

Hulme Hall Grammar School



Attendance & Absence Guidelines & Procedures

Policy Control	
Responsible Person:	Assistant Headteacher (Pupil Progress)
Responsible Governor:	Education Committee
Approved by Governors:	February 2020
Date due for review:	February 2022

Please note, these procedures are applicable to all pupils in the Junior and Senior School.

The School is committed to promoting the welfare of pupils through regular school attendance. Pupils need to be present in school to maximise their individual opportunities for fulfilling potential and the link between good attendance and high levels of achievement is undeniable. We take our responsibility regarding the safeguarding of pupils seriously and for this reason the guidelines below have been established in order that, at any time, a pupil's whereabouts can be accounted for.

Morning Registration

- All pupils must be present in morning registration in their Form Rooms to receive an attendance mark for the morning session.
- Staff will welcome their Form Class in their room from 8:50am
- A warning bell sounds at 8:55am
- All pupils should be in the room for registration by 9:00am
- Any pupil arriving after 9.10am must sign in **Late** at the Main Office.

Afternoon Registration

- All pupils must be present in afternoon registration in their Form Rooms at 2:20pm (warning bell 2:15pm) to receive an attendance mark for the afternoon session.
- They will be marked **Late** if they are not in the room when the register is taken.

Absence – If your son/daughter is unable to attend school

- Parents are requested to phone the school on the morning of the **first day of absence**. A message may be left on the answerphone or alternatively you should call the office before 9.30am. Try, if possible, to give some indication of how long your son/daughter is likely to be absent.
- If a pupil has not been accounted for by 10.00am, then the School will contact parents by telephone. Assuming compliance with Point 1. above, we must presume they are still in transit.
- The school will routinely contact parents/guardians on the third day of absence. Please keep the school updated if the absence extends beyond three days.
- For those pupils who have a record of truancy, the parents will be contacted on **each day of absence/lateness**.
- On return to school the pupil **must** be in possession of a letter from parents/carers to authorise the absence (give reasons and dates of absence) or parents are permitted to inform us via email. Please note, a previous phone call is not a substitute for this letter. Any absence which remains unaccounted for will be recorded as unauthorised.
- The school Management Information System (MIS) will store a record of attendance / absences. After discussion, Form Tutors/ Key Stage Managers will issue a letter to parents in cases where the number or pattern of absences is a cause for concern. (See Appendices 1-4)
- Parents will be updated every 6 weeks via a PPR (Pupil Progress Record) or full school report regarding their son/daughter's attendance record.
- In extreme cases of unauthorised absence (ten days) the school is required to inform the Educational Welfare Officer:
- <https://www.stockport.gov.uk/start/missing-from-school-report-form>
- If a pupil does not show up for school, cannot be traced and there is cause for concern, school will follow the LA guidance – Pupil Missing from Education Flowchart – see Appendix 6

- On occasions, where advance notice of absence can be given, i.e. an early morning dental appointment, a note/email should be sent to the Form Teacher at least one day **prior** to the appointment.

On occasions there may be exceptions made for other authorised circumstances. These include:

- Part-time timetables which may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package.
- Where a pupil is absent from school due to an exclusion.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.
- Study leave granted by the school for year 11 pupils approaching GCSE examinations.

Lateness/What to Do If You Are Late

- Any pupil who arrives late, for whatever reason, **must report to the School Office/Reception and sign the 'Late Arrivals Book'**. It is extremely important, for example in the case of a fire, that we have an accurate list of all those who are present in school.
- **Do not** under any circumstances, join your normal lesson without first signing the Late Book.
- Occasionally, when a school bus is delayed, **all pupils** on the bus must sign the Late Book. Although the school will have been informed on such occasions, we cannot assume that all the usual passengers were on the bus that day. Pupils will not be marked as late if the reason for delay is due to the bus company.
- Again, the MIS will keep a record of lateness. Parents will be sent a text message on the day if their child is late and no explanation from home has been offered. Parents will be informed of any trends that are a cause of concern.

Signing Out During School Hours

Wherever possible, we request that routine appointments e.g. dental, are arranged out of school hours or during school holidays. If unavoidable, it is better to request an afternoon appointment, as your child will miss 1 lesson, as opposed to a morning appointment when they could miss 4 lessons.

On occasions when your son/daughter needs to sign out of school

- Pupils must bring a note/or send an email to the school office from parents at least one day in advance of the event.
- The pupil must first report to the office and sign out. Under no circumstances must they simply leave school premises.
- Pupils will not be allowed off school premises unless picked up by a parent/carer or other adult member of family - this person should identify themselves to the Secretary and sign the Book. They should then wait in Reception until the child arrives from class.
- Any pupil returning to School on the same day must sign back in at Main Reception.

