



ATTENDANCE POLICY

This policy <u>should be reviewed annually</u> and as required by legislation.			
Action	Reviewer	Date	Completed
Review	KB	Sep 2018	✓
Approved by Governors		Oct 2018	✓
Date for next internal review		Oct 2021	
Date for next Board of Governors' approval			

Notes:

CITY OF LONDON SCHOOL FOR GIRLS

ATTENDANCE POLICY

Pupil attendance at City of London School for Girls is generally excellent. Many girls will go for an entire year without missing any school and most girls 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 daughter's progress. The attendance policy should therefore be read with this background in mind and Heads of Year will use sensitivity in applying it.

Procedures to be followed in case of absence:

- Tutors will only mark as present girls who are actually in the room at registration.
- The attendance officer will amend the register to record the presence of those who are late or who have been attending a school activity such as music.
- Parents are asked to notify the attendance officer and the form tutor when their child is absent or the Prep staffroom as appropriate. Any absences which have not been reported are first checked to see if the student is in school. If she is not, the attendance officer will ring home to find out the reason for absence.
- A list is then circulated to Heads of Year for them to follow up with any absences which are still unaccounted for, i.e. because the parents cannot be contacted. 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.

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:

C	Leave of absence authorised by the school
D	Receiving education at another establishment
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

Most absences are for no more than three days. After this, tutors will contact parents to discuss how long the absence is likely to be and to give assistance about catching up missed work. Absences of more than a week should be referred to the Head of Year.

If a child is absent for two weeks, we would expect to receive a doctor's note confirming the reason for absence. In some cases of a well-documented, chronic medical condition, it might be felt that this would be unnecessarily intrusive and burdensome. Heads of Year will exercise discretion.

Every month Heads of Year will be given a printout of the attendance in their year group. Any student whose attendance falls below 85% will be carefully looked at to explore the reasons behind the absence. If it was not a single episode (for example of flu) which seems unlikely to be repeated, parents will be invited in to discuss how to manage the absence and to get clear medical diagnosis and advice.

A list will be kept of those with attendance below 90%.

If a child appears on the list for two consecutive months or three times overall, parents will be called in and if there are significant grounds a referral to the relevant external agency will be considered, such as the Education Welfare Officer, CAMHS or Children's Social Services.

Where unauthorised absence is suspected, the Head of year will immediately be informed by the tutor. Most of such absence at CLSG relates to parents taking their children on holidays which overlap our terms. In such cases the Deputy Head (pastoral) will write to the parents but no further action will be taken provided the absence is no more than five days and it is not a repeat offence. If either of these is the case, referral to the appropriate LEA will be considered and will always be made if the absence is ten days or more.

Where unauthorised absence occurs which does not appear to be a family holiday, this will trigger safeguarding concerns and the procedures outlined in the Child Protection Policy Annex D Children Missing from Education will be followed.

Procedures for Sending Pupils Home

ONLY the school nurse or a first aider should take the decision to send a pupil home. In exceptional circumstances a Head of Section may take this decision if a pupil is too unwell to participate in lessons and the school nurse or a first aider is not readily available. Parents will be informed of this decision.

Parents must **always** be contacted and spoken to directly by the member of staff to inform them that their child is being sent home and to give them the opportunity to collect them if appropriate. At Sixth Form level, if parents cannot be contacted, they will be emailed to let them know of our action.

When pupils are being sent home, the pupil should be given a note which confirms that parents have been spoken to. Reception will need to see this before they let the pupils sign out.

The member of staff who sends the girl home should email the tutor so the correct code can be entered in the register.

Reviewed: September 2018

Approved by Board of Governors: October 2018

To be reviewed by: October 2021