Attendance Policy

Stanfield

ATTENDANCE POLICY

Pupil attendance at Stanfield, Merchant Taylors' School is generally excellent. Many pupils will go for an entire year without missing any school and most pupils and their parents will usually keep any absence to a minimum. In cases of more prolonged absence the role of the school is usually to reassure families that such absence will not be detrimental to their child's progress. The attendance policy should therefore be read with this background in mind and Senior Managers will use sensitivity in applying it.

Procedures to be followed in case of absence during normal School opening:
- Tutors will only mark as present pupils who are actually in the room at am or pm registration.
- Reception will amend the register to record the presence of those who are late who have been attending a school activity such as music.
- Parents are asked to notify Reception and the form tutor when their child is absent as appropriate. Any absences which have not been reported are first checked to see if the student is in school. If she is not, reception will ring home to find out the reason for absence.
- If further attempts to contact the parents are unsuccessful, friends will be asked if they know where the child is. Our primary concern in these cases is that a child has left for school and has failed to arrive.

Codes used in the event of an absence:
All absences must be followed up to ensure that we have an explanation and the correct code should be entered in the register by the tutor or deputy:

P	Present
H	Family holiday authorised by the school
I	Illness - not medical or dental appointments
J	At an interview
L	Late arrival before the register has closed
M	Medical or dental appointments
N	Reason for absence not yet provided
O	Absent from school without authorisation
P	Participating in supervised sporting activity
R	Religious observance
S	Study leave
U	Arrived in school after registration
V	Educational visit or trip
W	Work experience
Y	Enforced closure
X	If the child is shielding, self-isolating or quarantining because of coronavirus (COVID-19)

Monitoring Attendance

The SLT are asked to produce a termly attendance report for the school governing body (E&S Committee). The trigger point for intervention is 90% and this report should include details of:

- Letters to parents
- Meetings with parents
- Referral to EWO and/or Children's Services

To ensure that the appropriate actions are taken when pupil attendance falls below 90%, attendance is a standing item on regular pastoral meetings.

Registration Procedures during a school closure/lockdown/remote learning

Online Registration for pupils attending remotely

Form tutors should complete their registration for their form on 3Sys in the normal way. The register will be taken at morning registration 8:45-9am (See individual year group timetables) Reception will then follow up with phone calls to parents for those pupils who have failed to attend registration.

Online registration for vulnerable pupils or children of critical workers attending in school

While parents and carers who are critical workers should keep children at home if they can, children with at least one parent or carer who is a critical worker can go to school if required. Schools should speak to parents to identify children of critical workers who need to go to school; those that do not, and are instead accessing remote learning, should be recorded as Code X.

- where parents of critical workers only need their child to attend school part-time, schools should use Code X to record the sessions that the child is not expected to attend
- where the child of a critical worker is expected to attend a session and does not do so, the school should record the absence as Code C (leave of absence authorised by the school) unless another authorised absence code is more applicable
- as usual, Code X should be used if the child is self-isolating or quarantining because of coronavirus (COVID-19)

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The Department expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where schools grant a leave of absence to vulnerable children they should still speak to parents and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child and ensuring the child is able to access appropriate education and support while they are at home.

Reporting cause for concerns during a School closure

During a period of remote learning the School will use the pupil concerns spreadsheets to monitor any concerns relating to specific pupils. Respective SMT will then follow-up with cause for concern pupils following normal School policy and Procedures.