



Attendance Policy

Title	Attendance Policy	
Prepared by:	Mr Jaggon, Acting Director of Pastoral Care	January 2024
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Date	Amendments
January 2019	Approved by Governors
January 2020	Approved by Governors
September 2020	COVID Appendix added, Absent Child Protocol added, Removal of a child from the school roll added
January 2022	Policy updated by Assistant Head Pastoral and Attendance Officer
January 2024	Policy updated by Acting Director of Pastoral Care

In Christ we flourish

Rationale

At Saint Gregory's we are unwavering in our drive to continue to improve the attendance of students in order to ensure that every child has the ability to achieve success. We expect the highest level of attendance from our students so they can develop their full potential during their time at our school.

It is our aim to promote and maintain a culture where outstanding attendance and punctuality is recognised and rewarded. Missing out on education is proven to have a significant effect on students' life opportunities. At Saint Gregory's we recognise that attendance is a matter for the whole school community – students, parents, governors, all teaching and support staff and external agencies will work collectively to ensure that excellent attendance and punctuality maintain an integral part of the school's work.

St Gregory's is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. This means that everything we aim to achieve will be based on the teachings and practice of the Catholic Church.

Our motto is "*in Christo floremus*" or 'in Christ we flourish' and our aim is to achieve this motto in our school life.

We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.

Our primary role is to educate children and we uphold the principle outlined in the Bishop's Conference of England and Wales (2000) that:

"Education is holy ... the process of teaching and learning is a holy act"

At Saint Gregory's we recognise that attendance is a matter for the whole school community.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and special educational needs. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995, the Race Relations Act 2000 and the DfE Statutory Guidance 2014.

Saint Gregory's helps students to establish patterns of regular and punctual attendance. We ensure that responsibilities regarding attendance are made clear to parents, carers and students. Unauthorised absence is not tolerated.

Parents and carers must telephone the school if their child is ill on the first day of absence and then write a short note to the Tutor when the student returns to school.

Absence for holidays will not be authorised as a matter of course, only in exceptional personal circumstances.

We closely monitor the attendance of our students and identify any attendance concerns.

Early intervention strategies are in place using appropriate measures to resolve attendance issues as soon as they arise.

Attendance - What does the law say?

Parents

The term 'Parent/Carer' is used to address those with responsibilities for children. For the purposes of education and attendance matters and identifying those with legal responsibilities for student care and attendance, 'Parents' are determined as per Section 576 of the Education Act 1996 which defines a parent as:

- *the natural parents of a child, whether they are married or not;*
- *anyone who, although not a natural parent, has parental responsibility for a child;*
- *any person who has care of a child or young person, i.e. lives with and looks after the child.*

The law says that parents of children aged between 5 and 16, who are on a school roll, must make sure that their child goes to school both regularly and punctually. This means that children are in school every time it is open and that they arrive at school on time for both morning and afternoon sessions.

If a child who is registered at a school fails to attend regularly and there are no legitimate reasons, then parents are guilty of an offence under section 444 of the Education Act 1996. If convicted, parents will be liable to a fine of up to £2500 and/or a prison sentence of up to three months. Magistrates may also impose a Parenting Order.

Parents and carers are required to notify school of their child's absence every morning of absence, giving the reason. If no call is received, for the purposes of keeping the child safe, it must be assumed that the child is on their way to school and if they do not arrive, the absence will be followed up accordingly

Schools

Schools are responsible for the keeping and marking of attendance registers. Schools will want to know why students are absent and they must decide whether the absence is for an authorised or unauthorised reason.

Schools must report poor attendance to the Local Authority who will then work with those involved to assess the reasons for poor attendance and help find a solution to the difficulties.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the student was present, absent, present at approved educational activity or unable to attend due to exceptional circumstances.

The Local Authority (LA)

The LA is responsible for making sure that parents fulfil their responsibilities. In Bath and North East Somerset, the Attendance and Welfare Support Service (AWSS) fulfils this role and will consider legal action where other strategies to improve attendance have failed.

In addition to prosecuting parents, the AWSS may apply to the Family Proceedings Court for an Education Supervision Order (ESO). An ESO makes the LA responsible for certain aspects of the child's education.

