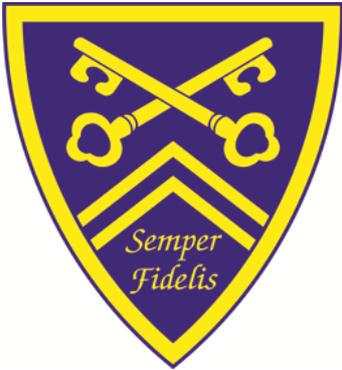




HAGLEY CATHOLIC HIGH SCHOOL



Procedure for Dealing with Absence

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Introduction

This document should be read in conjunction with the Attendance and Punctuality Policy which highlights the school's aim for every child to achieve an attendance rate of 100%. The following procedures will be implemented to ensure consistency of approach across the whole-school and to support parents and pupils in this aim:

Stage 1

Attendance data is monitored by the Assistant Principal, Pastoral and Attendance Officer on a weekly basis for Key Stages 3 and 4 and by the Director of Sixth Form for Key Stage 5. This information is shared half-termly with Heads of Year and Tutors who should have conversations with pupils about any absence so that pupils are aware that their attendance is being tracked on a regular basis. Any pupils whose attendance falls below 93% should be seen by their Head of Year to set targets for improvement.

Letters are sent to the parents of all pupils whose attendance falls below 93%. The first of these letters are generally (but not exclusively) sent out at the end of the first term.

Stage 2

The parents of pupils whose attendance does not improve following a letter being sent during Stage 1 and whose attendance still hovers between 90 and 93% will be invited to an Attendance Panel to meet with the Assistant Principal, Pastoral and the relevant Head of Year. The parent and pupil will be expected to attend this meeting at which targets for improving attendance will be set for monitoring by Head of Year and Tutor.

Stage 3

Pupils whose attendance hits 90% or less who have been through stages 1 & 2 will be seen by the Education Officer during one of her routine visits.

Stage 4

Attendance of 90% or below which does not improve after Education Officer intervention will result in parents and pupils being invited into school to meet with the Assistant Principal, Pastoral and Head of Year. If no improvement is seen, a First Notice will be issued.

Stage 5

Pupils whose attendance fails to improve after the issue of the First Notice will be issued with a 15 Day Attendance Notice. If there are any unauthorised absences during the 15 school days of the Notice, a referral will be made to the Education Investigation Service for legal enforcement action and a Penalty Notice may be issued.

Stage 6 (Legal Action)

Failure to comply with the 15 Day Attendance Notice will result in a Final Notice being issued at the matter being referred for consideration by the Legal Services Department, who may commence proceedings. Upon receipt of the Final Notice, parents have 14 days in which to provide any evidence and/or further information relating to their child's absence(s) for inclusion with the referral papers.