



## C6a ST MARY'S CATHOLIC SCHOOL

### REPORTING AN ABSENCE, REQUESTING AUTHORISATION FOR MEDICAL APPOINTMENTS AND LEAVE OF ABSENCE

At St Mary's we believe in the fundamental right of the student to be educated to his or her full potential and to participate fully in the life of the school community. High attendance rates have been highlighted as a significant factor in maintaining the quality of education provided in schools and parents must work with the school to ensure their child attends every day the school is open.

#### Absence:

If you need to report your child absent please notify the school using the Absence telephone line on 01279 654 901 or by contacting the following email address: [Attendance@stmarys.net](mailto:Attendance@stmarys.net) before 8:30am.

When reporting your child absent please state:

- Your name
- Your child's name and form
- The reason for absence (this must be specific and not just state 'illness')
- A contact number for the person leaving the message

#### Requesting leave of absence:

Please book any medical appointments around the school day where possible. We ask parents to only request leave of absence appointments during the school day **in exceptional circumstances** and do so in advance **by emailing [attendance@stmarys.net](mailto:attendance@stmarys.net)**

Parents must notify the school in advance of any pre-arranged absence or treatment with at least **48 hours notice of the appointment. A copy of the appointment record should also be shared with the school when requesting absence so that this can be authorised by the Head of Year.**

Without this evidence, the absence will be unauthorised.

Applications for 'Leave of Absence' for other circumstances, e.g. attending a family member's graduation, attending a funeral etc. must be applied for in advance by requesting a 'Leave of Absence' form from [HeadsPA@stmarys.net](mailto:HeadsPA@stmarys.net). This application should be returned with supporting documentation to the Head's PA for authorisation.

## Notification of Absence and School Attendance Flow Chart

Daily monitoring of attendance led by the Attendance Officer and Head Of Year will involve checking for regular absence patterns and sending home truancy alert for pupils who are absent and no reason has been provided.

### **PUNCTUALITY: Any Students arriving after 08.40 will be marked late.**

Students who arrive after the registers have closed at 8:55am and not before 9:30am will have their absence recorded as unauthorised unless evidence can be provided.



Attendance Officer and Head Of Year will conduct a wellbeing call home to the parent of any pupil who has had three consecutive days off school with illness and medical proof of illness will be requested.



Pastoral Leads (AHT i/c Pastoral, Pastoral Support Worker and Learning Coordinator) will escalate a safeguarding concern if a reason for absence has not been provided within 48 hours of absence. This will also trigger a home visit by the school.



If absence persists and falls below **96%** a **Letter 1** will be sent (unless the reasons are COVID related or other medical reasons and evidence has been provided)  
An individual pupil checklist will be used to support the pupil.  
**Please note absences will only be classified as authorised where medical evidence is provided and is at the schools discretion.**



If parents or pupils do not engage with the strategies put in place by the school and absences continue and are unauthorised the Local Authorities will be contacted and a FPN application will be submitted.



Fixed Penalty Notices - A threshold of 10 sessions (consecutive or non-consecutive) unauthorised absence in a rolling period of 10 school weeks. The threshold may be met with any combination of the following unauthorised absence codes  
G (unauthorised leave/holiday taken during term time),  
O (unauthorised absence)  
U (arriving late after registers have closed)



If absence persists and falls below **93%** a **Letter 2** will be sent (unless the reasons are COVID related or other medical reasons and evidence has been provided)  
The school will consider whether medical evidence for absences may be required.

A meeting will be scheduled with the Attendance Officer and Head Of Year for the Parent and Pupil to attend to discuss attendance concerns and complete an individual pupil checklist (Assess/Plan/Do/Review).

Attendance contract will be implemented to improve the pupil attendance. This will be reviewed every two weeks.

**Severely absent pupils – Pupils with 50% attendance or below** the local authority and external agencies will be notified. Support will be requested which may include a whole family plan, consideration for an alternative form of educational provision etc. A Service Request Form will be completed by the school