

St. Peter's Centre

Medical Short Stay School



Attendance Policy

Reviewed: February 2022

Commitment to Attendance

All the staff of St. Peter's centre are committed, in partnership with the parents/carers, pupils, the Management Committee and the Local Authority, to building a service, which serves the community. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We will encourage parents/carers to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Expectations

All pupils must:

- Attend everyday
- Attend punctually
- Attend appropriately prepared for the day
- Discuss promptly any problems that may affect their school attendance

All parents will:

- Encourage regular attendance and be aware of their legal responsibilities
- Ensure that their child arrives punctually and prepared for the day
- Ensure that they contact St. Peter's Centre on the first day of absence or if known in advance, whenever their child is unable to access education
- Contact St. Peter's Centre promptly whenever any problem occurs that may keep their child out of education
- Notify immediately any changes to contact details
- Notify of any home circumstances that might affect the behaviour and learning of their child

St. Peter's Centre will:

- Provide a welcoming atmosphere
- Expect full attendance
- Provide a safe learning environment
- Provide a sympathetic response to any pupil's or parent/carer's concerns
- Keep regular and accurate records of AM and PM attendance and punctuality
- Monitor individual pupil's attendance and punctuality

- Staff will be rostered to contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence – on starting St. Peter's Centre parents/carers are asked for 3 contact phone numbers
- Follow up all unexplained absences to obtain explanations from parents:
 - ☐ By 9.15 in the morning
 - ☐ By 1.15pm in the afternoon
- Record all messages in the telephone messages file and on SIMS
- Regularly inform parents and pupils of their % attendance
- Meet the requirements of the UN Convention – The Rights of the Child – by ensuring that whenever possible, pupils are consulted in all the decisions that relate to them

Pupils Leaving St. Peter's Centre during the School Day

- Pupils are not allowed to leave the premises without prior permission from the Centre
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time
- Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving, the expected return time and whether the pupil is being collected. Pupils will not be allowed to leave without adult supervision.
- If a pupil leaves the site without permission their parents/carers and police will be contacted. Should the Centre be unable to make contact with the family, the emergency contact numbers will be used to contact next of kin.

Punctuality/Lateness

Punctuality is crucial and registration at the beginning of the day with is important. Lateness causes disruption to an individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive on time.

- Pupils are expected to be in the Centre by 8.45am
- Any pupil arriving between 9am and 9.30am will be marked in the register as late (L)
- Any pupil arriving after 10.00am will be marked in the register as an unauthorised absence (U)
- Afternoon registration is at 12.45pm

Leave of absence

- The school holiday dates, external exam dates and INSET days are published a year in advance.
- Leave of absence in term time will only be authorised in exceptional circumstances.
- Where absence in term time is unavoidable, a Leave of Absence application form must be requested from the Centre and submitted for consideration by the Headteacher on behalf of the Management Committee, no less than 4 weeks prior to the requested date. If leave is taken in term time without prior authorisation by the Centre, it will be recorded as an unauthorised absence and liable to a penalty notice.

Penalty Notices for Leave of absence:

- In line with the guidance from the DfE, leave of absence during GCSE, Mocks and other external exam periods will not be authorised by the Centre and a Penalty Notice may be issued.

- The Headteacher can now request that the Local Authority consider issuing a Penalty Notice to parents, when pupils are taken out of school for 5 or more day's leave of absence without school authorisation.

Penalty Notices

In addition to Penalty Notices issued for unauthorised leave of absence, Penalty Notices may also be issued when a pupil is stopped by Truancy Patrol or at the discretion of the Education Welfare Manager if a parent/carer fails to ensure regular school attendance.

The Penalty Notice fines are as follows:

- £60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but within 28 days.
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

Truancy Patrol

When a pupil comes to the notice of a Truancy Patrol, the pupil's pattern of school attendance is investigated. If there are unauthorised absences in the preceding 4 months, a warning letter may be sent to the parent / carers. If there are further unauthorised absences during the subsequent 15 schooldays, a Penalty Notice will be issued to each parent / carer.

If there is no significant improvement in attendance in the 3 subsequent weeks, a Penalty Notice will be issued.

Failure to ensure regular school attendance

Education Welfare may also issue a Penalty Notice to parent/carers who are failing to secure their Child's regular attendance and are not engaging with supportive measures to improve attendance proposed by the school and Education Welfare Officers. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.