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## Mission Statement

### **Our girls will change the world**

- We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.
- We empower pupils with outstanding results, a love of learning and an alternative way of thinking.
- Augustinians are ethical leaders sowing joy, truth and courage.
- In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.
- We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.

## Rationale

For pupils to benefit fully from the educational opportunities provided by the school, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal or/and social development among pupils. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

According to [government advice](#), a pupil is considered persistently absent if they miss 10% or more of their time in school. Where the school identifies pupils with severe absence (attendance below 50% - exceptionally rare at this school) or persistent absence (attendance below 90%) the pastoral team works closely with the student and the parents to create a plan that supports improved attendance.

In this policy the word parent can be taken to mean anyone who has parental responsibility for one of our students. St Augustine's Priory requires that each student has more than one emergency contact number for each pupil so that it is easy to make contact with regard to

attendance issues. It is particularly important that parents inform school if they are away overnight or longer and let school know who has parental responsibility in their absence.

## Statutory Framework

This school policy has been drafted in line with [Working together to improve school attendance \(2022\)](#) (WttISA) and [School attendance parental responsibility measures: statutory guidance \(2015\)](#). The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the London Borough of Ealing.

## Responsibilities of Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education. Children must be in some form of education or training from the term after a child's fifth birthday up to their eighteenth birthday. Parents have an additional legal duty to ensure that their child attends school regularly and 'this means their child must attend every day that school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.' (WttISA)

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness, or a medical appointment, providing the reason for their child's non-attendance. This should be done by emailing [attendance@sapriory.com](mailto:attendance@sapriory.com) or by telephoning 02089972022. This should be done as far as possible in advance and at the very latest by 8.40am on the morning of the absence, by which time pupils must be on site.

If, for any reason a pupil needs to leave the school site during the school day, parents must contact the Form Tutor and the attendance email [attendance@sapriory.com](mailto:attendance@sapriory.com) and giving the reason why and where possible a copy of the appointment confirmation.

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children.

General guidance is that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well. Personal hygiene whilst ill must be very strict.

If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours to the school premises. The School appreciates that this may cause some inconvenience. However, it is not possible to distinguish between causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea in order to reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school

until after lunch on Thursday, provided there have not been any further episodes of vomiting and/or diarrhoea.

Further guidance on infection control may be found on the [Public Health England website](#). Parents wishing to take their child out of school for exceptional reasons, such as attending a funeral or wedding or religious observance, must seek authorisation for the absence from the school by writing to the Head or Deputy Head Pastoral. The Head or Deputy Head Pastoral will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the school. Parents are asked to complete the online form found on the St Augustine's Priory App.

When parents/guardians are to be away from home overnight during term, they are required in line with the contract with the school to inform the school of the name and contact number for a temporary guardian. This information should be provided to the Form Tutor and should be copied to the relevant Head of Year.

Parents can see their child's attendance on the school portal, SchoolBase, and the school will contact parents directly if attendance patterns are causing concern. Best practice means we establish warm relationships which allows us to work collaboratively with parents.

## Responsibilities of Pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at school in time for registration (morning and afternoon) each day during term time.

The school Office will not allow any pupils/students to exit School during school time, without prior consent from the parents.

Failure to attend school regularly or punctually or failing to attend registration without good reason may lead pupils missing key messages or learning. Pupils - especially those in GCSE and A Level year groups - must take responsibility for catching up work and / or missed, to stay on top of their studies.

## Responsibilities of the School

The Deputy Heads of the Senior School have responsibility for attendance in the Senior School, and the Head of Preps and Pre-Preps, has responsibility for attendance in the Prep School.

A member of the office team generates daily reports on attendance that is shared with staff.

St Augustine's Priory has a culture which promotes the benefits of high attendance, both in terms of the social health and wellbeing of students and also their academic attainment. It has a responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once in the second (afternoon) session. Every entry in the School Register must be preserved for a

period of three years after the date on which the entry was made and this is done on our MIS system. Likewise, a back-up copy of the School Register will be retained for three years.

