



Policy Name: **Attendance and Absence Policy**

Owner: Head of Pastoral

Review Date: September 2024

Next Review date: September 2025

This policy will be revised as regulations or review demands

The Education Act 1996 outlines the basic legal obligations on parents to ensure that their children of compulsory school age are 'properly educated, either at school or otherwise'. If the parents choose a school, the child must then attend 'regularly'. The Education (Pupil Registration) Regulations require the keeping of registers and outline procedures for family holidays and other leaves of absence. Schools are also required to classify every absence as authorised or unauthorised and to report each year on their absence figures. Deciding whether the absence is authorised is Mayfield's responsibility, not the parents'. The majority of authorised absences will be for sickness and normally only unavoidable absences will be authorised; all leave for holidays in term time is discretionary. Online registration must be taken every day at the beginning of the morning session and again in the afternoon.

The register is logged electronically and backed up daily.

The above clarifies the framework within which Mayfield School is legally bound to operate.

Mayfield School ensure that the DSL is kept informed of attendance patterns, and where there are concerns for individual children the response to this will be considered within the context of safeguarding. In line with KCSIE September 2023 we recognise that children who are absent from education for prolonged periods and/or on repeat occasions are particularly vulnerable to safeguarding concerns and the DSL must respond in a timely and supportive manner.

Requests for authorised absence

If parents need to take their daughter out of School for one or two consecutive days, their request is to be made on the Parent portal, which will be authorised by the relevant Head of School. In such cases, parents are asked to give as much notice as possible, ideally at least 6 weeks. If absence is requested for three days or more, parents are required to apply for this via the Parent Portal. Authorisation of long term absence is given by the Headmistress. If the Headmistress feels the absence is not in the pupil's best interest, she has the right to deny permission and this will be recorded as unauthorised absence on the pupil's file. All such requests should be made a term in advance, using the Absence Request Form on the Parent Portal. Planned absence at the beginning or end of any term, must be requested at least 1 term in advance. Mayfield School strongly recommends that prolonged planned absences (more than three consecutive days) are avoided at all costs, as this has a significant impact on a pupil's educational progress.

In the case of medical or dental appointments parents should contact their daughter's Tutor. If a day girl is ill and will not be attending School, parents should email absence@mayfieldgirls.org or telephone the Absence line on 01435 874600 ext. 500 before 08:30 on the first day of absence and every day thereafter unless the illness is prolonged, in which case the parent or guardian should provide a medical note stating the anticipated period of absence.

If a boarder is delayed or unable to return to School for any reason, her parents should inform her Houseparent at the earliest opportunity.

If a day girl arrives late at School and fails to register, or if she fails to register for any other reason, parents will be telephoned by the receptionist or one of the school secretaries as we shall need to establish her whereabouts and, hence, her safety.

All Mayfield girls are registered at the beginning of the morning session and at the beginning of each lesson.

If a girl is absent on an unauthorised basis (i.e. not through sickness or authorised travel, etc) the receptionist must inform the Head of Year and Head of Pastoral; and continue to do so on each day thereafter.

Term dates are published at least a year in advance. Girls returning overseas should ensure that flights are booked with these dates in mind, so that all girls start term on the correct date and do not leave before the end of term.

Parents and guardians should ensure that all girls have return flights organised when they arrive at the beginning of term and inform Houseparents'/Housemistresses. When flights cannot be arranged at convenient times, before or after term ends, and girls cannot be accommodated at School, guardians will be expected to take responsibility for the girls in their care and deliver or collect them from School at the correct time.

Informing the Local Authority (LA) about new students

Where the particulars of a girl are entered in the Admission Register for Mayfield, in accordance with The Education (Pupil Registration) (England) Regulations, Mayfield must make a return to the Local Authority for that girl by the end of the **fifth** day after the day on which the particulars of the girl are entered in the Admission Register. This list will include overseas girls.

The particulars to be passed securely to the LA are:

- a. the girl's name in full;
- b. the girl's gender;
- c. the name and address of every person known to the proprietor of Mayfield as a parent of the girl and, against the entry on the register of the particulars of any parent with whom the girl normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency; where a parent of the girl notifies Mayfield that the girl will normally reside with a parent at a specified other address in the future, whether in addition to or instead of the address at which the girl normally resides:-
 - i. the full name of the parent with whom the girl will normally reside;
 - ii. the specified other address, and
- d. the girl's day, month and year of birth;
- e. the girl's day, month and year of admission or re-admission to Mayfield;
- f. the name and address of the school last attended, if any; and
- g. where a parent of the girl notifies Mayfield that the girl:-
 - i. is also registered at another school; or
 - ii. will be attending a specified other school in the future, the name of that other school and the first date on which the girl attended or is due to attend that school, where it is reasonably practicable for Mayfield to obtain that information; and
- h. whether there are any Child Protection concerns.

For the purposes of this regulation, a girl is a girl at Mayfield from the beginning of the first day on which Mayfield has agreed, or has been notified, that the girl will attend Mayfield.

The Local Authority will be informed if:

- There have been **ten** continuous days of **unauthorised** absences; (Child Missing Education);
- A girl fails to attend regularly, or is sporadic in attendance, as this could be a sign of neglect;
- The girl leaves and is deleted from the Mayfield register before completing the Upper Sixth Year, or in accordance with East Sussex LA guidelines, if different;
- The girl has been taken out of Mayfield by her parents and is being educated outside the school system e.g. home education;
- The girl has been certified by the School Doctor as unlikely to be in a fit state of health to attend School before ceasing to be of compulsory school age, and neither she nor her parent has indicated the intention to continue to attend Mayfield after ceasing to be of compulsory school age;
- The girl has been in custody for a period of more than four months due to a final Court Order and the governing body does not reasonably believe they will be returning to Mayfield at the end of that period; or
- The girl has been permanently excluded.

The Local Authority will be informed when Mayfield has decided to remove a student from the register for any of the reasons listed above. This will be done as soon as the grounds for removal from the register have been met and in any event before removing the student's name from the register.

The information to be securely passed to the Local Authority is:

- a. the full name of the girl;
- b. the full name and address of any parent with whom the girl normally resides;
- c. at least one telephone number at which any parent with whom the girl normally resides can be contacted in an emergency;
- d. if applicable, where a parent of the girl notifies Mayfield of a specified other address in the future, whether in addition to or instead of the address at which the girl normally resides:-
 - i. the full name of the parent with whom the girl will newly normally reside;
 - ii. the specified other address, and
 - iii. the date from which it is expected the child will normally reside there, where it is reasonably practicable for Mayfield to obtain that information.
- e. where a parent of the girl notifies Mayfield that the girl:-
 - i. is also registered at another school; or
 - ii. will be attending a specified other school in the future.
- f. the name of that other school and the first date on which the girl attended or is due to attend that school, where it is reasonably practicable for Mayfield to obtain that information;
- g. whether the girl is a boarder or day girl;
- h. the ground under Regulation 8 (Children Missing Education, 2016) upon which their name is to be deleted from the Admission Register;
- i. whether there are any Child Protection concerns;
- j. the last date the girl attended and the date and the reason for the removal.