**Student Attendance Policy**

Holly Lodge Girls’ College is committed to ensuring our students make the best progress they are capable of and to this end good attendance is essential. For your daughter to gain the greatest benefit from her education it is vital that she attends regularly.  We expect a minimum of 97% attendance. Your daughter must be at school, on time, every day.  These guidelines set out our attendance expectations.

**Why regular attendance is important:**

Any absence affects the pattern of a child’s schooling and will seriously affect their learning. Absence disrupts teaching routines so will affect the learning of your daughter and others.

Ensuring your daughter’s regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

**Promoting regular attendance:**

Helping to create a pattern of regular attendance is everybody’s responsibility: parents/carers students and all members of school staff.

**To this end we will:**

* Report to you at least termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
* Celebrate good attendance by displaying individual and class achievements;
* Reward good or improving attendance through form monitoring and certificates.
* Run promotional events when parents, students and staff can work together on raising attendance levels across the school**.**

**Understanding types of absence:**

Every half-day absence from school is classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED.  This is why information about the cause of each absence is always required in writing.

Authorised absences are mornings or afternoons away from school for reasons such as illness, medical/dental appointments which unavoidably fall in school time and domestic emergencies/unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been granted. It is this type of absence which can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absences include:

* Parents/carers keeping students off school unnecessarily
* Truancy before or during the school day
* Absences which have never been explained
* Students who arrive at school too late to get a mark

**If your child is unable to attend school because they are unwell:**

You must telephone the school on the first day of absence and then supply a note when your daughter returns to school. However, if there are concerns about your daughter’s attendance you may be required to secure additional evidence to support any illness-related absence such as a GP/hospital/dental appointment card or a GP Sickness Certificate.

**Persistent Absenteeism (PA)**

A student is a Persistent Absentee when they miss 10% or more of their schooling across the school year for **whatever reason**.

Parents/carers will be informed if their daughter is a Persistent Absentee.  The Local Authority and the Education Welfare Officer will also be informed.

**Absence Procedures:**

**If your daughter is absent you must:**

* Contact us as soon as possible on the first day of absence on 0151 228 3772**.**
* You can send a message via the school website *hollylodge@hollylodge.liverpool.sch.uk*
* Send a note in with your daughter upon her return to school with an explanation for the absence.

**If your daughter is absent we will:**

* Send a text message on the first day of absence if we have not heard from you;
* We may invite you into school to discuss the situation
* We may refer the matter to the school Education Welfare Officer – Dave Brown (0151 233 3909).

**Lateness:**

Good punctuality at school is essential.  If your daughter arrives after 8.25am they will be given a same day break detention.

Persistent lateness at school can result in the issuing of a Penalty Notice.

**Holidays in Term Time:**

Holidays in term time will affect your daughter’s education.

*Please be aware that in line with Local Authority and Government guidance, leave of absence in term time will only be considered in the most exceptional of circumstances.*

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

**If you wish to discuss your daughter’s attendance at any time you can contact:**

**Attendance Officer, Mrs C McCarthy**

**Year Leaders:**

* Mrs Lancaster – Year 7
* Mrs Rhodes – Year 8
* Miss Tisdale – Year 9
* Mrs McColl – Year 10
* Miss Murphy – Year 11

**Attendance Officer  -C McCarthy**

*October 2016*