

# **Saffron Walden County High School**



## **Absence and Lateness Policy**

**Date adopted or ratified;      September 2018**

**This policy is regularly reviewed following recommended  
guidelines**

## **Absence**

We ask that parents contact the school by telephone on the first day of absence with an indication of length of absence if possible.

Parents should ring for every subsequent day of absence unless information has been shared with Form Tutor / Year Achievement Coordinator / Student Support Officer / Inclusion Officer / Attendance Officer.

Following absence we expect pupils to bring a note from home within 5 days of the absence explaining why they have been away. This should be addressed to the form tutor who will then update the register. The Attendance Officer will ensure all registers are accurate and that an explanation has been given for all absence from school. If we do not receive this information then the absence may be marked as unauthorised.

For any absence of 5 days or longer due to illness, we request that parents provide medical evidence for the absence.

## **Catching up on work missed**

If appropriate, work to be done at home can be arranged for long-term absentees. For short-term absences, students should catch up on work missed by speaking with subject teachers and/or classmates.

## **Lateness**

Pupils are expected to be in school by 8.30 a.m., ready to enter their classrooms at 8.35 a.m. and in their classrooms ready to start work at 8.40 a.m. If pupils arrive after this time they must sign in at the Reception desk in the main entrance. If no good reason is given, students will be issued with a red slip and the period 1 teacher will issue an Amber Warning. Students who receive four Amber Warnings across one term will receive a Pastoral Detention.

**If a child has a medical appointment and arrives from this in school before 9.45 a.m. with a note confirming this, they will receive a 'Present' Mark for that AM session.**

If a student is persistently late to school the Form Tutor / Year Achievement Coordinator / Student Support Officer / Inclusion Officer will discuss with parents and may seek to put additional support or sanctions in place.

## **Application for leave of absence for term time holiday**

We actively discourage pupils from taking holidays during term time. Requests should be made via Leave of Absence Request forms which are available from the main school office, or by clicking on the links on the school website.

A term time absence will only be authorised by the school if there are exceptional circumstances which warrant it. Education (Pupil Registration) (England) (Amendment) Regulations 2013.

If the unauthorised leave of absence is taken in term time the Child Missing Education (CME) Service may issue a Penalty Notice for £120 (if paid within 28 days) or £60 (if paid within 21 days) to each parent for each child taken out of school.

Guidance states that CME can issue a Penalty Notice for a leave of absence taken during term time irrespective of the student's current attendance if the absence lasts for 10 sessions (5 consecutive days) or more.

For shorter leaves of absence which are taken during term time, CME can issue an 'Irregular Attendance Penalty Notice' if there are other absences which mean that a student has missed 10 or more sessions (5 or more whole days) across a 10 week period. These do not have to be consecutive.

## Monitoring and Tracking Absence

The school uses a range of strategies to promote good attendance and ensure that students and parents are aware of up to date Attendance % figures. These include:

- prizes / certificates for good attendance
- attendance stickers – issued regularly throughout the year and stuck into student planner
- attendance figure issued to parents with Progress Check Data

Any student with attendance below 90% is classed as a Persistently Absent (PA) student.

Descriptor	Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100% - 99%	0 - 2	0 - 10
Good	98% - 96%	4 - 7.5	20 - 37.5
Cause for concern	95% - 91%	9.5 - 17	47.5 - 85
Unsatisfactory	90% - 87%	19 - 25	95 - 125

Serious cause for concern	86%	27	135
Critical	85% - 80%	28.5 - 38	142.5 - 190

Attendance is monitored and tracked very closely with SWCHS Inclusion Officer meeting with all Year Achievement Coordinators on a fortnightly basis to discuss concerns. In cases of concerning absence, we will use one or more of the following strategies

- close monitoring of absence by YAC and/or Inclusion Officer
- YAC and/or Inclusion Officer makes phone call to discuss concerns and explain next steps
- YAC and/or Inclusion Officer writes home to confirm concerns and explain next steps
- YAC and/or Inclusion Officer requests medical evidence (Doctor's note, prescription, letter or similar) for all future absences until attendance figure is no longer a concern
- YAC and/or Inclusion Officer meet with parents to discuss concerns
- YAC and/or Inclusion Officer and member of MECES meet with parents to discuss concerns
- Penalty Notice issued for extended period of concerning absence
- letters to be sent home at the end of each term to all parents of students with concerning absence