The aim of this policy is to raise levels of achievement by ensuring the highest levels of attendance, punctuality and involvement in the school, particularly among vulnerable groups within the student population (CLA, Pupil Premium, Forces, SEN, EAL).

Student registration requirements

There are six broad classifications in attendance registers:

Present – the student is on the premises at the time of registration.

Approved Educational Activity – the student is engaged in an approved, supervised activity off site, for example field trip, educational visit, sporting activity or work experience.

Authorised Absence – an absence authorised by the school which includes illness, medical appointments, bereavement or other circumstances where the school deems attendance to be inappropriate.

Unauthorised Absence – an absence where the student does not have good cause to be missing from school. The school reserves the right to decide whether an absence should be authorised, or not. Unauthorised absence can be defined in the following ways but is not limited to:

- **Truancy** – this is action by students who fail to attend school when they should, including leaving the school premises after registration. It also includes action by parents/carers who initiate unauthorised absence by students or who collude with it. Shopping trips, day trips or absence to look after someone else would all constitute examples of unauthorised absence.
- **School refusal** – this is chronic non-attendance over a period of time, usually an indicator of wider family, psychological or behavioural problems.
- **Late arrival after the register closes** – Students arriving 30 minutes or more late to registration will be coded as a 'U', this is deemed as an unauthorised absence due to missing the legal registration period.
- **Unauthorised Term Time Leave** – Any planned term time absence needs to be submitted via the term time absence request form, if the school does not authorise the time off that has been requested this will be unauthorised and school may refer this to the Local Authority for consideration of a Fixed Penalty Notice in accordance with Section 444A of the Education Act 1996

The school will aim to highlight and resolve any difficulties regarding a student's attendance as early as possible, using our rigorous monitoring and intervention procedures and pastoral support programme to help solve any problems.

Unauthorised absence can lead to the school submitting evidence to their LA for financial penalties/sanctions and/or legal proceedings to be considered using the Police and Criminal Evidence Act 1984 (PACE).

Attendance Procedures

Registration

- Registers must be taken promptly at the start (within the first 10 minutes) of each lesson and during tutor time. The legal registration will be taken twice during the school day; morning session and afternoon session. Staff must contact the Administration Assistant with responsibility for attendance as soon as possible if there are any concerns about absentees.
- Anyone taking students out of school for any reason must supply the Administration Assistant with responsibility for Attendance with a list of names and email the list to the appropriate teaching and support staff.
- Staff must inform colleagues of any students taking part in events in school that require students to be off

timetable.

First Day Contact

- Administration Assistant with responsibility for Attendance will organise first day contact, even when the reasons for absence are known. This will involve telephoning/texting/emailing all parents and carers when contact has not been made.
- When a child is absent, if there is no contact between day 1 and 5 of absence, or general absence level is a concern, a welfare visit will be made by school staff to confirm the safety of the child

Outstanding Absences

- Any outstanding or unexplained absence will be followed up by the Administration Assistant with responsibility for Attendance or Heads of Year via contact with parents/carers.
- Until contact is made the absence will remain unauthorised.

Exit/Entry to School during the Day

- Students who need to leave during the school day must bring a letter from home and/or an appointment card. Students should bring the note from home to the Administration Assistant with responsibility for Attendance.
- Students must sign out and sign back in at the front office on their return.
- We would encourage all appointments to be made after 3pm so as not to impact on your child's learning. This is stated on the website.

Early arrival

School hours are from 08:30 until 15:10. During school hours, the school will provide a duty of care for all students. This means that there is direct supervision during the stated school hours and indirect supervision during the time before and after school. While we discourage students arriving over 30 minutes before the start of school, we appreciate that circumstances may not allow this. Please note that we expect students who arrive at school before 08:00 to go directly to the Hall and wait quietly. The only exception to this is if students are attending an arranged school activity, intervention or breakfast club.

Late arrivals

Students who arrive after 8.45am are considered to be late to school and they will be expected to sign in at student reception until 9am. After this point students need to sign in to school with the Administration Assistant with responsibility for attendance.

