



## ATTENDANCE POLICY

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide!*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.*

St Edmund's recognises every student's fundamental right to education and enters into partnership with parents and students to provide this. Consequently, parents, St Edmund's and the students all have a duty to ensure that maximum attendance is maintained. Only the Headmaster, or an appropriate Deputy, can give permission for students to be absent for reasons other than illness.

To take full advantage of the educational opportunities provided, the full attendance of students is essential and this is monitored by:

- working in close partnership with parents when difficulties occur;
- seeking to identify non-attendance at an early stage and to resolve any personal or social problems which cause difficulties in attendance;
- providing an effective and efficient system for the monitoring of attendance.

To assist in this process St Edmund's ensures that:

- parents are informed of term dates a year ahead;
- there is a well-defined system for registration that is clearly set out in the Staff Pastoral Handbook and that this system is followed by all staff;
- there is a well-defined system for contacting parents regarding absence that is followed by all staff;
- parents are aware of the procedures for informing St Edmund's of absence;
- Heads of House and Heads of Year follow up continuing absence regularly.

### Implementation

It is the role of the Tutor to ensure that all absences are followed up fully. However, unauthorised absences are followed up after registration by the staff in Reception and parents will be phoned. If, after investigation by the tutor, an absence remains unauthorised then the Head of House or Head of Year should be informed so that further action can be taken.

Absences can only be authorised by St Edmund's - they cannot be authorised by parents. If a student is kept at home for whatever reason, he or she must bring a note from their parents on returning. If the reason is acceptable to us (e.g. the student was ill) then the absence can be authorised; if the reason is unacceptable (e.g. the student went shopping) then the absence is unauthorised. Study leave, school visits, work experience and interviews are not counted as absences in reports to parents and to the DfE.

Tutor group registers must be taken electronically during the registration periods in the morning and afternoon. Morning and afternoon registration must be recorded electronically. If it is not completed at the time of the actual registration (e.g. a paper registration is completed) it must be entered electronically by 9.20am and 2pm for the respective sessions. Tutors should ensure that the correct code is filled in for each student (the codes are displayed on the screen next to the register) and that the registration is completed by the beginning of the first teaching lesson. Students who are late will sign in at Reception and a copy of this log will be emailed to staff. Tutors should check this log and “back-fill” their registers during the afternoon registration so that all students in St Edmund’s are accounted for.

The register should be filled in for absent students, with the appropriate code, once confirmation has been received from parents about the reason for absence.

It is vital that registration is accurate. In the event of fire, a printout of the day’s record will be produced for the purposes of checking attendance, so every student who is in St Edmund’s must be registered or, in the event of lateness, signed in at Reception.

Absences are automatically reported to parents and inaccuracy is embarrassing for the tutor and St Edmund’s. Failure to register students accurately without good cause is a matter of great concern and may lead to disciplinary action being taken against the teacher concerned.

Please refer to the booklets available in the Common Room for more detailed guidance about how to register students electronically.

## **Class Registers**

### **Registration must take place in a classroom.**

The teacher must take a register at the beginning of every class and follow up absences by checking against the school register. Absence not accounted for should be reported immediately to the Head of House or Head of Year.

The College will inform children’s social care in cases where a child is absent for ten days, if no contact has been made with parents/guardians.

Frequency of review: 3 years  
Policy last reviewed: Trinity 2019  
Next review date: Trinity 2022