

Attendance Policy - Summary

Please note: This is a **summary** of the full Attendance Policy which contains further details and advice. If you need any support to access this document please contact school reception 0191 4877638

info@cardinalhume.com or go to our website

<http://www.cardinalhume.com/esol-english-for-speakers-of-other-languages/>

Cardinal Hume Catholic School is committed to providing an education of the highest quality for all of its students and recognises that this can only be achieved by supporting and promoting excellent school attendance for all.

Pupil attendance targets.

The school sets a minimum attendance target of 95% over the school year. A pupil who is absent from school for nine days or less will achieve this target. Research suggests that 17 days missed from school, in one academic year, equates to a GCSE grade.

Categorising Absence

Absences may be categorised as either **authorised** or **unauthorised**

Examples of reasons for **authorised** absences.

- A child is too ill to attend.
- An urgent medical appointment.
- Attendance at a special religious ceremony or event
- Other exceptional circumstances (e.g a family bereavement).
- Permission has been granted for an exceptional circumstance

Examples of absences which **would not be authorised**

- Where no explanation has been given by the parent.
- Where the school is not satisfied with the parental explanation.
- The child is on a family holiday without leave of absence being given
- Staying at home to look after the house or a younger sibling.
- A shopping trip.
- An unexceptional reason e.g, a pupil's birthday.

If a parent wishes to take their child out of school during term time they must apply in writing to the school. Please note the following;

- Parents should fill in an application form requesting leave of absence during term time. As much notice as possible should be given. This should be done as soon as possible. Forms are available from school.
- The parents will be informed in writing whether or not the leave of absence has been granted.

- If a parent removes their child without requesting leave of absence, the school may have to apply to the local authority for a penalty notice to be issued. This may involve a fine being issued to parents.

Holidays taken in term time are not generally considered to be exceptional circumstances and will not usually be authorised.

Procedures for parents to follow in the event of their child being absent from school.

Phone the school before 8.30am on the morning of the absence and explain the reason behind the absence.

If no reason for absence has been given by the parent, the school will send a text message on the morning of the absence asking for reasons why the child is not in school. **It is very important that parents reply to this text so the school knows that the child is safe.** Parents are also asked to send in a note with their child on their return to school.

If the parent knows in advance that their child is not going to be in school, e.g due to a medical appointment which cannot be arranged out of school time, they should inform the school of this before the event by sending a written note to school via their child and handed into their tutor.

Punctuality.

Pupils are expected to be in school by 8.45am.

Pupils who arrive in school between 8.45am and 9am should enter by the pupil entrance and will have their name taken in a late book.

Pupils who arrive in school after 9am should enter school via the main reception where they should sign the late book. In the interests of safety it is essential that this procedure is followed.

Pupils who arrive in school after the register closes will be marked absent for the whole session. This absence will be **unauthorised** unless the school is satisfied that there is legitimate reason for the pupil being late.

Pupils who are frequently late can expect;

- To be punished in the form of detentions.
- Letters to be sent to parents.
- Parents to be invited into school for interview if no improvement is made.

Pupils who leave school without permission after the register has been taken are putting themselves at great risk. The school will contact the parents of the pupil as soon as it is aware a pupil has left school without permission.