P5 lesson twice in a week he/she will be placed in detention by the Head of Year. This excludes lates caused by such as medical appointments or the bus being delayed.
- 9.9. If a student is persistently late, the tutor should consult with HOY or SLT Link. Parents/carers should be contacted and an agreed strategy should be implemented.



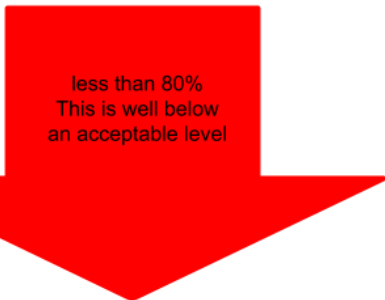
This means you will have missed less than 10 days across the year

Students will be recognised by their tutors and HoY



This means you will have missed no more than 19 days or almost 4 weeks across the year

Tutors may discuss any drop in attendance to support you at school

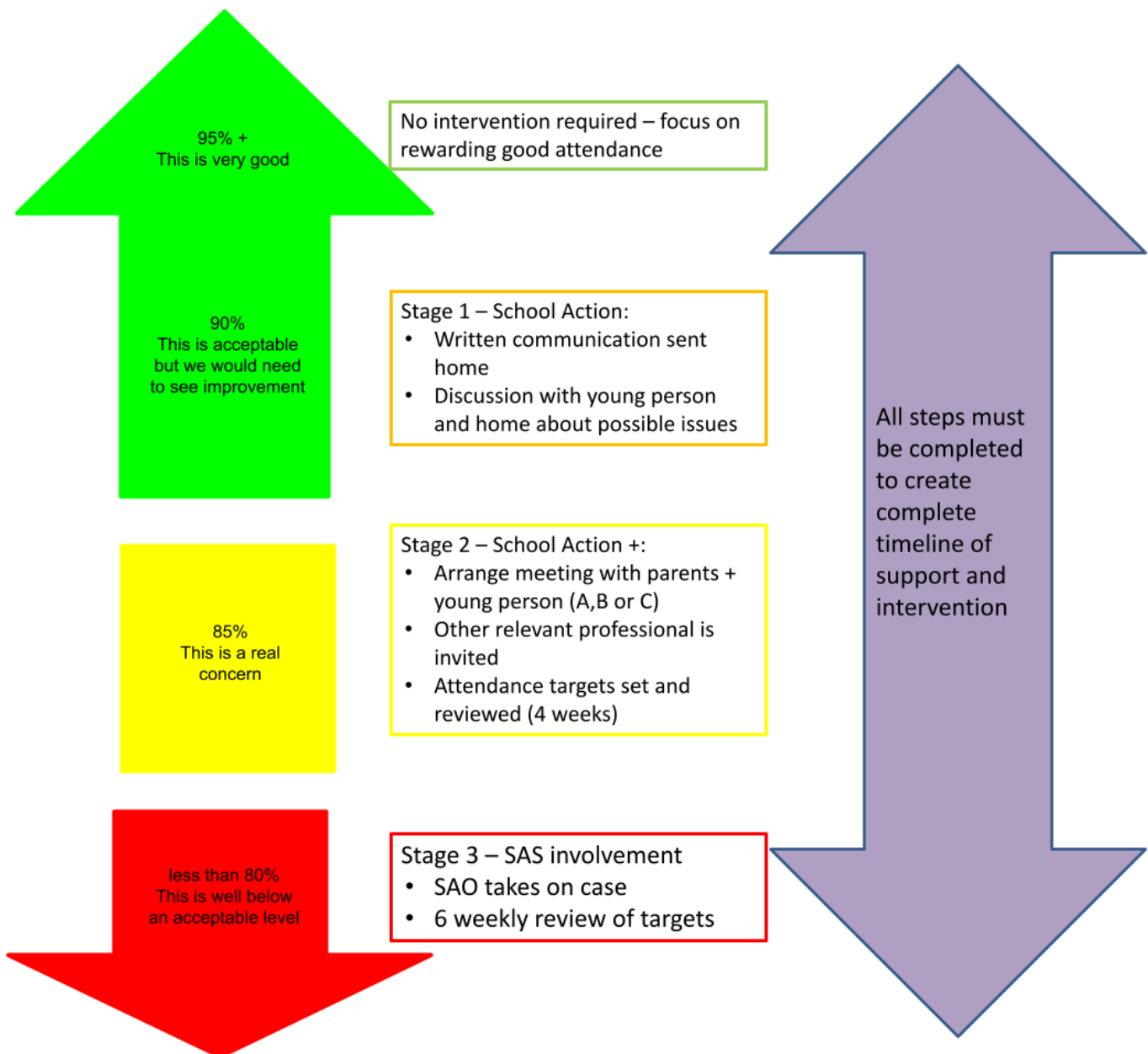


This means you will miss the equivalent of 28.5 days or 171 lessons

School may start 'unauthorising' absences without medical evidence. School will contact parents to discuss the matter and arrange a 'plan'

This means you will miss the equivalent of 38 days or 228 lessons

Assistant Head teacher and the School Attendance service will arrange meetings with parents and students. Families could be taken to the Convenor as a result of persistent poor attendance



As a Rights Respecting School, St. Sampson's is a successful, supportive, happy society that upholds the rights of the child as set out in the UNCRC.