



ST PHILIP'S
SCHOOL

Attendance Policy

SCHOOL ATTENDANCE INFORMATION FOR PARENTS

**Please contact the school on the first day of your
child's absence**

St Philip's is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our pupils to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how, together, we will achieve this.

It is important that parents/carers appreciate that if a pupil does not arrive at school, teachers have no way of knowing whether that non-arrival is due to them not being sent, or due to other causes. Parents are therefore asked to contact the school on the first day that their child is absent.

Such contact should be made by telephone but it is important that any such contact is made by a responsible and competent adult (i.e. not a child). You are asked to telephone the school between 8.30am and 9.30am in the morning:

Telephone 020 8397 2672.

Alternately a message can be left on the answerphone prior to this on the same number.

It is also important that the school always have up to date emergency contact numbers. We ask parents/carers, if possible, to please provide more than one number and/or contact, to ensure that contact can be made.

The school works closely with the Educational Welfare Officer ("EWO") to oversee attendance. The EWO meets half-termly with the Assistant Head (Pastoral) of St Philip's to discuss all absence; particularly pupils who have had extended or regular non-attendance.

The following information lays out the procedures that are followed at this school:

Absence

- a) With a note/phone call

This will be checked against criteria to ensure that it is an authorised absence and marked accordingly.

- b) No note or notification

The school will attempt to contact the parent or carer for information on the first day of absence and attempt to find approximately how long the child will be absent and the cause of the absence.

Continued Absence

- a) A letter may be sent to the parent/carer informing them that the absence is longer than expected.

- b) The absence will be discussed with the EWO who will offer advice of how to proceed.

Several Absences

- a) The school will send a letter to the parent/carer informing them that the EWO is to be notified of their child's absences.

- b) The absences will be discussed with the EWO who will offer advice of how to proceed.

The school has adopted the following attendance targets and special initiatives

St Philip's School follows the guidelines set out by RBK which states as follows:

“Regular attendance is vital for your child’s education progress. Kingston Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during school time could hinder academic progress. Without school’s permission, such absences are treated as truancy and may lead to parental prosecution. By law, in some circumstances head teachers have the power to delete a child’s name from school’s roll should parents arrange for him/her to go away for holidays in term-time and without schools’ permission. In such circumstances, your child’s school would not be able to guarantee a school placement for your child when he/she returns. Therefore, when returning from holidays, you may have to apply to a new school for an available placement.”

With this in mind:

- The school will monitor absence patterns.
- The school will keep a record of individual pupil absences. All pupils whose attendance falls below 85% (minimum attendance set by RBK) will be discussed with the EWO.
- In conjunction with Educational Welfare, if attendance is consistently below 85% an inter-agency referral will be completed and considered by the SPA (Single Point of Access) team.
- Pupils' attendance is displayed in the Student Support area. Pupils are made aware of the importance of good attendance and they are included in ways to improve.
- Pupils will earn a certificate for full attendance each term.
- Pupils will earn a prize for full attendance across three terms.
- The school will keep a note of pupils with several absences linked to medical conditions for information only.
- The school keeps attendance records centrally and fills in the government return annually as required.
- The school informs parents of absence percentages as part of the Annual Review process