

Attendance Policy (COVID-19)

Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mrs J Jones, Associate Deputy Headteacher
Last reviewed on:	August 2020
Next review due by:	July 2021

On 9th June 2020 the Education Secretary announced the wider re-opening of schools from September 2020. All years groups will return to school, we are encouraged to keep each year group separate whilst in school. Some measures have been put in place to ensure that this happens. Start/Finish times will be different and also break and lunches will be at separate times.

At Ellesmere Port Catholic High School, we monitor regular attendance and punctuality closely.

Department of Education's National target for attendance is 95% and it is therefore important that students' attendance does not fall below this unless there are valid reasons.

Regular attendees usually leave school with better skills and qualifications.

Irregular attendance can, unfortunately, undermine the whole process of education, leading to severe disadvantages for the student.

Parents have a legal obligation to ensure both regular and punctual attendance at school.

School is legally bound to keep attendance registers, marked at the beginning of each morning by their teacher for their lesson Period 1 and by teachers in Period 4 in the afternoon. Any pupils not physically present will be marked absent.

Attendance

- Students are to arrive at school at their allocated arrival time:

Year 7: 8:30am- Our Lady's entrance

Year 8: 8:40am- Our Lady's entrance

Year 9: 8:30am-Student Services entrance

Year 10: 8:40am- Student Services entrance

Year 11: 8:40am- Student Services entrance

Year 12 and 13: 8:40am-Reception entrance

- Students will finish at allocated times:

Year 7: 3:00pm- Our Lady's entrance

Year 8: 3:03pm- Our Lady's entrance

Year 9: 3:00pm-Student Services entrance

Year 10: 3:03pm- Student Services entrance

Year 11: 3:05pm- Student Services entrance

Year 12 and 13: 3:00pm-Reception entrance

- To report an absence, please call the attendance line on **each day of their absence** on 0151 513 4453 **before 8:40** and leave a voicemail
- Arrival after 9:30 without valid reason will be marked as an unauthorised absence
- If you failed to call and report an absence, we will send you a txt message to ask for the reason of absence, you may also receive a call or a home visit from our Education Welfare Officer

Illness/COVID 19 Symptoms

- If a child is absent from school as they are unwell with symptoms of Covid-19, such as high temperature, new continuous cough, loss or changes to smell or taste please inform school. You must arrange for Covid-19 test to be carried out. Students who have shown symptoms will not be allowed to return to school unless they provide a copy of their negative test result or if they have tested positive, they must self- isolate for 14 days.
- If a child becomes unwell whilst in school with symptoms of Covid-19, such as high temperature, new continuous cough, loss or changes to smell or taste, parents will be asked to collect and arrange a Covid-19 test. Students who have shown symptoms will not be allowed to return to school unless they provide a copy of their negative test result or if they have tested positive, they must self-isolate for 14 days.

Long Periods / Intermittent Absences

- School may ask for medical evidence, this may be in the form of a prescription, doctors note etc
- We may also refer your child to the school medical needs team
- If no medical evidence is provided and your child has 10 sessions of unauthorised absences in a term, the Local Authority may issue you with a Fixed Penalty Warning letter
- The Local Authority will monitor your child's attendance for 15 days, if your child is absent in this period of 15 days this may result in a Fixed Penalty Notice being issued by the Local Authority
- Fixed Penalties are £60 per parent, per child if paid within 21 days. This increases to £120 if paid between 21 and 28 days. If this is left unpaid it will progress to court action

Leave of Absence Requests / Unauthorised Absences

- All holiday requests must be completed in writing using the schools, leave of absence request form. This can be obtained from Students Services and Reception
- All requests will be unauthorised, unless the Head teacher authorises the absence due to exceptional circumstances
- If the leave of absence is 5 days or more you may be issued with a Fixed Penalty Notice from the Local Authority. Fixed Penalty notices are £60 per child, per parent, per absence

Appointments

- We would ask for appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day
- If there is no alternative and an appointment is made during the school day, an appointment letter must be provided
- If a student is leaving school early for their appointment, please leave a message on the absence line (0151 513 4453) to inform the school of this. Once you arrive at school to collect your child for their appointment, student services will collect the child from their classroom

Punctuality / Lateness

- Punctuality is key in obtaining an education, if a student is continually late we will contact parents to discuss how school can further support your child help improve their punctuality