Holidays During Term Time

- Holidays should not be taken during term and absence from school during term time will only be authorised in exceptional circumstances. Any requests for absence must be sent in writing to the Headmaster (letter or e-mail) and addressed to the secretary@hulmehallschool.org

-
- The Headmaster will determine what constitutes exceptional circumstances are and give or deny permission on that basis.
 - If parents/carers, contrary to the School decision, still decide to take a child out of School then the absence will be recorded as an unauthorised leave of absence. (See Appendix 5)

Other Related Policies and Procedures

- Attendance Policy
 - Pupil Missing from School / Education Procedure
 - Safeguarding Policy
 - Staff Supervision of Children Policy
-



Appendix 1

Other Absences – Suggested Letter 1

For use where there is a high level of **separate absences** reported by the parent.

Date

Dear

Re: Name of child

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is significantly below the 96% + level of attendance which we expect from our pupils. I enclose a copy of your child's attendance pie chart which shows the attendance record for the current school year.

I note that [forename of child] has missed a total of [number] sessions during the current school year. This level of absence is a matter of concern, and I would invite you to make an appointment to see me so that we can discuss this issue further with a view to considering what strategies or support may be appropriate to improve [forename of child]'s attendance.

Please be aware that where pupils miss a lot of school, for any reason, schools are expected to investigate and, where appropriate, request evidence before agreeing to authorise those absences.

I look forward to hearing from you.

Yours sincerely

Form Tutor



Appendix 2

Other Absences – Suggested Letter 2

For use where, despite letter 1 and any meeting which takes place subsequently, absence continues at an unacceptably high level – **below 85%** - (without there being any known issues which justify that level of non-attendance)

Date

Dear

Re: Name of child

Further to our last letter regarding attendance dated _____.

School is writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up to date copy of your child's attendance pie chart. You will see that [forename of child]'s attendance remains a cause for concern.

As advised, where pupils miss a lot of sessions, schools are expected to investigate and, where appropriate, request evidence before agreeing to authorise those absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility. As attendance is now below 85% - I have a statutory duty to report this to the Local Authority.

Please contact me at your earliest convenience to arrange a meeting to discuss this situation further

Yours sincerely

Key Stage Manager



Appendix 3

Illness Case – Suggested Letter 1

For use where there is a high level of separate absences reported by the parent as illnesses, but where it is not known that there is any underlying medical condition which justifies this level of absence.

Date

Dear

Re: Name of child

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is well below the 96% + level of attendance which we expect from our pupils. I enclose a copy of your child's attendance pie chart which shows the attendance record for the current school year.

I note that [forename of child] has missed a total of [number] sessions due to illness during the current school year. This level of absence for medical reasons suggests that [his/her] health is a matter of concern, and I would invite you to make an appointment to see me so that we can discuss this issue further with a view to considering what strategies or support may be appropriate to improve [forename of child]'s attendance.

Please be aware that where pupils miss a lot of school through illness, schools are expected to investigate and, where appropriate, request medical evidence before agreeing to authorise those absences.

I look forward to hearing from you.

Yours sincerely

Form Tutor



Appendix 4

Illness Case – Suggested Letter 2

For use where, despite letter 1 and any meeting which takes place subsequently, illness absence continues at an unacceptably high level (without there being any known medical issues which justify that level of non-attendance).

Date

Dear

Re: Name of child

Further to our last letter regarding attendance dated _____.

School is writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up to date copy of your child's attendance pie chart. You will see that [forename of child]'s attendance remains poor.

As advised, where pupils miss a lot of school through illness schools are expected to investigate and, where appropriate, request medical evidence before agreeing to authorise those absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility. As attendance is now below 85% - I have a statutory duty to report this to the Local Authority.

Please contact me at your earliest convenience to arrange a meeting to discuss this situation further

Yours sincerely

Key Stage Manager



Appendix 5

Letter where **unauthorised holiday is suspected**

Date

Dear [name/s of parent/s]

Re: Name of child

Unauthorised Absence from school between [dates]

I am writing to you about [name]'s absences from school between the above dates. It has come to our attention that [name] was absent as a result of an unauthorised holiday in term time.

As the school had not given permission for [name] to be absent from school for a holiday during these dates we are proposing to record the absences as unauthorised.

Consequently, if you wish to provide any information regarding the reasons for these absences, I would ask you to contact me within the course of the next seven days.

May I take this opportunity to remind you that in accordance with government guidance, permission for holidays will rarely be given because of the harmful impact of missing school upon pupils' progress. Requests for holiday leave will only be granted if the Headmaster is satisfied that special circumstances apply, and that your child's educational progress will not be unduly affected.

