



## 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 do notify the school using the Absence telephone line 01279 654 901 or by contacting the following email address: [Attendance@stmarys.net](mailto:Attendance@stmarys.net) before 9:00am

When reporting your child absent please state:

- Your name
- Your child's name and year group
- 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. Parents must notify the school in advance of any pre-arranged absence or treatment. **This should be within 48 hours of the appointment made and a copy of the appointment record should also be shared with the school when requesting absence so that this can be authorised.** We ask parents to only request leave of absence for such appointments in exceptional circumstances and do so in advance **by emailing [info@stmarys.net](mailto:info@stmarys.net)**

Without this evidence the absence will be unauthorised.

Applications for 'Leave of Absence' for other circumstances, e.g. Attending a family members graduation, attending a funeral, Dance and Music examinations 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 letter and evidence if required to the HeadsPA for authorisation.

**St Mary's Catholic School**  
**Notification of Absence and School Attendance Flow Chart**

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

**PUNCTUALITY:** 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 Learning Coordinator will conduct a wellbeing call home to the parent of any pupil who has had three consecutive days off school with illness.



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 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 Learning Coordinator 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.



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.

**When 15 sessions of unauthorised absence are reached (this can include absence from a previous term), the school will apply to the Local Authority for Fixed Penalty to be issued.**



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.



The Attendance Officer will issue a Fixed Penalty Notice Warning Letter will be issued on the first day of an unauthorised absence within a term.



Any unauthorised holidays taken during term time will lead to a Fixed Penalty Notice Warning letter being issued on the first day of absence. After the second day of unauthorised holiday county will be contacted to request a Fixed Penalty to be issued.

**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**