Attendance Policy

Approved by:	Headteacher	Approved on:	**07/2026**
STA Contact:	Attendance Manager	Revision due:	**07/2028**

1. Principles

We are committed to ensuring that all families understand the importance of 100% attendance. Attendance in school is vital for academic success. Studies have shown that pupils who attend less than 95% of the time fail to achieve 5 grade 4 and above at GCSE.

For these reasons, we monitor attendance patterns with vigilance and hold parents to account where necessary. We expect all pupils to attend at all times, even if they are feeling unwell.

To enable this, the school works with partners in Area B and outside agencies such as the Pupil Entitlement Team and Early Help to ensure improved levels of attendance.

2. Practice

a. Pupils must arrive at 8.35am to be in class (or assembly) to be registered at 8.40am. Students in reflection must arrive at 8.30am to be in Student Reception. The school day finishes at 3.05pm for students with no conduct points, 3.10pm for those with a C1, 4pm for those with a single C2, 4.30pm for double C2s or 3.30pm for those in reflection.

b. Pupils arriving after 8.40am will be marked as late and receive an after-school detention on the same day. Persistent late arrival to school may be marked as unauthorised and can lead to a referral to the Pupil Entitlement Team for consideration of a Fixed Penalty Notice or legal action. Students arriving after morning registers have closed at 9.15am without a valid reason will be coded as unauthorised (U). Ten U codes in a 10 week period can also lead to a referral for a Fixed Penalty Notice.

c. Pupils marked late due to medical appointments must provide evidence of an appointment, or parents/carers must have made prior contact with the school.

d. In exceptional circumstances, such as severe weather or public transport delays, the closing of the registration period may be delayed at the discretion of the Headteacher.

e. Parents are expected to notify the school on a daily basis of a pupil absence. In case of illness, this should be via Studybugs on the first day of absence, and then each day thereafter. The school will contact parents each day if a reason for absence has not been provided. The school must be notified of the reason for absence in order to safeguard the child and protect their educational wellbeing. Failure by parents to notify the school of a reason for absence in a timely manner will result in absences being unauthorised, which may lead to a referral to Pupil Entitlement.

f. Unexplained absences and a lack of contact from parents/carers may cause us concern and lead to the involvement of other agencies, such as Children's Services.

g. Pupil absence will be recorded as "unauthorised" when the school is not satisfied with the reason for the absence. Only the Headteacher (not parents/carers or other relatives) can authorise the absence of a pupil from school. The Headteacher's decision on this is final. The Headteacher may request evidence to support a pupil's absence when attendance has dropped to below 90%. Without any evidence being provided, the absence may be recorded as unauthorised.

h. In exceptional cases, such as a diagnosed medical need/condition in which medical evidence is provided by a medical consultant to advise school attendance is not possible, we will make reasonable adjustments to this policy. When no evidence is provided, no adjustments will be made.

i. The school is not able to provide personalised work during absences. For long term medical absences, supported by a hospital or CAMHS consultant, the school will refer to the local authority for consideration of time appropriate at home learning support; this type of support remains a statutory expectation of the local authority.

j. The school reserves the right to request medical evidence from a professional if a child is absent from school for more than 5 days.

k. Term time holidays will not be authorised and may lead to a referral to the Pupil Entitlement Team for consideration of a Fixed Penalty Notice, or legal action. Absences in term time are only granted in term for exceptional circumstances. Please note this is unlikely to include family holidays, family weddings or

extended sports/events/competitions. The term "exceptional" will be considered on an individual basis, and the Headteacher's decision as to whether an absence request is agreed or declined is final. Planned absences must be applied for in advance, with a minimum of 10 school days' notice. Please complete the attached form to request an absence: Absence Request form

l. We kindly request medical and dental appointments are made outside of school hours whenever possible.

m. Pupil must have good attendance to achieve our top graduations recognitions. The school also rewards excellent attendance with form time recognitions.

n. The school carefully monitors attendance on both a daily basis, and through fortnightly attendance meetings with the school's Senior Leaders. Stages of monitoring are as follows:

- Initial letter of concern is sent
- If no sustained improvement is seen in the following two weeks, parents/carers will be invited to a meeting in school
- During the meeting, a plan to support the family to ensure increased attendance will be written, and copies sent to parents/carers for their records. These plans will be reviewed fortnightly to ensure they continue to meet the needs of the student.
- External agency support may be requested to support the family if this is deemed appropriate
- If no improvement in attendance is seen, and /or in cases of non-parental engagement, the school may make a referral to the local authority for consideration of a Fixed Term Penalty or legal action. Parents will be notified of any referrals in writing.

o. Attendance is recorded on MCAS and is visible to parents through the MCAS app.

p. When no improvement has been made in a pupil's attendance, despite support from the school, a referral will be made to the Pupil Entitlement Team for consideration of a Fixed Penalty Notice or legal action.
Further details can be found online:
https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-attendance-and-behaviour/school-absences/

q. Through weekly, termly and yearly analysis of data, the Senior Leadership Team, Attendance Lead and Head of Years will target efforts to improve attendance to pupils and/or pupil cohorts who need it most. This will be through information delivered through assemblies and form times, and parental meetings for individual cases. We will engage support from external agencies such as Early Help to support good school attendance. If support is not appropriate (such as holidays in term time), not engaged with or not successful, the school with refer to the local authority for legal intervention.

r. For further information regarding attendance, please contact the following:

- Mr Sayers, School Attendance Lead: SayersA@sta-worthing.com
- Mr Cordwell, Senior Attendance Champion: cordwellm@sta-worthing.com

3. Children Missing from Education (CME):

The national definition of CME is:

"*all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)*".

Children are at risk of becoming CME for many reasons, such as:

- They cease to attend due to exclusion or withdrawal: removal from roll with no destination.
- They fail to complete a transfer between providers.
- They are offered alternative provision but fail to access this provision.
- They have moved into the area and are not yet registered on a school roll (possibly including refugees/asylum seekers who have relocated from another authority from outside the area).

St Andrew's has adopted West Sussex County Council's procedures for monitoring and reporting pupils who we believe are vulnerable and/or missing from education (CME).

Should the child be the subject of a Child Protection Plan, or should the school have child protection concerns, the Designated Safeguarding Lead will immediately notify Children's Services.

We will not remove any child from our roll without consulting West Sussex County Council, and the Pupil Entitlement Team where appropriate. It is our policy to ensure that a place has been secured and the pupil has enrolled at a new school before removing a pupil from roll when transfers take place.

APPENDIX A:

THE CORRELATION BETWEEN ATTENDANCE AND ATTAINMENT

Attendance vs attainment results for St Andrew's Cohort 2021 – 2022

Attendance rate	**5 GCSEs 9-5**	**5 GCSE 9-4**
100-95%	57%	79%
95-90%	35%	70%
90% and below	30%	52%