Yours sincerely

Key Stage Manager



Appendix 5

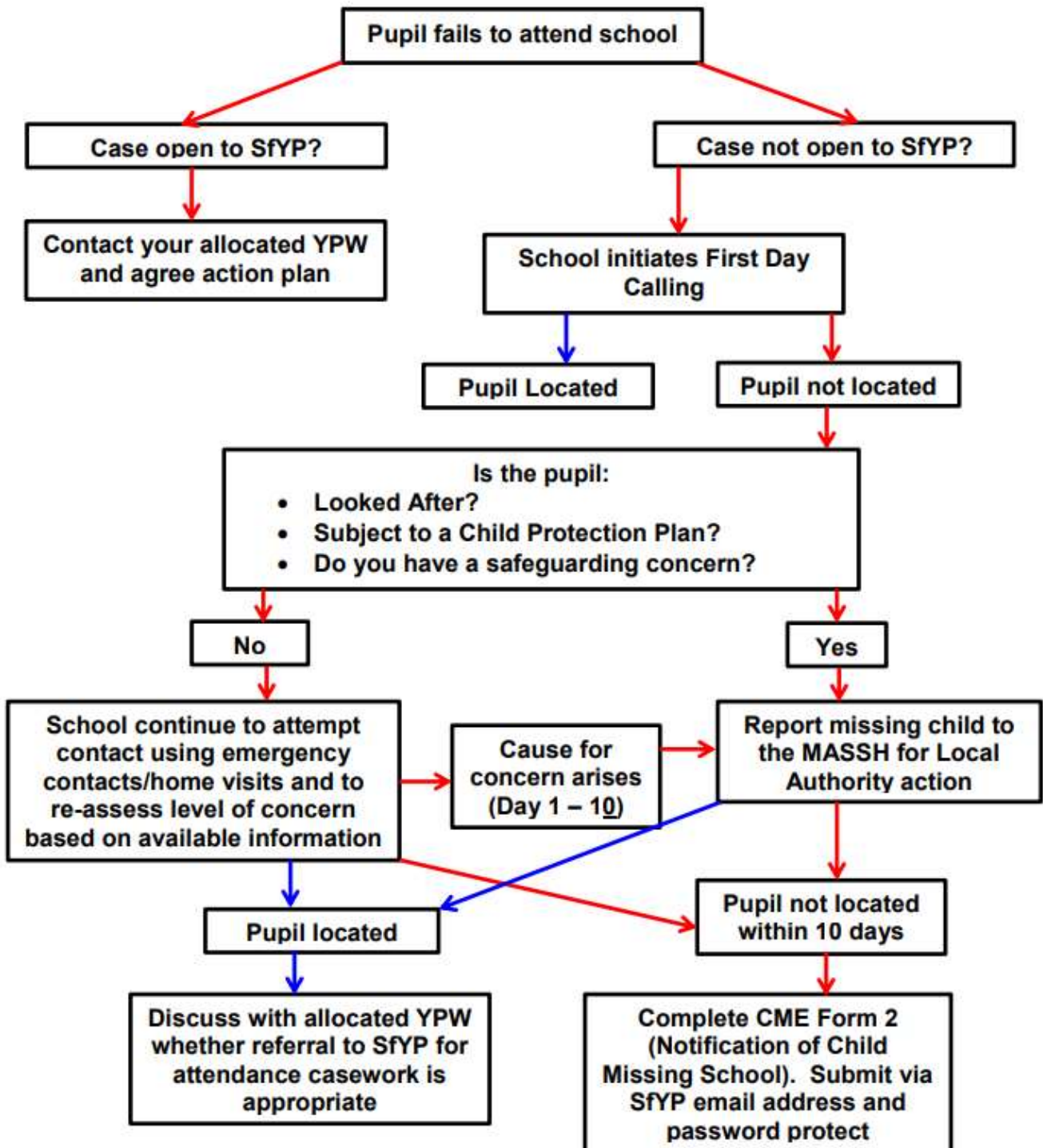
Guidance Notes

- Sometimes schools receive information indirectly which suggests that a child has been absent due to a term time holiday. If this information is “second-hand” (such as from the child) or cannot be independently verified it is unlikely to be appropriate to record the absences with the G code (rather than the O code).
- This letter can be used in these circumstances in order to give the parent an opportunity to make representations about the reasons for the absences. It seems reasonable to provide parents with this opportunity where the information about the holiday has not come directly from them and cannot be directly evidenced by, for example, a completed holiday request email.
- Depending upon the response, if any, to this letter, individual consideration can then be given.
- School can ask for further advice or ask to discuss a case, with Stockport LA.
- Legal Liaison Officer at the Education Welfare Service on 474 2195.



Appendix 6

SfYP Children Missing Education Policy





Headmaster: Mr D Grierson BA, MA (Econ)
Hulme Hall Grammar School, Beech Avenue, Stockport, SK3 8HA
Phone: 0161 485 3524
Email: secretary@hulmehallschool.org
Hulme Hall Educational Trust (Registered Charity No: 525931)



www.hulmehallschool.org