All these procedures are very important as in the event of a fire drill it is vital there is an accurate record of who is on site at any time. It is equally important that all Saint Gregory's staff sign in and out when entering or leaving the premises outside of their normal working hours.

Attendance Concerns

The Attendance Team meet weekly and the first item on the agenda is attendance and punctuality concerns. During this meeting the attendance of all students will be tracked and the school's Attendance Intervention Protocol will be followed to ensure consistency across the whole school. The protocol has been developed around early intervention and constant communication with parents in order to maximise and maintain good

attendance.

- **Medical Concerns and appointments** – We would encourage medical appointments to be made out of school hours at all times. If this is not possible we would encourage parents and carers to send their child to school both before and after their appointment.
- **Long term absence** – students who are long term absentees, for whatever reason, often find the return to school problematic. There are both academic and social difficulties which students may need time to overcome. For some students this may involve a personalised re-integration programme. The programme will be devised by the appropriate member of staff and may include the use of a partial timetable, pastoral support from the behaviour support team, Head of Year or Attendance Officer. Parents and carers will be involved throughout the reintegration process and staff will be informed of the reintegration plan.
- **Leave of Absence Requests and Holiday Absence** – From September 2013 government guidance states that **no absence should be authorised** in advance except as a result of 'exceptional circumstances'. Bereavement and life threatening illness are considered to be exceptional circumstances. Leave of absence forms can be downloaded from the school website or obtained from the school office. Where a parental request has been refused and parents or carers continue to take their child out of school this absence will be recorded as unauthorised. A form is available on the website for parents to complete and send to the Attendance Officer for a decision to be made. Please note that unauthorised absence can result in a Fixed Penalty Notice being issued.

Escalation Procedures

Attendance Level	Procedures
Attendance falls below 96%	Tutor to have a telephone call with parents and check in with student. Identify any potential barriers to attendance and if any initial support can be given and to highlight the importance of attendance.
Below 94%	Warning letter (one) and attendance leaflet if no medical reason is given or if there are inconsistencies in attendance.
Attendance falls below 90%	<p>Letter 2, invite to a School Attendance Meeting (SAM).</p> <p>Attendance Meeting 1 Head of Year or the Attendance officer will invite parents/carers and child to an attendance meeting. Obstacles and barriers to attendance will be identified and an action plan or a parent contract put in place to improve the attendance.</p> <p>The action plan will be signed by school, parents/carers and child with a date to review. A copy of the action plan will be sent to parents/carers after the meeting.</p> <p>Any further absences will require medical evidence to be provided. If the absence is due to a recommendation from CAMHS, a letter from the Clinical Psychologist or Consultant is needed.</p> <p>If there is a long term medical condition reference should be made to the Supporting Pupils at School with Medical Conditions DfE Guidance and a Medical Action Plan(MAP) maybe considered instead or a SAM.</p>
Attendance continues to decline	<p>Review Held</p> <p>At the review date agreed upon at the SAM, if the child's attendance has not improved and continues to fall. Parents/carers will be notified that a referral to the Education Welfare Services or the Attendance and Welfare Support Service in BANES for consideration of further interventions including the possibility of prosecution.</p>

Categories of Absence

Only the following codes may be used in the registers

Codes	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Education off site (no Dual reg)	Approval Education Activity
C	Other authorised circumstances	Authorised Absence
D	Dual registration	Approved Education Activity
E	Excluded	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (not agreed)	Unauthorised Absence
H	Family holiday (agreed)	Authorised Absence
I	Illness	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised Abs	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
#	School closed to pupils & staff	Attendance not required
Y	Enforced closure	Attendance not required
X	Non-compulsory school age absence	Attendance not required
Z	Pupil not on roll	Attendance not required
-	All should attend/No mark recorded	No mark

Support Systems

Saint Gregory's recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Saint Gregory's also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents/carers and students
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Student Voice Activities
- Friendship groups
- Reward systems
- Time limited part time timetables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

Support offered to families will be child-centred and planned in discussion and agreement with parents/carers and students.

