



CLAREMONT HIGH SCHOOL ACADEMY

ATTENDANCE & ABSENCE POLICY

Policy:
Attendance

Legal Status:
Statutory

Updated:
Feb 2017

Adopted:
March 2017

Next Review:
2018

Responsible SLT:
THB and SGL

Attendance and Absence Policy

EQUAL OPPORTUNITIES

Claremont High School is committed to the promotion of Equal Opportunities for all students and will counter educational disadvantages based on race, gender, class, sexual orientation or disability whilst seeking to develop understanding of and respect for individuals and groups regardless of race, gender, class or disability.

The Governors Curriculum sub-committee will work with Curriculum Deputy to monitor, evaluate and review educational provision and practice in respect of equal opportunities.

Introduction

Attendance at school is a vital part of a student's education and has a heightened profile in this school. Pupils are required by law to attend school until the end of Year 11.

Purpose of this policy

- to secure attendance at school unless absence is authorised
- to identify problem area(s) that would explain non-attendance
- to work together with the educational social worker to maintain good attendance, securing help for pupils with problems.

Strategy

In order to deal with attendance problems effectively and efficiently, the following strategy will be followed by the school:

1. Registers need to be marked accurately according to guidance in Staff Handbook and in the register files.
2. Attendance records kept for every class from Years 7 to 13 and all non-attendance checked against the daily register that will be taken at the beginning of the morning session and at the end of the afternoon.
3. Checks will be made by teachers of any student whose attendance is below 90%.
4. A text will be sent to parents of any absent student by 10:30 on the first day of absence.
5. The pastoral support team will ring home daily to check absentee students
6. Parents will be contacted regarding authorised absences and should inform the school about any such absence.
7. Family holidays are not allowed during term-time.
8. An absence slip for leaving school during the day which the student must carry with them when out of school during the day.
9. The situation will be monitored at School with the involvement of the Educational Social Worker

At all times, parents will be informed of problems with any of the above.

Review

Pastoral team look at attendance figures through Pastoral briefing with information distributed by Ms Singh. As a result of these briefings any Persistent Absentee is highlighted and dealt with by the PPM. There are regular feedback sessions on attendance to the standard board at least once per term highlighting the strategies used to ensure any issues are dealt with.

The senior management also keep attendance regularly under review and report to the governing body once a term on the attendance figures and any particular problems.

Lateness

Any pupil not present when the register is closed should be marked absent. If that pupil subsequently arrives he / she should be given a late mark. Pupils arriving after the start of lesson one or lesson five should report to the school office and sign in. Reviewed November 2012

Pupils leaving the Premises

Any pupil leaving the school during normal school hours must report to the School Office before leaving and upon returning to the school, so that they may sign in appropriate books.

Staff taking pupils out of school should leave a list of names with the School Office.

Staff should place a list of the children who are on school trips or sports matches, etc. on the lower, middle or upper school notice boards, as appropriate.