

Attendance Policy

**Reviewed and ratified by the Chair of Governors on 2nd May 2017**

**Reviewed by the Governing Body 29th November 2019**

**Reviewed by the SMT 16th August 2020**

**Reviewed by the Governing Body 3rd December 2021.**

**Reviewed February 2022**

**Next full review by the Governing Body February 2023**

# Attendance Policy

St Petroc’s School prides itself on the relatively low incidence of pupil absence. It is the policy of the school that pupils should attend all academic lessons during the course of the school year. A register is taken by the Class Teacher at approximately 0830hrs and at 1330hrs each day.

Registration takes place in accordance with the following guidance:

* The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
* The Education (Pupil Registration) (England) Regulations 2006
* The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pupil Registration) (England) (Amendment) Regulations 2011
* The Education (Pupil Registration) (England) (Amendment) Regulations 2013
* The Education (Pupil Registration) (England) (Amendment) Regulations 2016

# Reasons for Absence

If a pupil absence is not communicated to the School, the School will attempt to make contact with the parents/carers to establish a reason for absence. The safety and well-being of all our pupils at St Petroc’s is our highest priority.

## Sickness/Injury

If a pupil is to be absent from lessons as a result of sickness or injury, parents should telephone the School with this information by 0900hrs, or as soon as possible thereafter, on the day in question. Parents are asked to indicate the anticipated length of absence at that time, if known.

Routine doctor, dental or optician appointments should be made to avoid core lessons where possible.

## Educational Activity or Visits

St Petroc’s accepts that so much of education value can occur beyond the confines of the classroom and school campus. Class and year group visits are an integral part of many academic departments’ Schemes of Work. Sporting fixtures, musical concerts, theatre trips, etc. are also an important part of the all-round education provided by St Petroc’s. Staff responsible for trips and out-of-school events endeavour to arrange such activity outside of timetabled academic lessons. The level and extent of such activity is closely monitored by the Headmaster and in most cases recorded a term in advance on the school’s calendar.

A separate St Petroc’s Educational Visits Policy provides further information pertaining to the organisation of such trips.

## Family Occasions

If a pupil needs to be absent for a day or part of a day for a special, non-school organised event, parents request permission in writing from the Headmaster as far in advance as possible. The school expects such requests to be kept to a minimum and reserves the right to refuse permission in certain cases. The impact of absence will always be pointed out to parental requests.

## Unauthorised Absences

If a pupil is absent and none of the above reasons pertain, the Class Teacher, in conjunction with the Headmaster, will investigate the matter. An unauthorised absence will be recorded.

# Listing of Absent Pupils

Absent pupils are shown on iSAMS and on a list in the School Office. Pupils who arrive late to school sign in at the School Office on arrival. Pupils who have to leave the school before the end of the school day also have to sign the relevant form and must leave via the School Office.

# Start / End of Term

Pupils must not start the term late, nor should they leave school before the end of term without seeking prior written consent from the school. Term dates are published at least a year in advance.

# Class Teacher’s Role and Records

The Class Teacher oversees his/her group’s attendance and reports to the Headmaster in the case of any particular trends in absence.

Attendance registers are stored for at least three years after their last date of use.



28/11/19