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Saint Gregory's will refer the case to the local authority attendance team for possible use of legal sanctions.

Legal Sanctions

Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

A parent or carer found guilty of this offence can be fined up to £2,500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts

(Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent; it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents or carers fail to carry out agreed actions.

Penalty Notices

(Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A student is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school.
- A student has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

A Penalty Notice gives the parent/carers the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued. If payment is not made within this timeframe parents/carers may be prosecuted in the Criminal Court where on conviction they may be fined up to £1,000.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Attendance Handbook for Tutors

The Role of the Tutor

The tutor has a responsibility to ensure that there is good attendance from all in the tutor group. It is the tutor who is most likely to know why a student is absent and of any welfare concerns. Registers are legal documents and must be accurate.

School Procedures Registration

In order to learn and make good progress at school, students must attend regularly. In addition, schools have a duty of care to ensure students are safe. It is therefore essential an accurate record of attendance be maintained at all times. It should be clear to parents and carers that attendance above 95% is what is required of all students. This should be communicated to students through tutors.

Formal registration will take place electronically twice daily, within tutor groups at 8.45am - 9.05am and at the start of lesson 5 (2.10 pm). If a student is not present at this point they should be marked absent.

Tutors must be able to account for students who are not present and explain where they are. The school office will assist in this by texting parents/carers on each day of absence.

The Data Manager will provide tutors with a list of students whose attendance is between 90-95% each week. Parents/carers of students whose absence is between 90-95% should be contacted by the tutor to establish the reason for the absence (if there has been no communication from the school office or from parents directly to the tutor). If there is no improvement following the telephone call, or if attendance gets worse, then the child should be referred to the Head of Year.

If attendance is poor because of illness, the tutor should request a doctor's letter if the complaint is ongoing. Alternatively, a dated prescription (showing attendance at a doctor's surgery) or an appointment card stamped by a receptionist of a GP practice will suffice as evidence that a child attended an appointment with a medical practitioner. An appointment with the school nurse should be made if there are any health concerns affecting attendance. This can be arranged through the school office or by a Head of Year.

The aim is that attendance across the school should improve and tutors should be able to give an account of the absences for the students in their tutor group. Systems to support the tracking of attendance for tutors are in place. The Attendance Administrator will send a text to parents/carers on each day of absence. Reasons for absence which are telephoned through to the school office will be added into the register. This avoids unnecessary bureaucracy of telephone calls being repeated. However there may be a need to ask parents/carers about absences and this is the role of the tutor who may need to make a telephone call to clarify the reasons for absence.

Heads of Year

Lists of unexplained absences of students with 85-90% attendance will be issued to Heads of Year weekly. Heads of Year should check on SIMS to see if any absences are authorised and whether there are circumstances which can explain absences. Unexplained absences will need to be checked with the Attendance Officer, tutors and the office staff. If no satisfactory explanation can be established then the Head of Year should contact home.

If the absences are due to an unauthorised holiday the Attendance Officer will issue a Fixed Penalty Notice.

If the absences are arising out of illnesses an Attendance meeting must be arranged with agreed timeframes and thresholds for improvement.

If the absences are due to a medical condition then absences must be supported by a letter from the student's consultant or CAMHS psychologist. (The LEA will no longer accept a GP letter for protracted illness, and for HERS to be authorised.)

Heads of Year will meet with the Assistant Headteacher (Pastoral) fortnightly to analyse attendance and agree any actions.

Absence codes

A single set of absence codes is used throughout the school. They are on SIMS for easy reference and the right coding must be used for both absent and present codings. The codes used are those contained in the guidance notes for schools published by the Department for Education. The use of a consistent set of codes will allow comparison and analysis of data, particularly analysis of reasons for absence and not just analysis of whether absence is unauthorised or authorised.

Confirmation of absence

Parents/carers should confirm reasons for absence by note and/or telephone call either before or on the day of absence before 9.30am by the Attendance Administrator. If no such confirmation is received a text message will be sent requesting authorisation. Until the absence has been confirmed the absence will be considered unauthorised by the school. Initially both the office staff and tutors will be responsible for obtaining confirmation of a student's absence. Tutors are responsible for following up unexplained absences and entering appropriate codes for both morning and afternoon registration. This must be done within two weeks of the unexplained absence code being entered.

