

Policy Title:

Attendance Policy

Mortimer



Leader:

Mr. S Pickersgill

Review Date:

Sept 2023

Attendance Policy

Regular attendance is essential to every child's educational development and is clearly linked to attainment. We recognise our part in assisting parents to meet their legal obligation to ensure attendance. We understand that for children to attend we need to create an environment that is safe and secure and welcoming so that children may achieve their full potential.

There will, inevitably, be occasional issues that impede full attendance and these will be identified and addressed promptly. Will strive to work in partnership with parents/carers and students to resolve these problems as quickly and efficiently as possible.

Responsibilities

At Mortimer Community College we:

- Expect students to attend school regularly, on time and properly equipped to learn.
- Will close our registers at 9.30am and 1pm.
- Will maintain an effective system of incentives and rewards which acknowledges the efforts of students to maintain or improve their attendance and timekeeping.
- Will encourage good attendance and will communicate with parents/carers as soon as possible if there is a problem with attendance or punctuality.
- Will inform parents by text of student absence after the close of registration.
- Liaise with the Services for Young People (SYP) lead to provide parents/carers with support and advice where necessary.
- Will work in partnership with parents, carers and students to resolve issues which affect attendance or punctuality as quickly as possible.
- Will collect data on attendance and make it available to the governing body.
- Will inform the LEA each half term of students who have 10 or more unauthorised absences and discuss strategies to support where relevant
- Will inform the LEA if a student is deemed to be a Child Missing from Education (CME) and follow the relevant procedures in relation to this.

Mortimer Community College students will:

- Attend school regularly, on time and be fully prepared for the day.
- Attend all lessons punctually.
- Will ensure they are registered in every lesson.

Parents/Carers of Mortimer Community College students should:

- Ensure their child regularly and punctually attends school, fulfilling their legal responsibility.
- Telephone school before 8.50am on the first day and every other day of absence, informing the school of the reason for absence.
- Work actively with school staff and relevant multi-agency staff, to solve any

attendance issues as and when they occur.

- Attempt to restrict any medical appointments to after school hours wherever possible.
- Notify the school if they intend to remove their child for a leave of absence. It should be made clear that this is not a parental right and such requests will only be authorised in exceptional circumstances in line with guidance given below (Student Leave of Absence).

Parents are informed in the school prospectus and will be reminded regularly, of our need to be informed of the reason for any absence. Parents are asked to notify the school by telephone, at the earliest possible opportunity, of absences due to sickness and to provide a note explaining the absence when their child returns to school. Children who are absent and return to school without a reason being given for their absence, either by telephone or by bringing a note within 2 weeks of their return, will remain marked as an unauthorised absence. Unauthorised absences from school may lead to the Local Authority issuing a Fixed Penalty Notice i.e. a fine of £120, discounted to £60 if paid within 21 days.

First Call

Mortimer Community College has installed an automatic communication system that will contact a parent directly if a student is marked absent at registration and we have not had a reason for absence call. This will ensure that the reason for the absence is known as soon as possible and alert the parent if the student is not in school when they should be. Post-registration absences can also be detected and reported to the parent. If no contact is made a home visit will be initiated by school staff in the first instance and followed up by SYP where necessary.

By introducing these services, our school is able to reassure parents that we are meeting the Government recommendations in contacting parents on the first day of the student's absence. It will also provide an early warning system should the student go missing from school.

A note is also requested when a child has to attend a medical or dental appointment in school time or when a child needs to be excused from physical exercise. Such appointments whenever possible should be made outside normal school hours.

Children leaving the school premises during the school day for appointments must be signed out and in at the main reception.

Student Leave of Absence

Parents/Carers requesting a leave of absence for their child must request a 'Leave of Absence' form from the school. This form should be returned to the Attendance Officer at least 2 weeks before the planned absence.

The Head of Year will discuss with the Head Teacher having considered the student's attendance, any previous requests and the examination schedule.

A student leave of absence will only be granted in exceptional circumstances. A covering letter must be provided to accompany the leave of absence submitted and should give details on the exceptional nature of the circumstances.

Absence for the following reasons may be authorised by Mortimer Community College where Parents/Carers have confirmed the absence:

- Illness
- Religious observance
- Family bereavement
- Interview
- Medical appointment
- Sporting activity
- Performances e.g. Musical performances

Absences may be recorded as unauthorised by Mortimer Community College when due to:

- Family holidays, unless in exceptional circumstances and at the discretion of the Head Teacher
- Truancy
- Absences which are not properly explained

Mortimer Community College reserve the right to issue penalty notices to Parents/Carers who take their child/children out of school for unauthorised absence.

Mortimer Community College follows South Tyneside Local Authorities, Pupil Attendance and Absence Management Policy. This can be viewed [clicking here](#).