



ST. PETER'S SCHOOL BOURNEMOUTH

ATTENDANCE POLICY

The School has an Attendance Policy Brochure which is sent to all new Year 7 Parents / Carers in the joining pack they receive before a Young Person starts at St Peter's which outlines their responsibilities and information regarding the School's expectations.

Regular attendance at School is essential if Students are to gain the fullest benefit from their education. Although the legal responsibility for ensuring regular attendance lies with Parent / Carers, the school works with Parent / Carers and Students to maximise attendance. Year Leaders and the Education Social Worker regularly check attendance data and reasons for absence.

ABSENCE THROUGH ILLNESS

Parent / Carers are required to telephone the School on the first day of a Young Person's absence, before 9.00 am on the following direct dial numbers and leave an answerphone message:

Year 7	01202 437907
Year 8	01202 437908
Year 9	01202 437224
Year 10	01202 437225
Year 11	01202 437226
Year 12 and 13	01202 437227

The School requests that whenever possible medical and dental appointments are made outside school hours or during the holidays. If appointments occur during school hours, the Attendance Officer will ask to see an appointment card or if Parent / Carers know in advance a Young Person will be absent during school hours, we request that a letter or copy of the appointment is sent in. Regular or prolonged absence due to illness may be referred to the School Medical Officer (SMO) or Child and Adolescent Mental Health Service (CAMHS) who will then decide the best route for their education and whether home tuition or time at the Throop Learning Centre, which is part of the Tregonwell Academy, is required.

HOLIDAYS

There are clear and proven links between absences from school and poor academic progress, contrary to popular belief, there is no automatic 'right' for Parent / Carers to take a Young Person out of school during term time for holidays.

Absence known in advance, (other than medical appointments) requires the authorisation of the Head Teacher. Absence for holidays will not be granted nor will any

absence be sanctioned if the Student's current attendance levels are below 95%. Where Parent / Carers take a Young Person out of school without the Head Teacher's approval the absence will be recorded as "unauthorised" and they may be subject to a Penalty Notice which will be issued by the Local Authority.

PERSISTENT ABSENCE

The Government has requested Persistent Absence data to allow schools to identify areas for developments and supportive evidence for School Self-evaluation. A Student becomes a persistent absentee when they fall below 85% attendance at any time in the school year for whatever reason.

CONCERNS

St. Peter's have the benefit of a full-time Education Social Worker and any Parent / Carers who have concerns about any aspect of a Young Person's attendance can contact her directly.

The ESW can support the Students on many issues and make referrals to outside agencies such as Children's Social Care, CAMHS, SMO and many other areas of support including Parenting classes if there is a complex issue.

CONTROLLING AND MONITORING ATTENDANCE

The School operates a registration system called "FACILITY" which involves Teaching Staff taking registers using teacher laptops for each period, with the first and fifth periods being the designated registration times. When a Student is absent and the School has not been notified by a Parent / Carer, this prompts first day calling which is administered by the Attendance Officer.

Authorised absence is granted in relation to illness, medical treatment, emergencies and some lateness. Where the absence could have been reasonably avoided, it is recorded as an unauthorised absence.

Tutors report on punctuality and attendance in reports, references and the current Progress Files.

RESPONSIBILITIES

The Education Social Worker: the main responsibility of the ESW is to ensure that Students receive a proper education. Whilst legal proceedings may be initiated, the intention of the ESW is always to act in the Student's best interest. He or she may liaise with a number of other agencies also working with the Student, family or School. Advice can also be given to Parent / Carers on entitlements as well as state benefits. The ESW also acts as Deputy Child Protection Officer for the Southbourne and Iford sites and acts as Lead Practitioner in Common Assessment Framework referrals.

The Governors: receive an annual report on attendance from the Head Teacher. Details of authorised and unauthorised absence are provided for the DfE and published in the School Prospectus.

Updated: September 2012.

Approved by Student Admissions and Welfare Committee: 1st October 2012

Ratified by Full Governing Body: 3rd December 2012.

Due for Review: November 2015