



CITY OF LONDON
SCHOOL FOR GIRLS

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ATTENDANCE POLICY

Addendum (from September 2023)

From September 2023 all Year 5 and Year pupils on roll at City of London School for Girls (CLSG) will be educated at City Junior School (CJS). They remain pupils of CLSG and will still be subject to all CLSG policies and procedures and will be expected to live out the values of CLSG. However, whilst on site at CJS, they will also be expected to adhere to CJS policies and procedures where relevant.

Policy last reviewed by:	Susannah Gilham
Date policy last reviewed:	September 2023
Approved by:	Board of Governors
Date approved:	December 9 th 2022
Next review due:	December 2023

This policy should be read in conjunction with:

Related School and City of London Corporation Policies:

Missing Child Policy

SEND Policy

1. Overview

Pupil attendance at City of London School for Girls is generally excellent. Many pupils will go for an entire year without missing any school and most pupils and their parents will usually keep any absence to a minimum. In cases of more prolonged absence the role of the school is usually to reassure families that such absence will not be detrimental to their child's progress. The attendance policy should therefore be read with this background in mind and Heads of Year will use their discretion when applying it.

Procedures to be followed in case of absence:

- Tutors will only mark as present pupils who are actually in the room at registration.
- The attendance officer will amend the register to record the presence of those who are late or who have been attending a school activity such as music.
- Parents are asked to notify the attendance officer when their child is absent. Any absences which have not been reported are first checked to see if the student is in school. If they are not, the attendance officer will ring home to find out the reason for absence.
- The attendance officer will alert the relevant pastoral staff if a child is unaccounted for, i.e. because the parents cannot be contacted. If further attempts to contact the parents are unsuccessful, friends will be asked if they know where the child is. Our primary concern in these cases is that a child has left for school and has failed to arrive.

All absences must be followed up to ensure that we have an explanation and the correct code should be entered in the register by attendance officer or tutor:

C	Leave of absence authorised by the school
D	Receiving education at another establishment
E	Excluded but no alternative provision made Family holiday
H	authorised by the school
I	Illness - not medical or dental appointments
J	At an interview
L	Late arrival before the register has closed
M	Medical or dental appointments
N	Reason for absence not yet provided
O	Absent from school without authorisation
P	Participating in supervised sporting activity
R	Religious observance
S	Study leave
U	Arrived in school after registration
V	Educational visit or trip
W	Work experience
X	Not attending due to coronavirus (Covid 19)
Y	Enforced closure

Most absences are for no more than three days. After this, tutors will contact parents to discuss how long the absence is likely to be and to give assistance about catching up missed work. Absences of more than a week should be referred to the Head of Year.

If a pupil is absent for two weeks, we would expect to receive a doctor's note confirming the reason for absence. In some cases of a well-documented, chronic medical condition, it might be felt that this would be unnecessarily intrusive. Heads of Year will exercise discretion.

Every half term Heads of Year will be emailed an overview of the attendance in their year group. Any pupil whose attendance falls below 85% will be carefully looked at to explore the reasons behind the absence. For those pupils where there are no reasonable explanations for low attendance and where there is cause for concern, a conversation with parents will be arranged by the Head of Year to discuss the absences in more detail.

The Deputy Head Pastoral meets with the City of London Education Welfare Officer once every half term to monitor attendance and keeps a spreadsheet of those with attendance below 90%.

If a pupil repeatedly appears on the list, parents will be called in and if there are significant grounds, a referral to the relevant external agency will be considered, such as the Education Welfare Officer, CAMHS or Children's Social Care.

Where unauthorised absence is suspected, the Head of Year will immediately be informed by the attendance officer. Most of such absence at CLSG relates to parents taking their children on holidays which overlap our terms. In such cases the Deputy Head Pastoral or the Head of Section will write to the parents but no further action will be taken provided the absence is no more than five days and it is not a repeat offence. If either of these is the case, referral to the appropriate LEA will be considered and will always be made if the absence is ten days or more.

Where unauthorised absence occurs which does not appear to be a family holiday, this will trigger safeguarding concerns and the procedures outlined in the Child Protection Policy Annex D Children Missing from Education will be followed.

