



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Attendance Policy

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Attendance Policy

Given that every child has the right to an education and that there are statutory requirements governing school attendance for all, including EYFS pupils, our aims at Putney High School are as follows:

Aims

1. To encourage regular attendance and punctuality, thus enabling pupils to take advantage of their educational opportunities.
2. To indicate to pupils and parents that regular attendance is valued at Putney High School.
3. **Note:** Only the school can approve absence, not parents. Absences without a valid reason or where no explanation has been provided are treated as unauthorised.

Objectives

1. To provide an efficient and effective system for monitoring attendance and to provide clear guidelines for staff recording attendance.
2. To report the number of pupil's absences to her parents on a regular basis.
3. To work closely with parents and the educational welfare service, where appropriate, to achieve regular attendance.
4. To identify patterns of non-attendance at an early stage and to work to alter these for the better.
5. To ensure that every absence is covered by an explanatory note from parents.
6. To respect the requirements of religious faiths and the customs of ethnic groups where these necessitate non-attendance.
7. To show sensitivity towards the needs and problems facing families where these result in non-attendance, whilst working to achieve regular attendance.
8. To establish clear guidelines for staff, pupils and parents regarding the difference between authorised absence and unauthorised absence and to make these guidelines available.
9. To report on attendance figures to the DFES as required.

Absences and unauthorised absences

All pupils should be in school every day, unless they are unwell or unless they have been given authorised absence, which needs to be approved by the Head.

Leave of absence

Leave of absence can only be authorised by the Head, and may only be permitted in exceptional circumstances. Parents should submit their request to the Head no later than three days prior to the date of absence. If an absence is authorised in advance parents will be notified and an absence note will not be required on return.

If a pupil is absent for three days or more, then an alert should be raised whether or not the register states the absence is authorised or not. Form tutors must inform Head of Years and Head of Years will then pass the information onto the Deputy Head (Pastoral).

The **Head Receptionist** will collate data and produce a report every time a pupil is absent for three days or more and pass this onto the Deputy Head (Pastoral) and relevant Head of Year.

The **Deputy Head (Pastoral)** will investigate each of these and confirm that the school is aware of the situation and handling the matter.

Action on school absence

It is the parents' responsibility to telephone the school concerning the reason for a student's absence on the first day of absence and to provide further information as may be required. If the school is not notified of a student's absence a call will be made to parents. Schools are expected to remain in contact with schools on a regular basis until the student returns.

If an absence occurs, it is the responsibility of the student to make up any lost work. If an absence is known in advance, the student must approach individual members of staff for guidance.

Reasons for absence

Illness

Parents are requested to inform the school on the first day if their daughter is ill.

Medical and Dental Appointments

Routine visits to the dentist, optician etc., should ideally be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances.

Bereavement

It is helpful if we are informed of family bereavement so that we can offer students sympathetic support. Absence under such circumstances will, of course, be authorised.

Religious Observance

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a student's parents belong.

Returning to School

Sometimes a student who has been off school for some time finds it difficult to return. In such circumstances it is of paramount importance that parents contact the Head of Year to discuss procedures for supported reintegration.

Punctuality

Students are expected to be prompt for registration at 08:30am, otherwise they must sign in as soon as they arrive at Reception. If they fail to do this the school will assume they are absent. Lateness without reasonable cause will be deemed to be unauthorised absence.

Absence Reporting

We are required to collate our attendance figures and make an official return of our attendance, authorised and unauthorised absences. It is important, therefore, to complete these accurately in the registers so that the reports are correct at the end of each term. In order to distinguish between authorised and unauthorised absences, the correct codes should be used. If 'N' has been entered, it is important to follow up the reason for absence and amend the code as soon as this is known.

Letters will be sent home to parents of girls with 90% attendance or less each half term.

Pandemic

During a pandemic, such as Covid-19, registration formats may vary (for example, if pupils are learning remotely from home, then self-registration systems will be implemented). Appropriate systems will be shared with the community in line with the constantly changing

situation so that registration is recorded as effectively as possible and that the school is aware of pupils' attendance and can act accordingly if concerns are raised.