



Attendance Policy 2023

Updated by Gayle Myers: October 2023

To be reviewed: October 2024

Attendance Policy

Chatsworth High School and Community College strives to provide a welcoming, caring environment of which each member of the school community feels a part, and is secure. We seek to ensure that all our students receive high quality education which maximises opportunities for each student to learn and realise his/her aspirations.

All school staff will work with pupils and their families to ensure each student attends school regularly.

We monitor pupil attendance closely.

We will give termly attendance updates to all parents and carers.

We will recognise and celebrate attendance for those pupils who have above 95% attendance each term

We will follow up unexplained absence with parents/carers, by telephone and/or by letter.

We follow up attendance which falls below 95% with parents/carers by telephone and/ or by letter.

Where a student's attendance reaches a concerning level, we will contact you either by letter, or telephone to notify you and offer to discuss ways in which we can work together to support you and your child.

Persistent Absence

Persistent Absence is a serious problem for pupils. Much of the learning children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage.

If a pupils attendance continues to be a concern, we may invite you to a meeting in school to discuss your child's attendance and how we can support you to improve this.

Schools are challenged by the Government to address the problem of persistent absenteeism. The government has strengthened schools' ability to respond by increasing Fixed Penalty Notices (fines) to £60 if paid within 21 days and £120 if paid between 21 and 28 days.

Therefore, where attendance concerns are ongoing and no improvement has been seen and the school has done everything reasonably possible to support, we may contact the Local Authority to issue fixed term notices or supervision orders.

Reporting Absence

What to do if your child is ill:

If your child is too ill to attend, parents/carers should contact the school by telephone on 0161 921 1405 /1404

Please give your child's name and the reason for the absence, and how long you expect the absence to last.

We ask that you contact us each day that your child is absent unless you have given us an indication of how long the absence will last.

If you do not contact us, we will send a reminder via SMS on the morning of the absence.

Where we have received no reason for absence, a member of our School Business team will telephone you. Calls are made on a daily basis, even where your child has been absent due to illness on previous days. We cannot assume that your child is still ill unless you have notified us.

If we do not receive a response we will record the absence as unauthorised.

If we are concerned about the welfare of an absent pupil we will contact social care or the police in certain circumstances.

Some reasons for absence may still be recorded as unauthorised, for example, holidays during school time.

What to do if your child has an appointment:

Please ensure that you have informed the school either by telephone on 0161 921 1405 /1404 or via the home school communication, prior to the date of the appointment.

Leave of Absence (including term-time holidays)

Parents/carers should make any request well in advance and in writing (a form is available from the School office). Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions, etc., should be made in the same way.

All requests are considered individually, taking into account the circumstances of the request. Other factors will be taken into account, such as:

- the time of year the student will be absent
- the attendance record of the student
- the number of previous requests for leave of absence

Parents will be notified of the school's decision either by telephone or in writing.

Legal Sanctions

Parents/carers have a legal duty to make sure their child attends school regularly. The Chatsworth High School and Community College can make a referral to the Local Authority where parents/carers are failing in their legal duty. The Local Authority has the power to enforce school attendance where this becomes problematic, including the power to prosecute parents/carers who fail to ensure their child's regular attendance at school. If found guilty, parents/ carers could be fined up to £2500 and/ or imprisoned for 3 months.

Penalty notices are fines of £60 if paid within 21 days and £120 if paid between 12 and 28 days. They are an alternative to the prosecution of parents for failing to ensure their child attends school regularly.