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| **St Michael’s Catholic**  **Grammar School** |  |
| Founded by the Sisters of the Poor Child Jesus, in the trusteeship of St Michael’s Catholic School Trustee and a member of the Loreto Education Trust. | |

**Student Attendance and Punctuality Policy**

**Rationale.**

At St Michael’s we are focused on the pursuit of excellent student attendance and punctuality. We know it is vitally important for the attainment, life chances and employment prospects of our students.

Every day a child is absent from school is a lost opportunity. Therefore we expect all our students to attend school every day and on time.

If your child is going to be absent from school, then you must inform the school and follow the correct procedures below:

**Absence**

* If your child is absent you should telephone the school **(press 1 for absence)** on the first day **and** every consecutive day stating clearly your **child’s name**, **form** and **reason for absence**.
* If no contact is made by the parents/carers, the school will send an automated text message to try to secure an explanation for the absence.
* If the school has no communication or explanation from parent / carers, the absence will go down as unauthorised

**Known Absences:**

If you know your child is going to be absent in advance for a medical appointment\* you must inform the school in advance by emailing the school with your child’s appointment letter **however all other requests for absence must go directly to the headteacher.**

Please note that **NO STUDENT in KS3 or KS4 WILL BE ALLOWED TO LEAVE THE SCHOOL PREMISES DURING THE DAY FOR AN APPOINTMENT WITHOUT PRIOR WRITTEN CONFIRMATION**

**Examples of Authorised Absence**

* Hospital or Orthodontist appointment supported with appointment letter.
* Reported Illness of 3 days or less
* Illness of 5 or more days supported with medical evidence
* Emergency Doctor or Dental appointments (Evidence Required) \*Routine appointments should ideally be made outside of school hours.

**Unauthorised Absence/Holidays**

**Examples of Unauthorised Absence**

* Leave of Absence NOT approved by school.
* Absence NOT reported on the day or supported by written explanation upon return to school.
* Arriving at school after 9:30am
* Looking after siblings
* Holidays during term time.

**Reminder:** **All** requests for absences (other than medical) must be given to the headteacher in advance. Permission will only be given in exceptional circumstances. The headteacher will consider each request individually and decide whether or not to give permission for the absence.

**Lateness**

* Students are expected to register with their form tutor at 8:40am and 3.25pm daily.
* Any student arriving late **MUST** sign in via the “E REG Portal” in the main school office stating the reason for lateness.
* Any arrival after 9.30 will go down as unauthorised for morning registration rather than a late mark.
* Any students taking part in music lesson before registration will need to sign in via the E REG portal at main reception.
* If a student is late to registration twice in five days they will be placed in school detention.

**Monitoring Student Absence/Lateness**

The school recognises the need to monitor all student attendance closely and to put in place strategies to ensure it meets our targets.

Strategies include:

* Publicising our attendance criteria and the link between attendance and attainment to parents via letters, parent’s evenings, reports and the website.
* Providing parents with attendance data on reports.
* Contacting parents by phone or letter for concerns regarding attendance and/or punctuality.
* Putting students on attendance/punctuality reports if required.
* Authorising or refusing to authorise holiday applications

**Support is Available**

Special arrangements can be made to help your child remain in school during periods of illness or injury:

* Medication can be held and administered in school. A letter of authorisation will be required from parent/carer
* A reduced timetable may be necessary
* ‘Leave Lesson Early’ passes are available for students with mobility difficulties ie., plaster casts, crutches etc.
* A welfare assistant is available throughout the school day in our medical room

All Heads of Key Stage produce a half-termly attendance report to the Headteacher. This provides a further opportunity to identify causes for concern in regards to attendance. These reports are followed up with letters to parents from the Headteacher and/or meetings between the Head of Key Stage and parent(s) if a student is identified as a cause for concern.

This Policy was last updated in March 2023