



Carshalton High School for Girls
CHSG
Community | Harmony | Success | Growth

West Street, Carshalton, SM5 2QX
www.chsg.org.uk

Tel: 020 8647 8294
email: office@chsg.org.uk

Absences & Lateness

Name	Reg	AM	2Tue1	2Tue2	2Tue3	2Tue4	2Tue5
9TIS	/	/	/	/	/	/	/
9TIS	P	P	P	-	-	-	-
9WL	/	/	/	/	/	/	/
9MH	/	/	/	/	/	/	/
9EF	/	/	/	/	/	/	/
9TIS	/	/	/	/	/	/	/
9MH	/	/	/	/	/	/	/
9WL	/	/	/	/	/	/	/
9TIS	P	P	P	-	-	-	-
9TIS	/	/	/	/	/	/	/
9MH	L	-	-	-	-	-	-
9WL	/	/	/	/	/	/	/
9EF	/	/	/	/	/	/	/
9WL	P	P	P	-	-	-	-
9WL	/	/	/	/	/	/	/

020 8647 8294

ABSENCE FROM SCHOOL



020 8647 8294

By law, schools must record absences and the reason given. You are therefore requested to contact school on **the first and every subsequent day** of your daughter's absence by telephoning Mrs Mellish, School Attendance Officer, on the school telephone number, 020 8647 8294 and selecting Option 1, **before 10.00am**. On your daughter's return to school you must then send a note explaining the absence. Tutors should be informed in writing of absences known in advance, such as orthodontist appointments. This can be done by adding a note in the Student Planner on the date concerned.

If the school does not receive a message from you giving a reason for a student's absence, the Attendance Officer will initiate an automated message service which will advise parents of the absence. This could be a call to the landline/mobile phone or an email or a text message to the mobile phone. Parents are then required to respond to the message.

PENALTY NOTICES

Under Section 23 of the Anti Social Behaviour Act 2003, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances, such cases will result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, whilst still seeking to secure an improvement in a student's attendance. Should your daughter reach an unacceptable number of unauthorised absences a penalty notice will be issued. Further information is available from the Education Welfare Service on 020 8770 6605.

Should a parent not respond, an hour later (s)he will be called again; then repeatedly until the parent responds up until approximately 8 pm. (Text messages will be sent once only)

There are two types of absence: those authorised by school and those that are not authorised. An example of an authorised absence would be a doctor's appointment and an example of an unauthorised absence would be going shopping or going on holiday during school time. The final decision whether an absence is authorised or not lies with the school and an acceptable explanation is always needed regardless.

HOLIDAYS

Family holidays should never be taken during school terms. From September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 come into force, which make it clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Where there are extenuating circumstances, parents must complete a leave of absence request form from the school and forward this to the Headteacher. This must comply with the Leave of Absence Policy.

WHY IS GOOD ATTENDANCE IMPORTANT?

Good attendance at school is vital for students to achieve their full education potential. Students with good attendance records benefit in the following ways:-

- Continuity of learning which makes progress and retention easier
- Enhanced performance in examinations
- Continuity of relationships and friendships
- Good references for further education or employment
- Good habits are formed for later life.

WHAT CONSTITUTES GOOD ATTENDANCE?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good.

Consider the following examples:

- An attendance record of 90% might seem good but is equal to one day missed per fortnight. If this continues from Year 7 to 11, a total of **six month's education** will be lost.
- An attendance record of 80% might seem acceptable but is equal to one day missed per week. If this continues from Years 7 to 11, a total of **one year's education** will be lost.

WHAT IS AN UNAUTHORISED ABSENCE?

Only the school can authorise an absence. An explanation given by a parent is not necessarily sufficient or acceptable for the school to deem an absence as authorised. The final decision whether an absence is authorised or not **lies with the school** and an acceptable explanation is always needed regardless.

According to guidelines to schools from the Department for Education, an absence may only be authorised if the absence is due to:

- Student illness
- "Leave" given by the school (this commonly includes medical appointments, interviews, and other similar special circumstances)
- The student being unable to attend due to unavoidable causes
- Religious observance where applicable

Absences which the school is not able to authorise include:

- Looking after a relative, pet, etc
- A shopping trip, even if this is for uniform
- Day trips
- Lateness after the register has closed i.e. after 10.00 am
- Being unable to participate in a school activity e.g. school trip, activity days, sports day
- Remaining at home to wait for deliveries, repairmen, etc
- Meeting relatives from/taking relatives to the airport



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