

## **ATTENDANCE**

**Legal position:** Every child of compulsory school age, who is a registered student of a school, must attend the school regularly.

Students need to attend regularly if they are to take advantage of the educational opportunities available to them. Irregular attendance leads to educational disadvantage. It places children at risk and in some cases it can result in children being drawn into patterns of anti-social or criminal behaviour.

Reigate School believes that regular attendance at school is vital for students to be successful.

### **GOOD ATTENDANCE**

Certificates will be awarded for 100% attendance and at least 95% attendance each term. Students achieving these targets for the year will be rewarded with the entrance fee being paid for a school trip.

### **ABSENCE**

There are certain circumstances where a child may not attend school and absence may be authorised:

- a) sickness
- b) with the permission of the Headteacher
- c) to take part in a day of religious observance by the persuasion to which the parents belong.

### **Absence due to illness/medical appointments**

- Parents are discouraged from keeping children off school for minor ailments and to limit time off for visits to doctors or dentists as far as is reasonably practicable. Where this is unavoidable, please notify the school in advance.
- On the first morning of the child's absence the school should be contacted by telephone on the Absence Line: 01737 245241. This is an automated 24-hour system. A message giving the child's name, tutor group and reason for absence should be left.
- If your child fails to register or is absent and we have not received any notification by 9.30 am an automated message will be sent to you. We may also send a text message to inform you of your child's absence.
- Where a student is absent without any prior authorisation an explanation is required. If one is not forthcoming (for whatever reason) the absence must be treated as unauthorised.
- The School reserves the right to request medical evidence in cases of prolonged absence.
- Where a child is likely to be absent from school due to long term illness or treatment the school will support the student by setting work and making a referral to Alternative Learning for Children Outside of School (ALCOS).
- Explanations such as birthdays, minding the house, shopping trips within school hours are not acceptable reasons for absence.

### **Holidays**

- It is highly unlikely that the Headteacher will grant permission for holidays during term time. These can only be considered in the most exceptional circumstances. The Regulations are that from 1<sup>st</sup> September 2013, leave of absence shall not be granted unless (i) an application has been made in advance to the Head teacher by a parent with whom the pupil normally resides, and (ii) the Head teacher considers that leave of absence should be granted due to "exceptional circumstances" relating to that application. Any holidays taken during examination periods or term time may lead to parents being subject to a Fixed Penalty Notice. These are under the jurisdiction of the Education Welfare Service, and may be issued by the Education Welfare Officer if they

believe the absence is not an exceptional circumstance and will impact your child's learning.

- The 2007 Regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their child's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days. Amendments to the 2007 Regulations will reduce the timescales for paying a penalty notice. Parents must, from 1<sup>st</sup> September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

### **IRREGULAR ATTENDANCE**

At Reigate School we monitor attendance data in order to identify irregular attendance patterns. If a child's attendance is irregular or a pattern is discovered the school will inform parents/carers in writing. On occasion, it may be necessary for parents/carers to attend a meeting in school to discuss attendance concerns. If students do not attend school regularly, the Education Welfare Service will be asked to contact the parents to ascertain what action, if any, needs to be taken. This will be done in consultation with the Deputy Head and Head of Year. If necessary, the School Medical Officer will be involved.

### **REGISTERING STUDENTS**

Registration will take place at the start of each session (am and pm) and in each individual lesson. Staff with concerns about attendance will refer these to the Form Tutor and/or Head of Year.

### **DELETING STUDENTS FROM THE ADMISSIONS REGISTER**

As of 1<sup>st</sup> September 2013, a school will be able to delete a child's name from the Admissions register, where a pupil is granted leave of absence and the criteria (i)-(ii) below are satisfied:

- (i) The pupil failed to return to school within 10 school days immediately following the expiry of the period of leave granted
- (ii) The Head teacher does not have reasonable grounds to believe the pupil is unable to attend by reason of sickness or other unavoidable cause.
- (iii) Both the school and the LEA have failed after reasonable enquiry to ascertain where the pupil is.

### **PUNCTUALITY**

Students should also be punctual to school and individual lessons. Registration is at 8.45 am. Students arriving after this will be marked as late. If students arrive between 8.50 am and 9.05 am and the tutor group is in assembly they must sign in at Student Services. Students who arrive after 9.05 am must sign in at Student Services and they will be marked late for the session. Students who arrive after 9.30am will be marked as absent for the session. Sanctions may be imposed on students who are persistently late to school or lessons. Telephone calls and/or text messages may well be sent to parents of those who are late and they may be referred to the Education Welfare Officer. If a student is late on more than three occasions or arrives at school after 9.30am, the school may inform parents and carers in writing.

### **ILLNESS (in school)**

If a child becomes ill during the school day, she or he must ask for permission to go to the school medical room and, if necessary, parents will be contacted for the child to go home. Children must never contact parents directly to make arrangements to go home. If it is necessary to send a student to hospital, we will use East Surrey Hospital, Redhill.

### **TRUANCY**

If a student truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may take up a great deal of staff time and it may be necessary

to inform the police that a student is missing. This is a matter both of discipline and personal safety.

Under no circumstances should students leave school without permission from a member of staff.

Heads of Year will report every act of truancy to parents/carers and any student found truanting will be liable to school sanctions such as detentions.

### **SANCTIONS**

Twenty four hours written notice will be given to parents of any detention after school. Detentions will not exceed one hour. These may be given after school or during lunchtime or break times. Students may also be required to make up any work they have missed. Internal exclusion or isolation may also be a further consequence of truanting.