

# Attendance Policy

## Ellesmere Port Catholic High School



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| Approved by:        | Mr J Coucill, Chair of Governors<br>(on behalf of School Community Committee) |  |
| Lead of Review:     | Mrs J Jones, Associate Deputy Headteacher                                     |   |
| Last reviewed on:   | August 2020   |   |
| Next review due by: | July 2021   |   |

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 form tutors 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 by 8:40am
- Arrival after 8:45am, without a valid reason will be issued with a 30-minute detention
- To report an absence, please call the attendance line on **each day** 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
- Forgot to call- if you failed to call, we will send you a txt message to ask for the reason of absence, you may also receive a call from your child's Head of Year
- If we are unable to make contact, we will send an email the following week to ask for further information regarding your child's absence
- Failure to respond to this email, may result in your child's absence being unauthorised

### **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 will 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
- **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 Fixed Penalty Notice from the Local Authority. Fixed Penalty notice is £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 they are leaving school early for their appointment, they must obtain a 'sign out slip' from Student Services the morning of the appointment

### **Punctuality/Lateness**

- If a student is late to school, they will receive a late gate detention that evening 3pm to 3:30pm.
- If students fail to attend this detention they will be issued with a 1 hour detention after school the following day with their Head of Year. Parents will be notified by text message (*please make sure you inform school, in writing, if you change your mobile phone number*). If your child has a genuine reason for being late, please notify the school