

## Attendance and Absence Policy (Upper School)

### Statement:

St George's School Edgbaston believes in the fundamental right of all students to fully access all educational opportunities. Students need to attend school and be punctual, for the maximum time that they are able, in order to make educational progress; not only academic, but also social, emotional, spiritual, moral and cultural progress.

### Attendance Policy:

By law, Education Act 1996 Section 444, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn, or has a day of religious observance.

*'Failure to ensure that your child attend school on a regular basis is considered to be neglect.'*

The School reports attendance figures as part of the termly student report to parents. Upper School attendance is monitored weekly the minimum attendance level that is expected for all students nationally is 95%. Good attendance is very important to allow students as much opportunity as possible to develop academically and socially.

When students are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled by this.

Monitoring student attendance at the end of each term:

- **100%** attendance, which is above Government expectations and will ensure your child has every chance of achieving their target as a school. Thank you and well done!
- **95%**. means that your child has attendance which is on or above the minimum level recommended by the Government.
- **Below 95%, but above 85%** this means that your child has had an above average amount of time off school so far this term. It may be that these absences have been due to illness or an authorised holiday, but we feel you should be aware that your child's attendance is below the minimum level recommended and does need to improve.
- **Below 85%** this means that your child is at risk of underachieving as a result of their poor attendance. We would ask for your support in ensuring that, where possible, attendance improves over the coming weeks. Your child's attendance is now being monitored on a regular basis and we will invite you into school to discuss this further. We may have to report your child's attendance to the Local Authority.

### Arrival and Registration:

All students should be ready to go to registration at 8.25am each day, students are allowed to wait in the Crush Hall from 8.00am. The register is taken twice a day. A day counts as 2 attendances. Morning registration ends at 8.55am. If a student arrives after 8.30am he/she will be marked as **late**. After 9.20am this will become an **Unauthorised Absence**. The afternoon registration is taken after lunch at 1.55am.

Students arriving after 8.55am must sign in at the main school office. If a student needs to leave school during the day they must go to the school office and **they must sign out**. The signing in/out register in the office is used in the case of a fire or any other emergency evacuation. Registers are checked regularly by Form Tutors and Heads of House, they report and meet with SLT.

**Illness and medical appointments:**

Every effort should be made to arrange medical or other appointments, such as music exams or routine dental check-ups, outside of school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

The school office should be informed during the morning of the first day of a child’s absence through illness, and then each morning for the duration of the absence. Where possible a child’s absence should be supported by a form of evidence. If you have not made contact with the school by 9.30am, the school will contact you to request an explanation of absence.

**Arrangements for absence such as family bereavement and exceptional circumstances:**

Sudden, serious circumstances do occur when it is impossible for a family to bring a child to school. It is essential that the school is informed of the circumstances by the parent so that the appropriate code can be written in the register.

**Holidays during term time:**

Term times are for education. This is our priority. Children and families have approximately 175 days off school to spend time together, including weekends and school holidays. We will rightly prioritise attendance, and absences for holidays/vacations will not be granted during term time and will only be authorised in exceptional circumstances. The fundamental principles for defining ‘exceptional’ are where requests are rare, significant, unavoidable and short.

**Celebrating good attendance:**

We believe very much in celebrating children’s successes in all that they do and we consider attendance to be part of this. Students will receive House points as part of the school rewards programme for good attendance.

**Poor attendance: How does your child compare?**

<b>Attendance during one school year</b>	<b>Equals this number of days absent</b>	<b>Which is approximately this many weeks absent</b>	<b>Which means this number of lessons missed</b>
<b>95%</b>	<b>9 days</b>	<b>2 weeks</b>	<b>54 lessons</b>
<b>90%</b>	<b>17 days</b>	<b>3.5 weeks</b>	<b>102 lessons</b>
<b>80%</b>	<b>35 days</b>	<b>7 weeks</b>	<b>210 lessons</b>
<b>70%</b>	<b>52 days</b>	<b>10.5 weeks</b>	<b>312 lessons</b>

**Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.**

If you have any concerns about your child’s attendance, such as your child’s reluctance to come to school, then please contact your child’s Form Teacher or Head of House.

If we have any concerns, then the school will contact you to discuss your child's attendance and to see if there are ways in which we can help you.

The school will actively monitor the attendance of children whose attendance is a cause for concern.

If your child's attendance does not improve, we will contact you again in order to discuss the situation further and may require you to attend a meeting in school. It may also be necessary to ask the Local Authority Attendance Officer for assistance in this matter. We are asking for the support of all parents in improving attendance levels, as we believe that this is one of the main ways in which our children will be happy at school and achieve their full potential.

**Revised September 2015**