



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 pupil 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: Pupils must be onsite by 8.25. Registers open at 8.30. Pupils who arrive after the registers have closed at 9.00 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.



If absence persists and falls below **98%** a meeting will be held with the pupil.
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 absence persists a meeting will be scheduled with the Parent/Carer and Pupil to discuss attendance concerns and complete a plan to support improved attendance.

An 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 drop the Local Authorities will be contacted and a FPN application will be submitted.

When 10 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.

HOW TO REPORT YOUR CHILD'S ABSENT



If you need to report your child absent please do notify the school **by phone or email to your Deputy Head of Year before 8.30 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.



Any unauthorised holidays during term time will not be authorised unless there are exceptional circumstances and a referral to County will be made for a fixed penalty or possible prosecution.



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



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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 pupils and endeavor to provide an environment where all pupils 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 8:30 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.

<https://www.st-martins.essex.sch.uk/parents/attendance/>