

Southfield is a great place to be and all students should attend every day. Parents/carers have a legal duty to ensure that their child receives an education suitable to the child's age, ability and aptitude and any special needs. The only reasons for absence should be through illness or an exceptional circumstance -

- Unavoidable medical or dental appointments; students should return to school after the appointment (evidence may be required). Where possible, appointments should be arranged after school
- Days of religious observance
- Exceptional family circumstances, such as bereavement
- Interview with a prospective employer or college/Academy (evidence may be required).

If your child is having difficulties attending school, you should contact the school sooner rather than later, as most issues can be dealt with very quickly.

Attendance matters for all students

- Good attendance is essential for students to make the most of their ability and perform well.
- National statistics show that students who attend school regularly do better in education overall and have a desire to learn.
- Absences leave students unsure about their work, finding it hard to catch up.
- Behaviour can be affected.
- Absences can disrupt friendship groups leaving a student feeling left out
- Students can miss out on key information

How does the school try to ensure good attendance?

- We emphasise to the students the need for good attendance.
- We do not authorise absences without a good reason.
- We phone/text/email you if your child is absent and we have not heard from you.

Reporting an absence

If your child is going to be absent from school, please ensure you phone the school before 8:30am on 01536 513063 to provide a reason for the absence. If an explanation is not received, it will be recorded as unauthorised and a text message will be sent from the school or a telephone call will be made. A home visit may occur as a follow up action.

- If attendance problems continue we will ask you to meet us to discuss the way forward. If a number of absences are unauthorised you may be issued with Penalty Notice. The parents of children whose attendance is persistently low may face legal action.
- Please make sure we know your up-to-date contact details.
- How can parents help?
- Parents are legally obliged to make sure their child attends school regularly. Only the school can authorise an absence. Students should aim for at least 96% attendance.
- Do not take your child out of school for a holiday. New national guidelines mean that we will not be able to authorise such an absence except in exceptional circumstances.
- Do not make non-urgent medical appointments during the school day.
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Attendance Team:

The Assistant Head with responsibility for Attendance is Simon Clark, Swclark@southfieldsch.co.uk

The Attendance Welfare Officer is Suzanne Dutton, Sdutton@southfieldsch.co.uk

If your child's attendance remains unsatisfactory and despite support from the school staff, a referral will be made to the Education Inclusion Partnership Team (Local Authority) and consideration of legal action will be made. This could include a prosecution or a Penalty Notice being issued.

Student Sickness Policy - In School Protocol

If a student feels unwell they must report to their form tutor. The form tutor will then assess the situation and report to a Vice Principal if they feel the student needs to go home.

Useful Links

Further advice and guidance on this matter can be located through the Department of Education <https://www.gov.uk/government/publications/school-attendance>