



St Martin's School

ATTENDANCE FLOW CHART

Daily monitoring of attendance will involve checking for regular absence patterns and sending home truancy alerts for pupils who are absent, and no reason has been provided.

We expect 100% attendance from every student at St Martins.

St Martin's celebrates good attendance through positive points on Satchel, newsletters, form group rewards, letters home, cake breaks and presentations in assembly.

PUNCTUALITY: Students must be onsite by **8:25am**. Students who arrive **after** the registers have closed at **8:50am** will have their absence recorded as unauthorised (code 'U') unless evidence can be provided.

Deputy Head of Year will conduct a wellbeing call home to the parent on the first day of absence and will conduct follow up calls each day until the child returns.

HOW TO REPORT YOUR CHILD ABSENT

If absence persists and falls below **98%** a **Letter 1** will be sent home and the Deputy Head of Year will hold a meeting with the student.

Please note absences will only be classified as authorised where medical evidence is provided if requested and this is at the schools discretion to do so.

If you need to report your child absent please do notify the school **by phone or email to your Deputy Head of Year before 8:30am on every day of your child's absence.**

Deputy Head of Year will escalate a safeguarding concern if a reason for absence has not been provided by the second day of absence and a home visit will be conducted.

If absence persists and falls below **95%** a **Letter 2** will be sent. A meeting will be scheduled with the Deputy Head of Year, Head of Year, Parent/Carer and Pupil to discuss attendance concerns and complete an individual pupil checklist to support improved attendance.
(Assess/Plan/Do/Review).

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

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.

If parents or pupils do not engage with the strategies put in place by the school and absences continue and drop below **90%** 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.

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



St Martin's School

REPORTING AN ABSENCE AND MAKING AN ABSENCE REQUEST

For a child/young person to reach their full educational achievement, a high level of school attendance is essential. Discovery Educational Trust (DET) and St Martin's School (SMS) are committed to providing an education of the highest quality for all students and endeavour to provide an environment where all students feel valued and welcome. Every child/young person has a right to access the education to which they are entitled. Parents/carers and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

ABSENCE:

If you need to report your child absent please do notify the school by phone or email to the Deputy Head of Year on the first day of absence **before 8:30am and any subsequent days.**

When reporting your child absent please state:

- Your name
- Your child's name and form 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. This request must be made to the Deputy Head of Year.** We ask parents to only request leave of absence for such appointments **in exceptional circumstances.** 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 writing, in advance to the relevant Year Office, and before making any travel arrangements.