

The Shropshire Gateway Educational Trust

Attendance Management Procedures

Clee Hill Community Academy

Cleobury Mortimer Primary School

Lacon Childe School

Stottesdon C of E Primary School

When a child is on a school roll, there is a legal requirement to attend school each day that the school is open unless there is a satisfactory reason for absence. At The Shropshire Gateway Educational Trust, we aim for 100% attendance but, of course, we understand that, on occasion, a student may be unable to attend.

On any day that a student is absent, parents/carers should inform the school of the reasons for absence before 9am and keep school informed on each day of absence thereafter. If a student has a medical or dental appointment during school hours, then the student should bring in the appointment card in advance of the appointment to show at the School Office, so that the absence can be authorised.

The school regularly reviews attendance data, in partnership with our Local Authority Education Welfare Officer (EWO), Nicky Townsend, and if concerns develop regarding a student's absence, then parents/carers will be contacted. If attendance concerns persist, whether absence be Authorised or Unauthorised, the EWO may request to meet with parents/carers at home or school to ensure all relevant support is being offered to the student.

In relation to absence due to illness: if a student accrues 7 days of absence due to illness (14 sessions) within an academic year, then school *may* request formal medical evidence before it can authorise further absences for illness. If no medical evidence has been received, then the absence/s *may* be coded as Unauthorised. Medical evidence can take the form of either a dated GP/Nurse appointment card, a dated note from the GP/Nurse written in the student's Planner, a 'with compliments' slip signed and dated by the GP/Nurse, a prescription or proof of prescribed medication relating to current issues. Parents/carers can request a screen print during the consultation which should be free.

Parents/carers are advised that, in line with other schools in the Shropshire Gateway Educational Trust, when a student accrues a number of unauthorised absences within a term this *may* result in the issuing of Fixed Penalty Notice. Additionally, persistent unauthorised absence may be referred to the Educational Welfare Team for consideration of a prosecution in the Magistrates' Court.

The schools within the Trust open and start the school day at different times and you should refer to each individual schools daily timetable. If your child arrives after the designated start time at the school they will be marked as late. If they arrive after 9.05am they are coded as 'late after registers are closed' and will lose half a day's attendance. It is very disruptive to the class when pupils arrive late and often leaves the pupil themselves unsettled for the day. At Lacon Childe, students will make up the time they are late at break and lunchtimes. Persistent late registration will also be investigated by the EWO.

As you will understand, it is important for students to attend school regularly, in order to make progress in their studies. If you have any concerns at all regarding your child's attendance at school, please do not hesitate to contact the Headteacher or member of staff responsible for

pastoral care and welfare at your child's school, who will be happy to speak/meet with you, to offer the appropriate advice.

Separate details will be sent to all parents about the procedure that must be followed if a child's absence means that they are unable to sit a formal, externally accredited exam such as SATs or GCSE exams.

Although children under 5, including our Nursery, do not have a legal requirement to attend, we do request that parents still follow the school guidance when informing us of a child's absence.

Thank you for your continued support in ensuring your child attends school and arrives on time.