

Clee Hill Community Academy: Attendance Management Procedures

Covid 19 - Anyone who has coronavirus (COVID-19) symptoms, or living in a household with someone with symptoms (such as a raised temperature, a new continuous cough, or a loss of or change to their sense of smell or taste) should stay at home. They should follow the guidance for households with possible coronavirus (COVID-19) infection. The document below is an addendum to the non-statutory school attendance: guidance for schools. It replaces temporary guidance documents on recording attendance during the outbreak.

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

1. Expectations & daily routines

- What is good attendance & why is it important to **US**?
- What are **OUR** daily routines?

When a child is on a school roll, there is a legal requirement to attend school each day that the school is open unless there is a satisfactory reason for absence. At Clee Hill Community Academy, we aim for 100% attendance but of course we understand that on occasion, a student may be unable to attend.

The school regularly reviews attendance data, in partnership with our Local Authority Education Welfare Officer (EWO) and if concerns develop regarding a student's absence then parents/carers will be contacted. If attendance concerns persist, whether absence be Authorised or Unauthorised, the EWO may request to meet with parents/carers at home or school to ensure all relevant support is being offered to the student.



On any day that a student is absent, parents/carers should inform the school of the reasons for absence before 9am and keep school informed on each day of absence thereafter. If a student has a medical or dental appointment during school hours, then the student should bring in the appointment card in advance of the appointment to show at the School Office, so that the absence can be authorised.

2. Data and monitoring

- How will **WE** track the attendance of children?
- How will **WE** ensure that our work is effective?

In relation to absence due to illness; if a student accrues 7 days of absence due to illness (14 sessions) within an academic year, then school may request formal medical evidence before it can authorise further absences for illness. If no medical evidence has been received, then the absence/s may be coded as Unauthorised. Medical evidence can take the form of either a dated GP/Nurse appointment card, a dated note from the GP/Nurse written in the student's Planner, a 'with compliments' slip signed and dated by the GP/Nurse, a prescription or proof of prescribed medication relating to current issues. Parents can request a screen print during the consultation which should be free.

Parents/carers are advised that, in line with other schools in the Shropshire Gateway Educational Trust, when a student accrues a number of unauthorised absences within a term this may result in the issuing of Fixed Penalty Notice. Additionally, persistent unauthorised absence may be referred to the Educational Welfare Team for consideration of a prosecution in the Magistrates' Court.

The gate opens at 8.40am and the school day begins at 8.55am, if your child arrives after this they will be marked as late. If they arrive after 9.05am they are coded as 'late after registers are closed' and will lose half a day's attendance. It is very disruptive to the class when pupils arrive late and often leaves the pupil themselves unsettled for the day. Persistent late registration will also be investigated by the EWO.

3. Escalation of procedures

- How will **WE** ensure children are safe & tackle absence together?

As you will understand, it is important for students to attend school regularly, in order to make progress in their studies. If you have any concerns at all regarding your child's attendance at school, please do not hesitate to contact Mrs Ceri Little, headteacher, who will be happy to speak/meet with you, to offer the appropriate advice.

Although children under 5, including our Nursery, do not have a legal requirement to attend, we do request that parents still follow the school guidance when informing us of a child's absence.

Thank you for your continued support in ensuring your child attends school and arrives on time.