



Attendance Policy

At Sackville we believe that a good record of punctuality and attendance helps our students' chances of a successful future. We expect that every student has at the very least 95% attendance (government expectation).

Parental Responsibility:

Parents are responsible for 'ensuring that their child arrives on time, properly attired and in a condition to learn'. There are occasions when students need to be absent. It is a parental responsibility to request leave of absence or explain the reason if the absence is unexpected. Unexplained absence will be **unauthorised**.

School Responsibility:

It is the school's responsibility to keep a record of attendance. It is also our responsibility to decide whether an absence is 'authorised' or 'unauthorised'. 10 or more half day sessions of **unauthorised** absence will result in a Fixed Penalty Notice (FPN).

Holidays:

School holidays are extensive and provide the opportunity for a deserved break from school work. Sackville seeks to make full use of term time for all students. Holidays during term time are not permitted. There is no "right" to any period of holiday during term time. Unauthorised holidays can lead to a FPN.

Procedures for Reporting Absence:

We are committed to high levels of attendance. Should your child have time off school, please notify us by 9am on the first day by telephone (**01342 410140**) and leave a message on our dedicated line. Three days or more illness should be covered with a medical certificate or permission for the school to contact your GP.

If you have telephoned or emailed the school and reported the absence, you still need to re-confirm the absence in writing, when your child returns to school.

If we do not hear from you by 9am on the first day of absence, the absence will be recorded as **unauthorised**. We are likely to contact you to confirm that your child is absent with your knowledge; this enables us to act quickly should a student be truanting.

If your child is likely to be absent for a longer period and is capable of completing school work, please make contact with the Year Assistant for that year with a medical certificate who will endeavour to have suitable work sent home.

Should you need to make a medical appointment for your child during the school day, please ensure they have either an appointment card or letter which must be signed by a tutor before she/he is allowed to sign out of school. Your cooperation in this will help your child to maintain an excellent attendance record.

Punctuality:

Good punctuality is also essential for students' progress. Students who are late for school miss learning and develop bad habits resulting in them being unprepared for the world of work. Students who are late for school will receive a detention. If their lateness becomes habitual we will write to inform you and may ask you to attend an attendance and punctuality meeting.

All staff must complete registers by 8.30. Any student arriving after 8.30 will be recorded as late and the number of minutes late will be recorded in SIMS.

Sackville School's support in encouraging good attendance:

The school uses a traffic lighting system to monitor and encourage good attendance:

	Attendance	Intervention
Green	95-100%	<ul style="list-style-type: none"> Attendance is above national expectation Reward this group for GOOD attendance
95% National Expectation		
Amber	90-94.9%	<ul style="list-style-type: none"> This is the key group to focus upon and monitor very closely, (particularly the number of broken weeks) to avoid students getting into bad attendance habits. Close monitoring from PSA and Tutors Letters home from PTL FPN issued for unauthorised absence Tutors to meet with parents to discuss attendance issues
Pink	85-89.9%	<ul style="list-style-type: none"> Students attend an attendance group PTL to meet with parents to discuss attendance issues
Red	Below 85%	<ul style="list-style-type: none"> EWO to take on case and initiate CAF

In addition to the above:

- School reports will show your child's level of attendance and punctuality record. We will clearly indicate if it is a cause for concern.
- We will reward and recognise students with excellent attendance records.
- The importance of good attendance will be promoted through information posters, form activities and in assemblies.
- Parents will be informed by letter / phone call if we have concerns about attendance and punctuality levels.
- In severe cases of poor attendance / punctuality parents will be asked to come into school for an Attendance and Punctuality meeting with senior members of staff.

P Street – Summer 2015. Reviewed – Summer 2017.

To be reviewed Summer 2019.