Welfare concerns should be shared with Heads of Year and the school's Family Support Officer, particularly issues affecting attendance and progress.

Tutors and Punctuality

It is the role of the tutor to promote and encourage punctuality. This is a requirement of all employers and as such forms part of the references which are written in Years 11, 12 and 13. Poor punctuality should, in the first instance, be recorded by the tutor.

Students arriving after 8.45am without a good reason should be given a warning. Should they be late again within the term they will receive a lunchtime detention (RTL2). It is the tutor's responsibility to issue these RTL2s.

Nonetheless there are students who arrive after 9.00am. These students must sign in at the main reception. Any students who are late more than once without good reason will receive a RTL3 detention. This should be issued by the Main Office.

Students who need to leave school during the school day must have a written request from their parent or carer. If this is not in the planner they cannot leave the school. Students arriving or leaving during the school day must sign in and out as appropriate at the main office of the school.

Requests for Absence

It must be explained to tutor groups that all requests for authorised absence (i.e. planned absences) must be made in writing/email to the Assistant Headteacher Pastoral who is in charge of attendance. It must also be made clear that schools can no longer authorise absences unless there are exceptional circumstances. This does not include holidays during term time. Examinations and sporting events which children are participating in will be authorised.

When the letter/email comes in from parents or carers, the Assistant Headteacher Pastoral will respond and copy the Attendance Administrator, Tutor and Head of Year into all correspondence. The Attendance Administrator will enter the correct coding for the day in advance of the absence if approved.

If the absence is not approved and parents or carers take a child out of school, the matter must be referred to the Attendance Officer immediately. If a child is taken out of school with no prior request, and the tutor knows from other children that it is an unauthorised holiday, the attendance officer should be notified immediately.

If a child is kept at home for social reasons the absence is unauthorised.

Holidays During term time

Only the school can authorise an absence. Parents/carers must ask permission to take their children out of school. Holidays during term time will not, as a matter of course, be authorised by the school. The school calendar is published well in advance to give parents as much notice as possible of holiday dates. The school holidays are generous and the school will not grant permission for holidays because flights are cheaper during term time. If parents/carers take children on holiday when the school has not given permission, the school will ask the Local Authority to issue fixed penalty notices.

Requests should be made in writing to the Director of Pastoral Care who will make a judgement on the merits of each individual case, however term time leave will only be authorised in exceptional circumstances. Saint Gregory's is committed to securing high rates of attendance and operates the following procedure:

- Parents/carers who take their children on holiday without the absence being authorised by the school will receive a written warning that legal action may be taken if there are further unauthorised absences;
- If parents/carers take their children on holiday (five consecutive days) without the absence being authorised, the school will issue a Penalty Notice;
- In some circumstances, a Penalty Notice may be issued in respect of a first unauthorised absence; where a child would miss an exam or test for example;
- If students have poor attendance, parents will be required to be present at an Attendance Meeting. At this meeting an Action Plan will be drawn up and agreed upon by the parents/carers, school and student.
- Parents/carers will be reminded of the effect that absence can have on a student's potential achievement.

Reporting attendance and punctuality to students and parents/carers

Attendance figures will be issued to all students and parents/carers as part of the progress reports, which are an intrinsic part of the school's reporting systems. These will be sent home via the students for parents/carers to read and discuss. This information will also be available electronically.

The tutor should, in the first instance, deal with parental queries regarding the attendance data. Time will be set aside for tutors to discuss aspects of the previous term's progress with students on an individual basis.

Letters will be sent home praising students with good attendance records.

Procedures for the removal of a student from the roll of Saint Gregory's

The responsibility for the school register rests with the Headteacher.

Non-arrival of a student at Saint Gregory's

If a school place has been offered to a student and they do not turn up on the agreed day the Head of Year will telephone to establish the reason why.

If the Head of Year cannot make contact they must ask the Office Manager to try and establish contact with parents/cares and the reasons for non-attendance.