Academic staff in the Senior School also take registers of each academic lesson.

The pastoral team and Safeguarding Committee regularly monitor and evaluate patterns of poor attendance so that the school can work together with parents and students to improve attendance. Attendance data is discussed in pastoral meetings to identify pupils and families who may need additional or targeted support.

Each term at the Governors' Safeguarding Committee meeting attendance is discussed looking at broader patterns and trends along with strategies to improve/maintain good rates of attendance.

The majority of low attendance is related to medical factors, and in those circumstances the wellbeing of the student is more important than improving attendance statistics as stated in WttISA: 'schools should sensitively consider some of the reasons for a absence and understand the importance of school as a place of safety and support for children who might be facing difficulties.' Where appropriate St Augustine's Priory will seek advice from ECIRS (Ealing Children's Integrated Response Service) for advice and work with the local authority to remove barriers to attendance where this seems necessary.

The school will inform the LEA of any pupil who fails to attend school regularly without the school's permission, or in the event that a parent does not provide medical or other professional evidence for prolonged absence.

The school will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, **immediately** if:

- A single absence raises child protection concerns (see Child Protection and Safeguarding Policy)
- A pupil has any unexplained **prolonged unauthorised** absence.
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the school is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

If all avenues of support have been facilitated but severe absence for unauthorised reasons 'it is likely to constitute neglect' (WttISA) and a referral will be made to ECIRS if not made already.

Lateness is managed through the school disciplinary policy and students receive a late mark if they are late for morning or afternoon registration without good reason provided by parents. This encourages punctuality and also flags up persistent lateness with Form Tutors and Heads of Year very quickly. Persistent lateness will result in a Friday detention.

## Registration Procedure

The Form Tutors have primary responsibility for registering their tutees in the morning and following up absenteeism and lateness. Form Tutors will take the attendance register at the start of each session of each school day during the AM Registration Period and during the PM Registration Period.

In the morning, pupils should be at school by 8:20, so that they are punctual for morning registration at 8:40 in their Form Rooms.

Senior Pupils arriving late (after 8.40am) should go directly to Reception to be signed in by the office staff. Prep and Pre-Prep pupils arriving after the gate closes at 8.55 should go directly to reception to be signed in.

If no contact is received from parents to explain the absence, a phone call will be made to the Parents by a member of the school office staff, and if there is still no contact, they will inform the Deputy Head Pastoral. The register for the morning session closes by 9am. Pupils and students arriving after this time will be marked absent for the morning session.

The relevant Head of Year will contact parents within 24 hours, and ideally on the same day, if a pupil/student is missing without an explanation and if the parent has still not responded to the school.

The main school registration codes are as follows:

- / \ Present am/pm
- C Other authorised circumstances (including public performances licensed by the local authority, family bereavements, exceptional special occasions) - Authorised Absence.
- G Family holiday (not agreed or days in excess of agreement) - Unauthorised Absence.
- I Illness (not medical/dental appointments) - Authorised Absence.
- J1 Interview - Approved Educational Activity.
- L Late (before registers close) - Present.
- M Medical/Dental appointments - Authorised Absence.
- N No reason yet provided for absence - Unauthorised Absence.
- O Unauthorised Absence.
- P Approved Sporting Activity - Approved Educational Activity.
- R Religious Observance - Authorised Absence.
- S Study Leave - Authorised Absence.

U Late after registers close

V Educational visit or trip - Approved Educational Activity.

W Work Experience - Approved Educational Activity.

# School closed – not counted in possible attendance. All staff completing an attendance register must only enter / or \ if a student is present, N if they are absent or L if they are late. Other coding will be maintained by Office or Senior Staff; therefore, it is vital that any notes from parents are passed from the Form Tutor to Office Staff as soon as they are received.