



## **ATTENDANCE POLICY**

At Mayfield School, we actively promote good attendance and punctuality to enable each student to fulfil their potential.

We aim:

- To achieve at least 96% attendance in all year groups;
- To reduce the number of unauthorised absences and late attendances to a minimum;
- To record and celebrate good attendance and punctuality.

### **OBJECTIVES**

- To provide a welcoming, caring and positive school environment.
- To ensure lessons are stimulating and challenging, whilst accommodating individuals' needs.
- To reinforce good attendance and punctuality by rewarding achievements.
- To raise students' awareness of the significance of good attendance and punctuality.
- To maintain accurate records of attendance and punctuality.
- To inform you of your legal responsibilities and advise you of the correct procedures for lateness, absence and special circumstances.
- To raise your awareness of the significance of good attendance and punctuality.
- To liaise closely with you and provide appropriate support to enable you to fulfil your statutory responsibilities.
- To work in partnership with the Education Welfare Service and other outside agencies.
- To establish clear procedures for dealing with lateness to school and absence from lessons.

### **ATTENDANCE AND PUNCTUALITY: YOUR LEGAL RESPONSIBILITIES**

- It is your statutory duty, as the person who has parental responsibility for a child, to ensure that your child is in full-time attendance at school to receive an appropriate education for their age and ability.
- It is the Local Authority's policy to enforce this and they may take proceedings through a court when a parent/carer fails to comply with the regulations.
- If your child is unwell, it is your responsibility to ring the school attendance line every day that your child is unable to attend.
- It is your responsibility to record the reason for your child's absence in their planner, or by letter, on the day they return to school.

## REGISTRATION

**Morning:** 8.30.a.m – 8.45 a.m.

**Afternoon:** 1.50 p.m.

If your child arrives at their Tutor Room after 8.30 a.m. for morning registration or after 1.50 p.m. for afternoon registration they will receive a late mark. Students who arrive late to registration and lessons will be given a behaviour point which can lead to detentions with their Form Tutor, Year Group Leader or SLT. The school adheres to the Local Authority's policy on lateness; if your child arrives after the close of registration, they will be given a mark which counts as an unauthorised absence. If your child is persistently late, after the close of registration, you are at risk of being issued with a Penalty Notice (£120.00 per parent, per child; reduced to £60 if paid within 21 days).

## REASONS FOR ABSENCE (AUTHORISED ABSENCE)

We accept the following circumstances for absence:

- Illness;
- Legal/court appointments;
- Real emergencies or accidents, such as fire, flooding, burglary, transport strikes and extreme weather conditions which affect transport.

Special consideration will be given to authorise a maximum of 5 days absence from school for the funeral of a parent, grandparent or sibling.

Special consideration will be given to authorise a maximum of 3 days absence from school for exceptional circumstances, such as:

- Religious observance;
- Out of school programmes such as music, arts or sport, agreed by the Local Authority;
- Time off relating to child entertainment performances, which is subject to a licence being issued by the Education Welfare Service.

## UNAUTHORISED ABSENCE

We do not accept any of the following reasons for absence:

- Family holidays;
- Shopping trips, family outings/weekends away;
- Whole days for appointments with the dentist or doctor;
- Time off for household matters such as child-minding, waiting in for the gas/electricity/repair services;
- Serious illness of a close relative;
- Pilgrimages;
- Weddings of parents and siblings.

In line with the Redbridge Attendance Policy, if a student has a significant number of unauthorised absences (including arriving late after the close of registration), unauthorised time off or leave of absence during term time, you could also be issued with a Penalty Notice (£120.00 per parent, per child; reduced to £60 if paid within 21 days).

## **PROLONGED ABSENCE DUE TO ILLNESS/INJURY/MEDICAL CONDITION**

If your child is absent for a prolonged period due to a medical condition, the Year Group Leader/Assistant Year Group Leader will contact you to set up a weekly liaison and/or programme of work which can be completed at home. A re-integration programme will be planned with you prior to your child returning to school.

## **SPECIAL CIRCUMSTANCES**

If your child is going to be absent for any reason not outlined above, you should contact their Year Group Leader **in advance**. Mayfield School will not necessarily keep the student's place open, and may offer it to a student on the school's waiting list. This would apply if your child did not return to school after one of the school holidays for any reason. In such circumstances, it would be necessary for you to provide the Headteacher with supporting evidence such as airline tickets that had to be changed or a doctor's note, as a result of the extenuating circumstances.

## **THE EDUCATION WELFARE SERVICE AND OTHER OUTSIDE AGENCIES**

All absence and lateness is recorded on the school's computerised attendance system. The Year Group Leader, Assistant Year Group Leader, Attendance Officer and Education Welfare Officer inspect the registers weekly.

Parents are contacted:

- in all cases of absence;
- when a pattern of lateness or absence is developing.