

Attendance Policy

Introduction

The purpose of the policy is to produce guidance for monitoring and analysing absences.

Action

Monitoring

8.25am	Pupils register in their tutor groups
9.15am	All registers returned to Common Room, Reception or Chapel duty staff
9.30am	Reception contact home of absent day pupils who have not phoned in or are away for the first time
10.30am	Register committed to computer and list of absent pupils posted in Common Room
2.00pm	Afternoon registration process completed

Analysis

Reception will produce figures for cumulative attendance on Friday afternoon and submit to Deputy Head

Deputy Head will analyse figures and pass concerns to Heads of School for further comment and investigation

Any pupil whose attendance falls below 90% will be investigated

Any pupil whose attendance falls below 85% and for whom no obvious reason for absence exists, will receive letter home

Any pupil whose attendance falls below 80% and where their attendance has not improved after a letter home, will be reported to the Local Education Social Work Service

Noella Roberts or Sian Pineau can be contacted on 575013

Further support services are available; School Counsellor service, Critical Incident service and Crisis Intervention

A pro forma letter is available and can be adapted as required;

I have been monitoring attendance for your child and I am concerned by the high level of absence recorded this term.

The school's policy is to monitor pupils who fall below 90% attendance over a period of time. If attendance falls below 85%, the school would normally expect to contact

parents to express concern that the level of absence could have serious implications on the child's academic programme.

For students who fall below 80% attendance, the school is required to inform the Local Education Social Work Service.

Your child's attendance falls into the second category and I write to inform you that next term's attendance will be closely monitored. If there is a decline to below 80% without apparent cause (eg planned and authorised holiday) I will expect you to provide a medical note to explain the level of absence.

I am sorry to write with this news but your child's welfare is of paramount concern and I hope to ensure their academic and emotional welfare is safeguarded by responding to levels of absence appropriately.

Please do not hesitate to contact me should you wish to discuss the matter further.