

## Attendance Policy

### Introduction

At Silcoates, education is seen as a partnership between the family and the School. The School is committed to providing the highest quality of education for all pupils and parents and guardians are asked to support this objective.

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. The School complies with its statutory obligations relating to attendance and follows relevant Department of Education Schools Attendance Guidance.

Consistent and regular attendance is a requirement of the school. In exceptional circumstances, such as prolonged illness, recuperation or for compassionate reasons that result in extended absence, the School will provide work and facilitate a pupil's return to full-time education within an agreed timeframe.

Attendance is monitored carefully and, when it becomes a concern, the parents will be asked to attend a meeting with the Tutor and the Head of Section in the Senior School or the Class Teacher and/or the Head of Junior School in the Junior School to discuss what measures will be implemented to improve attendance. If there is no or insufficient improvement, within the agreed timeframe, the school may refer the matter to the Local Authority. Ultimately, non-attendance may result in the pupil being asked to leave the School.

Attendance is compulsory:

- during the working day (Monday to Friday 8.35am-4.00pm for the Senior School and 8.35am-3.30pm for the Junior School);
- at team practices, etc., which, with due notice, take place after 4.00pm (Seniors) or 3.30pm (Juniors);
- at all school sports fixtures where selected, including reserves; team lists will be published 48 hours in advance;
- on all occasions when a commitment undertaken by a pupil, e.g. acting in a play, opting for a school trip, involves pre-arranged attendance out of normal school hours;
- at special events published in the calendar or with due notice.

All pupils are required to be in school by 8.30am in the Junior School and 8.35am in the Senior School. The school day ends at 3.30pm in the Junior School and 4.00pm in the Senior School, although many pupils remain later to take part in co-curricular activities under the supervision of a member of staff. With the exception of pupils in Years 12 and 13, and only then in specific circumstances, pupils are not allowed to leave the site during the school day and all pupils should attend all lessons.



## **Registration**

The registration of pupils in the morning is a legal requirement. All parents and pupils need to be aware that attendance at morning registration, between 8.35-8.45am, is therefore compulsory and all pupils must attend this registration punctually.

In addition, all pupils are registered electronically in every lesson in the Senior School and at afternoon registration in the Junior School.

Sixth Form students who earn the privilege of a late start must sign in upon arrival at Reception.

## **Signing In and Out**

There will be occasions during the School day when a pupil arrives at or leaves the School at times other than those scheduled. In order to ensure that our monitoring of the whereabouts of pupils is as complete as possible, we operate a signing in and out system. This is updated and recorded electronically via 'Lesson Monitor'.

If a pupil arrives after registration or if he/she comes into School once the school day has begun then he/she must report to Reception (whether Junior or Senior School) to sign in. In the Junior School, we ask parents to escort children who are late to the Junior School Reception, in case no one is there and/or the child's class is working elsewhere in the School.

Likewise, if a pupil leaves the site before 4.00pm then he/she must sign out at Reception before departing. To ensure safeguarding, pupils will not be allowed off site without written permission by parents.

If a pupil comes into school during holiday time or official study leave, he/she must sign in and out at Reception so that we know who is on site in case of an emergency.

## **Illness**

If a pupil is ill and unable to come to school, parents are asked to notify Reception on the first day of absence, using the relevant contact details below:

via Email:

[seniorabsence@silcoates.org.uk](mailto:seniorabsence@silcoates.org.uk)

[juniorabsence@silcoates.org.uk](mailto:juniorabsence@silcoates.org.uk)

via Telephone:

01924 291614, between 8.00am and 9.00am



Any pupil who becomes ill during the School day must report to the Clinic or Reception. Contact with parents will be through the School Nurse or Reception. We ask that pupils do not communicate with parents directly, principally to avoid confusion, and we would appreciate your support in this. If a pupil is sent home due to illness, he or she must sign out at Reception.

## **Absence Requests**

**The School requests that absence within term time is kept to a minimum.** You are particularly asked that holidays and excursions take place in the published school holiday periods. Term dates are published sufficiently in advance to allow parents to make use of remaining days in the calendar year for holiday purposes. You are therefore asked not to make plans for holidays, excursions, routine medical or dental appointments, etc., which clash with your son's or daughter's school commitments.

Missed lessons place pupils at an academic disadvantage and may have unsettling effects, both socially and academically. Other pupils may be disadvantaged due to the disruption caused by absence and it is always the responsibility of the pupil to catch up with any work that is missed in the Senior School and the responsibility of the parent in the Junior School.

In exceptional circumstances, if parents wish their child to be away from school at any time during term, they should **email either [seniorabsence@silcoates.org.uk](mailto:seniorabsence@silcoates.org.uk) or [juniorabsence@silcoates.org.uk](mailto:juniorabsence@silcoates.org.uk) in advance** to request leave of absence for authorisation. Parents should inform the School and pupils must follow the procedures for signing in and out at Reception.

## **Absence of Parents**

These reporting arrangements also apply when parents are absent from a pupil's home overnight or longer. The address and telephone number for twenty-four hour contact with the adult who has the care of the pupil should be provided.

## **Children Missing from Education**

'Children missing from education' relates to children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Those missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.



The School therefore follows the statutory guidance 'Children Missing from Education', which essentially reads as follows:

- Schools must enter pupils on the Admissions Register at the beginning of the first day on which the School has agreed, or been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

The following thresholds are for guidance and should be used alongside knowledge of individual circumstances:

- 92% (soft trigger) – courtesy call to alert parents and offer support
- 90% (Stage 1) – letter quoting to formalise the above
- No improvement or <90% (Stage 2) – phone call and invite in to discuss reasons for absence. An action plan will be devised
- No improvement or <85% (Stage 3) – further conversation. Possible home visit for prolonged absence. Absences for illness will require a medical note to be authorised
- No improvement (Stage 4) – Conversation with the local authority about early help support
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the School does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

## **Safeguarding**

The School has a safeguarding duty in respect of its pupils and, as part of this, will investigate any unexplained absences. Where there are safeguarding concerns about any child, the school will always follow its Child Protection Safeguarding and Policy, which includes reporting to the local authority.



The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

<b>Reviewed by:</b>	Mr Wainman - Head Mr Evans – Deputy Head (Pastoral) Mrs Moss – Head of Junior School		
<b>Date of last review:</b>	May 2024	<b>Date of next review:</b>	May 2025

