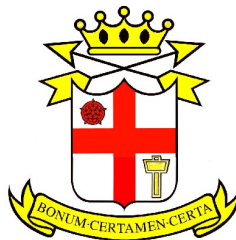

**ST. GEORGE'S R.C.
HIGH SCHOOL**

“A Specialist Technology College”



Attendance Policy

Issued: December 2009

Review date: December 2010

ATTENDANCE POLICY

Rationale:

To highlight the importance that the school attaches to full attendance at school, particularly as it relates to achievement of learning.

Purpose

To set out the broad guidelines that should govern our management of attendance.

Broad Guidelines

1. Full attendance for all pupils should be the ideal to which we strive.
2. Concern should arise when any particular pupil fails to attend for less than 90% of the possible attendances.
3. Accurate marking of SIMS electronic registers according to the prescribed guidelines and the completion of the relevant data within them by Teachers.
4. In addition to the form register, each subject teacher must keep their own record of attendance of pupils in their classes and reassure that any absences from their group are bona fide ones.
5. Parents will be discouraged from taking their children on holiday during term time. Permission must be sought from the Headteacher.
6. Attendance and punctuality will be reported to parents in an annual report.
7. Details of the school record on attendance, including information about authorised and unauthorised attendance will be published according to the national legislation.
8. The School Attendance Officer will monitor all attendances on a daily basis and will liaise with the EWO to target pupils whose attendance is a problem. Fast Track interviews and Fixed Penalty Fines will be implemented where necessary.
9. First day response is carried out and phone calls made to parents before 10.00am regarding pupils who are absent from school.
10. In severe cases and with parental consent, a home visit is arranged and undertaken by senior staff.