If no contact can be made the Assistant Headteacher Pastoral will notify the Local Authority of the absence(s) and ask for their assistance in tracking the student's whereabouts.

Removal from the school roll

If a student is to be removed from the school register the following procedures should be followed:

- The parents/carers of the student must inform the school of their intention to withdraw their child from the school roll in writing. All such requests must be forwarded to the Office Manager, and the Data Manager.
- The Office Manager will inform the relevant Head of Year and tutor if the information has not come from them. The request should include details of the new school to which the student is going and a forwarding address for the parents/carers.
- The Office Manager will contact the new school of the student to establish if they have arrived.
- When a student is known to be in another educational establishment then their records will be forwarded (Data Manager) and they will be removed from the school roll (Office Manager).
- If the request for the removal comes in the form of an email it must be the same as that on the data sheet for the student.

There may however be circumstances which require the involvement of other agencies:

- If the parents/carers request elective home education the Local Authority will be informed by the Assistant Headteacher Pastoral;
- If a student has not returned from a holiday the Local Authority (CMEO) will be informed by the Assistant Headteacher Pastoral;
- If a student has died they will be removed from the roll with due sensitivity;
- If a student is over the statutory age (ie a retained child) they may only be removed from the school roll at the point agreed between the Local Authority and parents/carers;
- In the case of a Permanent Exclusion the student may be removed from the school roll if:
 - The parent/carer has stated in writing that they do not wish to appeal;
 - The date by which an appeal can be made has passed;
 - An Appeal Panel upholds the decision of the Headteacher to permanently exclude a student.

Long term illness

In circumstances where a student is ill for a long period of time the school will work with the Local Authority (Hospital Education and Reintegration Service) to provide the best support for the student.

PTO

Procedure for students leaving St Gregory's

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Student Name		Tutor Group	
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Headteacher for information	
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Action to be taken

Head of Year	✓
<ul style="list-style-type: none"> ▪ Reply to parent/carer letter. <p><i>Copies to:</i></p> <ul style="list-style-type: none"> — Admissions officer — Library — Kitchen/Finance Officer — SEND Manager 	
<ul style="list-style-type: none"> ▪ If no school specified, telephone parents to ascertain school. If no school place yet secured, inform Office Supervisor ▪ Paper files to be sent to new school after leaving date 	

Director of Pastoral Care	✓
<ul style="list-style-type: none"> ▪ If the parents/carers request elective home education, inform the Local Authority 	
<ul style="list-style-type: none"> ▪ If a student has not returned from a holiday, inform the CMEO 	

Tutor	✓
<ul style="list-style-type: none"> ▪ Ask student to return all books to subject teachers/library ▪ Ask student to return lunch fob to school kitchen on last day of school. 	
<ul style="list-style-type: none"> ▪ Farewell 	

Office Manager	✓
<ul style="list-style-type: none"> ▪ Email all staff for information (if possible prior to leaving date) 	
<ul style="list-style-type: none"> ▪ If no school allocated, speak to CMEO. 	
<ul style="list-style-type: none"> ▪ Check with new school that student has commenced (if not, alert CMEO). 	
<ul style="list-style-type: none"> ▪ Remove student from roll on the date of leaving. 	
<ul style="list-style-type: none"> ▪ Remove paper timetable and contact details from office files. 	

Actions to be taken in the event of a child being absent during the school day

All students register in the morning with their tutor.

Following registration the parents/carers of all students who have an unexplained absence are sent a text informing them that their child is not present in school.

The reason for their absence from school can then be established with parents/carers.

It is possible that a student leaves for school and does not arrive at school when parents/carers are expecting them to. In these circumstances if necessary the police are informed.

If a student is present in registration and absent from a class later in the day an alert will show on the computer of the office staff. Office staff will then contact either the Behaviour Support Manager, a Head of Year or a member of the SLT who is not teaching, to look for the student. The class teacher can also see that a student is absent from their class as all attendance marks throughout the day show when staff register. They will send a student with a message to the office to inform them that a student is missing.

If the student cannot be located parents/carers are telephoned. If they do not know the whereabouts of their child the police are called.

