

Malmesbury School

Procedure for dealing with student non-attendance in Years 7 to 11

1. Encouraging good student attendance.

- 1.1 The school will actively encourage good attendance by all students.
- 1.2 The school will take available opportunities to explain to parent and carers the advantages of good attendance and disadvantages of absences such as extended holidays from school.
- 1.3 The school will discourage parent and carers from taking students on holiday during school term time.
- 1.4 The school will work with outside agencies to ensure that there are no barriers to attendance for students who have physical or cultural needs.
- 1.5 The school will work with parents and carers to overcome issues of non-attendance, involving external agencies where appropriate. In cases of severe or extended illness, or hospitalisation, the school will work with the Education Welfare Officer and the appropriate Local Authority to ensure that educational provision is continued.

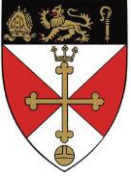
2. Monitoring student attendance

- 2.1 Electronic registration will track students throughout the school day.
- 2.2 The school will monitor the percentage attendance of all students.
- 2.3 The Assistant Headteacher and the Student Attendance Manager will monitor the attendance of students and will contact parents and carers, by letter, to inform them when it drops towards 90%.

3. Responsibilities of parents and carers:

- 3.1 Parent or carers must inform the school in advance, wherever possible, of absence, either by a note to the tutor or informing the Student Services Office.
- 3.2 In the event of unexpected absence the parent or carers must contact the school's absence line and leave a brief message explaining the circumstances of the absence.
- 3.3 For an absence relating to a holiday the parent and carers will need to have collected and signed a 'holiday form'. The Headteacher will then decide whether to give consent for the absence and parents or carers will be notified of the decision. Should a student be absent for an unauthorised holiday in term time, the Headteacher may ask the Local Authority to issue a Penalty Notice.





Malmesbury School

- 3.4 In the case of a proposed extended absence, a formal request must be made to the Headteacher who will consider each case on its merits and inform parents or carers of the outcome. If the request is denied, an absence during that time will be unauthorised.
- 3.5 In the case of an extended absence due to ill health or other authorised circumstance parent or carers will be given support by the school and, if necessary, referred to other agencies to facilitate the re-integration process. It is the responsibility of parents or carers to be involved with this. This may include attending meetings in school.

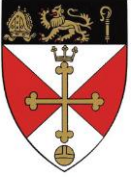
4. Student non-attendance.

- 4.1 When an absence is unexplained, parents or carers will be contacted by the Student Office to establish the reason for absence, in the first instance by school comms (text or email), followed by phone calls if there is no response.
- 4.2 Parents or carers will be notified immediately if a student is unexpectedly absent from a lesson. If parents or carers cannot be located, the police will be informed that a student is missing.
- 4.3 Students who have no good reason for being absent from lessons will make up missed time by working during breaks, lunch times and after school. They will also be monitored for a period of time, using an attendance report.

5. Student attendance of 90% or lower

- 5.1 The Attendance Officer, Assistant Headteacher, Education Welfare Officer and other involved staff will discuss students whose attendance is below 90%
- 5.2 A range of strategies will be employed to support the student in improving their attendance.
- 5.3 The school will hold a Pupil Attendance Meeting (PAM) if the strategies employed to support the student in the first instance are not successful. At this meeting, the Attendance Officer and Assistant Headteacher will discuss the issues of attendance with the student. Solutions will be sought for any problems that emerge. A review date will be set
- 5.4 If attendance does not improve after the PAM, the school will hold a School Attendance Meeting (SAM) with the parents or carers of the student. At this meeting, the Attendance Officer and Assistant Headteacher will discuss the issues of attendance with the student and their parents or carers. Solutions will be sought for any problems that emerge.
- 5.5 For continued or concerning absence, the school will refer the matter to the Education Welfare Officer using a Single Agency Referral Form.





Malmesbury School

- 5.6 In the case of further persistent or unexplained absence, the Educational Welfare Officer may call a Local Authority Attendance Meeting.
- 5.7 Continued poor attendance following a Local Authority Attendance Meeting may result in a fine or prosecution of parents or carers or an Education Supervision Order for the student.
- 5.8 If a parent or carer removes a student from school for unauthorised holiday, a Penalty Notice for Holidays Taken in Term Time might be issued, at the school's discretion.

6. Student absence for reasons of ill-health

- 6.1 If a student is absent for reasons of ill-health for between one and three weeks, subject teachers will be asked to set work for the student, to ensure that they miss a minimum amount of their education.
- 6.2 If a student is absent for reasons of ill-health for a period of over three weeks, the school will hold a Personal Education Plan meeting to discuss ways of ensuring continuity of education. Parents or carers will be asked to provide a letter from a specialist or doctor, stating the nature and likely duration of the illness. This will then be used to try to access local authority provision.
- 6.3 Where a student has continuing absence, the Personal Education Plan will be reviewed at appropriate intervals, to ensure that appropriate provision continues to be made.
- 6.4 Where there are concerns about frequent absences due to ill health, the parent or carer will be asked to provide doctor's notes for each absence. The notes may be required to give a proposed date for return to school.
- 6.5 Students who are experiencing psychological difficulty in attending school will be supported by the school who may involve other agencies as deemed necessary.

7. Review

- 7.1 This procedure will be reviewed in 2019.
- 7.2 This procedure has been workload assessed.

January 2016

