



## Attendance Expectations

At JMHS we expect excellent attendance for all students. Students must attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the education process, places students at risk and seriously compromises academic achievement.

We recognise that good attendance can only be achieved by working in partnership with parents and other agencies such as the Educational Welfare Service. Students may fail to attend for a number of reasons and some of these may be outside the control of the school. Individual absences will always be carefully investigated and appropriate action taken. Truancy is a breach of our attendance expectations and is treated seriously. Appropriate sanctions will be used if any students are found to be truanting.

If any student is absent from school for any reason it is the responsibility of the parent/carer to contact the school before 9.30am on the first day of absence by telephone (01531 631012) or email ([admin@jmonline.org.uk](mailto:admin@jmonline.org.uk)) giving the reason for the absence. Contact needs to be made on each day of absence.

Where a student has a medical appointment during the school day the school should be informed of the appointment in advance in writing. Where possible the student should attend school before and after the appointment, and, except for hospital appointments away from the area, the maximum absence that can be authorised is one morning or afternoon session. Parent/carers are encouraged to make medical appointments outside of school hours and during school holidays wherever possible.

Each Head of House meets with the Attendance Officer weekly in order to discuss those students whose attendance is causing concern. Follow up will be by one of the following:

- A telephone call home to discuss the absence and offer support
- Establishment of an attendance mentor (usually a Tutor, House Leader or Attendance Officer) to meet with the student regularly in school
- A letter home outlining concerns
- A letter home requesting a meeting in School to establish an Attendance Support Plan
- Referral to the Education Welfare Service for intervention. This may result in a Penalty Notice Warning being issued, subsequently followed by a Penalty Notice should the level of unauthorised absence rise further. A Penalty Notice will result in the parent/carer receiving a fixed penalty fine of not less than £60 per child per parent and no more than £120 per child and parent.

After a prolonged period of absence there may be a difficult transition for the student and support will be provided by the form tutor, House Leader and the Student Services Centre. The nature of this support will be tailored to suit the individual needs of the student.

High attendance is acknowledged within the student Achievement Awards and is recognised in Celebration Assemblies with an opportunity to win reward vouchers for attendance of 100% and above 98% in a termly draw. Letters commending improvement in attendance are also sent home on a regular basis. The House Cup for the best attendance is always keenly contested.

### **REQUEST FOR PLANNED ABSENCE BY STUDENT DURING TERM-TIME**

High attendance is vital and we expect all parent/carers to avoid holidays during school time. In exceptional circumstances parents may wish to ask for special consideration but the school does not usually grant this. In accordance with government policy, if a student is taken out of school during term time without authorisation, a referral will be made to the Education Welfare Service. This will result in the parent/carer receiving a fixed penalty fine of not less than £60 per child per parent and no more than £120 per child and parent.

A form should be completed by the parent/carer and forwarded to the Attendance Officer not less than six weeks before the planned absence. In exceptional circumstances, the Deputy Headteacher may consider a request made within six weeks of the planned absence.

Parents/carers have no automatic right for their child to be absent from school. If the school do agree to authorise a planned absence we cannot authorise in excess of ten school days.

Parents/carers contemplating holidays or other absences during school time should first discuss the implications with the Deputy Headteacher before making any commitments. It is the general policy of the school not to authorise holiday for students in years 10 and 11, and when considering a request from a student in other years, the level of attendance will be an important factor.

Where a parent/carer has failed to keep the school informed, or where the date of return is repeatedly revised, and the student does not attend school for a further period of ten days, regulation 9 (1) (e) of the Education (Pupil Registration) Regulations 1995 permits the student's name to be removed from the register.

It is the responsibility of the parent and pupil to ensure that all class work and homework that has been missed is completed within a reasonable time following return to school.