

SAINT CECILIA'S, WANDSWORTH

A Church of England School

School Attendance

High, regular levels of attendance and excellent punctuality support the ethos of this school. Partnership with parents/carers is essential in ensuring this aim is achieved and that the ethos is maintained. There is a strong link between good attendance and punctuality, and levels of progress and achievement.

Absence from School

If a pupil is unwell and unable to attend school, the parent/carer should telephone the school Reception (open from 8:00am) on each day of absence outlining the reason for the absence and the expected duration if possible. When returning to school, the pupil should bring a written note explaining the reason for absence and specifying the exact dates. This is good preparation for working life and an essential procedure for the school to keep accurate records.

Whenever possible, medical appointments should be made out of school hours. However, if unavoidable, the pupil should attend school before and/or after the appointment as appropriate. Whole day absences for medical appointments are unacceptable unless the circumstances are exceptional.

Absences for the purpose of a family holiday during term time may be made to the Headteacher on the application form available from Reception. However, the Headteacher believes very strongly that full attendance at school is crucial to a child's success and happiness so is unlikely to authorise anything other than very exceptional requests where the circumstances are extremely unusual.

The Headteacher is responsible for determining which absences will be recorded as authorised and unauthorised on a pupil's individual record and on the school's Attendance Register. The following is a list of reasons which are likely to count as **authorised** absence:

- Illness or other unavoidable cause
- Emergency medical or dental treatment (where appointments cannot be made outside school time)
- Religious observance
- Transport failure where travel to the school is not within walking distance
- Work placement, training placement or college placement
- Participation in a school-approved performance or sporting activity
- Approved family holiday (up to a maximum of 10 school days in any school year) subject to submission of a holiday form and approval from the Headteacher
- Education off-site approved by the school
- Exclusion
- Study leave at the discretion of the Headteacher
- With the school's approval, death of a close family member
- With the school's approval, a college or job interview.

The following is a list of reasons which are likely to count as **unauthorised** absence:

- Any absence that cannot be justified. This may include an absence supported or condoned by a parent. Such absence is TRUANCY
- Unnotified absence from school
- Missing lessons having registered
- Family holiday where approval from the Headteacher has not been given.