

**LEICESTER HIGH SCHOOL FOR GIRLS**  
**PUPIL ATTENDANCE AND ABSENCE POLICY**

**Statement of Intent**

Leicester High School for Girls is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

Leicester High School for Girls is open for approximately 170 days each year and pupils are expected to be in attendance at all times, except for periods of official study leave and staff inset days.

The Governors, Headmaster and Staff, in partnership with parents, have a duty to promote full attendance at Leicester High School for Girls.

**Parental Responsibility**

Parents have a legal duty to ensure that their children attend School regularly and arrive on time. Regular attendance is essential to the all-round development of the child and each child should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

**It is the parents' responsibility to contact the School on the first day their child is absent. This is a safeguarding issue requirement, so that all parties know that each child is safe and their whereabouts is known. Parents should regularly update the School and inform the School when their child is returning.**

Pupils are expected to arrive by 8.20am. All pupils who arrive late must report to the School Main Reception where the reason for lateness is recorded on SIMs.

**Reporting Absence**

If a pupil is unwell and will not be attending School, parents must telephone the School Office, or email [attendance@leicesterhigh.co.uk](mailto:attendance@leicesterhigh.co.uk) with the name of the pupil, the reason for the absence, and an expected return date. If, by 9.30am, School has not received a message and the pupil has not registered, a member of the School Office/Junior Administrator will send a SchoolComms email, text message, or make a telephone call to parents to ensure that the pupil has parental permission to be absent from School. The School Office/Junior Administrator will then enter the correct code for absence in SIMs.

Parents must ensure that pupils suffering from any form of gastro virus do not return to the School until 48 hours after the last episode of sickness or diarrhoea.

## **The Role of the School Staff**

At Leicester High School for Girls there is a whole School responsibility and approach for improving and maintaining School attendance, with specific staff taking individual responsibility.

Class teachers or Form tutors complete a register at the beginning of each morning and once during the afternoon session. Marking the SIMs attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The Class teacher or Form tutor notifies Head of Year/Key Stage of children whose attendance is causing concern.

It is the responsibility of staff to ensure:

- Attendance and lateness records are up-to-date.
- If no reason for absence has been provided, parents are contacted on the first day of absence by email, text message, or telephone call.
- Where there has been no response from parents to communications, letters/e-mails are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (see Attendance Codes document)
- Parents are informed half-termly of the child's attendance figure if they fall below 90% when the Head of Year/Key Stage writes formally to their parents.

In the Senior School, attendance registers are taken at the start of every lesson on SIMs to ensure no pupil goes missing during the School day.

## **Supporting Pupils in Catching up with Missed Work**

For absences of 1-2 days, it is the responsibility of the Subject Teacher/Class Teacher to ensure pupils catch up with any missed work and receive any resources or notes provided in lessons.

For absences of 3-5 days, the Form Teacher should oversee the collection of missed work/resources etc, which will then be given to the pupil on their return or sent home prior to their return to School. The Head of Department/Subject Teacher/Class Teacher may see the individual student if further support is required.

For absences which extend beyond one week, it is the responsibility of the Head of Year or Head of Key Stage to collect work from staff and liaise with home for work to be sent/collected.

## **Children Missing Education**

No child should be removed from the School roll without consultation with the Headmaster and formal notice of one term being received.

If a child does not arrive at the School on their expected first day, or a child is missing from School without permission, the policy and processes outlined in the 'Missing Child Policy' will be enacted.

### **Authorising Absence**

**It is a legal requirement that parents request permission in advance for any absence other than illness.** Only the Headmaster can authorise absence. The Headmaster is not obliged to accept a parent's request for absence. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

If a pupil is withdrawn from lessons for a family holiday, or another reason, without permission, the student's absence is categorised as unauthorised and duly recorded as such in the register and in DfE statistics. The School will also declare such absence in any reference for an outside school/employer if asked to do so

Absence (for example, leave for holidays) during term time can only be approved in "exceptional circumstances", for example if the holiday could not be taken at any other time, or if the School has prior knowledge of exceptionally difficult family circumstances. Occasionally, parents will request permission for absence for other reasons, such as competing in a national or international sports tournament, attending family weddings or funerals etc. Each request is assessed on an individual basis.

### **Pupils on a Tier 4 Visa**

The School is a licenced Tier 4 Sponsor and has additional responsibilities to those pupils studying with the School on a Tier 4 visa. Where a pupil who is studying with LHS on a Tier 4 visa and misses more than 10 consecutive contact points during term time (a contact point being defined as a morning registration) without authorisation from the School, the School is required to report this to the UKVI.

The School Office will, therefore, inform a Level 1 user following the ninth consecutive missed contact point.

Sponsor update	DW/AC
School Committee review	Pastoral Committee June 2021
Leadership Team review	May 2021
Governor Committee review	
Next update	Annual