



## **Attendance Policy**

## Attendance

Attendance matters. Improving attendance is the responsibility of everyone in the school community – parents/carers, pupils and all staff. It is the expectation that pupils attend school on time, every day, unless the reason for absence is unavoidable. Permitting absence from school without good reason is an offence by the parent/carer. There is a clear correlation between high levels of attendance and high academic performance. Every pupil is encouraged to maintain the highest level of attendance, remembering that 95% attendance is still taking 10 days off in a year.

Good or improved levels of attendance will be rewarded in line with whole school rewards. Parents/carers will be informed of their child's attendance through parent evenings, regular reports home, texts, letters and telephone calls.

Pupils are expected to be punctual to school. Those who are persistently late may receive an unauthorised absence code for the morning session.

Parents/carers are expected to inform the school on each and every day of absence by contacting the attendance office, preferably by 9am. The school is responsible for deciding whether or not an absence will be authorised or unauthorised. Authorised absences include:

- Genuine illness
- Urgent medical treatment
- Religious observance
- School exclusion

The parent of any pupil reaching 6 sessions (3 days) of absence will receive a letter requesting medical evidence in order to for any further absences to be authorised. Medical evidence can be a copy of a prescription or appointment card. Please note that a doctor's letter is **NOT** required.

Unauthorised absences include:

- Holidays
- Illness of a family member
- Parents keeping pupils off school for example to look after siblings, as a birthday treat or to go shopping
- School refusal
- Transport issues
- Non-urgent medical appointments such as the doctor or dentist
- Truancy
- Absences for which no reason has been given
- Pupils who arrive too late in the morning to receive their morning mark

Pupils who miss 10% of the school year are considered persistently absent. It does not matter what the reason for the absences are or whether they are authorised or unauthorised. We monitor the attendance of pupils closely to try to ensure that they are not at risk of becoming persistently absent. Pupils who are identified as having poor attendance will be spoken to by the Education Welfare Officer and a member of their pastoral team. Pupils may be placed on an attendance contract in order to improve their attendance. Parents/carers of pupils who are at risk of becoming persistently absent will be invited in for a meeting with the Education Welfare Officer.

In some circumstances the Education Welfare Officer will request a Fixed Penalty Notice or an Attendance Panel for pupils with irregular attendance. These are requested by the Education

Welfare Officer, or Assistant Headteacher responsible for attendance, in order to ensure consistency.

***Application for leave of absence*** - Requests for absence are authorised at the discretion of the Headteacher. In cases where absence is requested for special circumstances as a result of being a member of a service family, please contact Mrs Rolfe, Education Welfare Officer, by email at [rolfe@mayfield.portsmouth.sch.uk](mailto:rolfe@mayfield.portsmouth.sch.uk) in the first instance. More information on attendance can be found on the school website <https://mayfield.portsmouth.sch.uk/about-us/attendance-matters>

Reviewed: January 2019

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