For Pupils in Year 5 and Year 6 who are educated at the CJS site:

- The Junior School Administrator with responsibility for attendance will amend the register to record the presence of those who are late or who have been attending a school activity such as music.
- Parents are asked to notify the Junior School Office when their child is absent and to provide the reason for that absence. Any absences which have not been reported are first checked to see if the pupil is in school. If they are not, the Junior School Administrator will ring home to find out the reason for absence.
- The Assistant Head Pastoral, or other member of the SLT in their absence, will be alerted if a child is unaccounted for, i.e., because the parents cannot be contacted. If further attempts to contact the parents are unsuccessful, friends will be asked if they know where the child is. The CJS DSL and Deputy Head Pastoral will be kept informed.

2. Procedures for sending pupils home

ONLY the school nurse or a first aider should take the decision to send a pupil home.

In exceptional circumstances a Head of Section (or in the case of Year 5 and Year 6 pupils, the CJS Deputy Head or CJS Head) may take this decision if a pupil is too unwell to participate in lessons and the school nurse or a first aider is not readily available. Parents will be informed of this decision.

Parents must **always** be contacted and spoken to directly by the member of staff to inform them that their child is being sent home and to give them the opportunity to collect them if appropriate. In the case of Year 5 and Year 6 pupils, parents must **always** be contacted and spoken to directly by a member of staff to inform them that their child needs to be collected. At Sixth Form level, if parents cannot be contacted, they will be emailed to let them know of our action.

When pupils are being sent home, the relevant member of staff must email Reception to let them know. The pupil may not sign out or leave without this permission.

The member of staff who sends the pupil home should email attendance so the correct code can be entered in the register. In the case of Year 5 and Year 6 pupils, the Junior School administrator will enter the correct code in the register as soon as the pupil leaves the school building.

3. Punctuality

The school day begins at registration. All pupils should be in their form rooms by 8.40am. Any pupil who arrives later than this time will be recorded as late, unless she has a good reason. Latecomers must report to reception on arrival and sign a late slip.

Any pupil who accumulates 4 lates in a term will be put onto early morning report (EMR) and will be required to report to the Attendance Officer at 8.30am for one week. Incurring 8 lates in a term will result in a further week of EMR plus detention. Any pupil who accumulates 12 lates in a term will be considered for escalation which requires reporting to the Headmistress at 8.30am for two weeks on early morning report (EMR).

In the case of Year 5 and Year 6 pupils, lateness will be monitored closely by the form teachers and the Assistant Head Pastoral, along with the CJS Head and CJS Deputy Head who inform the CLSG Deputy Head Pastoral. Should any pupil accumulate 4 lates in a term, their parents will be contacted by the form teacher in the first instance to ascertain if there are any family circumstances relating to the persistent lateness. Incurring 8 lates in a term will lead to the parents being invited into school to meet with the CJS DSL and CLSG Deputy Head Pastoral to see how the school can support the family in getting their child to school on time.

4. Summary of procedures for dealing with requests for absence for reasons other than illness, medical treatment or religious observance

The school's policy is to discourage parents from seeking leave of absence for pupils during term time except for reasons of illness, medical treatment or religious observance.

Parents are informed of our policy on absence from school for reasons other than illness, medical

treatment or religious observance in the Parents' Handbook and they are regularly reminded of our policy and the requirements of the DFES in end of term mailings.

Parents must always ask for leave of absence in advance and should not present the school with a fait accompli or seek permission for an absence retrospectively. If they do so, we are obliged to record the girl's absence as unauthorised.

From time to time, parents write to Form Tutors or Attendance Officer asking for their daughter's to be allowed out of school for a reason other than illness, medical treatment or religious observance.

When this occurs the Form Tutor should pass the letter to the Head of Section to deal with.

If the request is for an absence of more than one day in duration, or if the reason for the request seems questionable, the Head of Section will consult the Deputy Head (Pastoral).

For absences of more than three days in length, or if there are other circumstances which cause concern, such as a pattern of absence from school, the Deputy Head Pastoral will consult the Headmistress or raise with the Education Welfare Officer.