

OVERTON GRANGE SCHOOL**Attendance procedures (2022 onwards)**

Daily Registration	Registration will take place at 8.25 - 8.30am (KS3 and 4) and at 1pm – 1.20pm (KS4) / 1.45 - 2.05pm (KS3). A warning bell will go at 8.20am. The school day ends at 3.05pm for KS3 and at 3.15pm for KS4	
Stage 1 All students	<p>Tutors complete registers on time each day – am and pm.</p> <p>Parents and carers to contact the school via MyEd to report any known absences before 8.15am. The school should be contacted for each day of any absence. Parents and carers should also notify the school in advance of any medical and dental appointments. Attendance data is available to parents and carers via the Satchel:One app in real time.</p> <p>If no contact is made, the Attendance Officer (AO) will contact parents/carers via text alerts. It is essential that parents /carers respond to any text alerts sent by the school. Responses recorded by appropriate register mark.</p> <p>The Attendance Officer will also send text alerts sent out daily for students who arrive late for school.</p> <p>Tutors will call home for periods of absence of more than 3 days – or if there are ongoing concerns about attendance. HoY makes decision whether to move to stage 2.</p> <p>NB: no absences of more than 5 days will be authorised without medical evidence.</p> <p>When a student returns to school after any absence, the tutor will have a conversation with them to welcome them back to school; to clarify reasons for absence; to ask for note/medical evidence as appropriate; and to check if there are any ongoing issues which may impact on attendance.</p> <p>Tutors use Satchel:One to record and monitor the attendance of their tutor groups. At least one tutor time a week should be used to talk to students individually about any attendance issues – and to reinforce/praise good attendance.</p> <p>If parents and carers are concerned about their child’s attendance they should contact their child’s form tutor, Head of Year or the school’s Attendance Officer (AO) either directly or via office@overtongrange.sutton.sch.uk</p>	Tutors HoYs Office
Stage 2 Attendance concerns	<p>HoYs receive fortnightly print out from Attendance Officer (AO) for 96% and below (copied to tutor team)</p> <p>HoYs review list and discuss and agreed action with tutors (and SENDCO) where appropriate. Action may include:</p> <ul style="list-style-type: none"> • Phone call home • Letter home • Meeting with parents/carers • Parent/student/school contract • Support from the school’s Pastoral Team, including meetings at school <p>HoYs meet fortnightly with AO and decide action for any concerns. Action may include:</p> <ul style="list-style-type: none"> • Standard letter sent expressing concern • Standard letter sent requesting medical evidence • Meeting with HoY/tutor and parents. Notes kept on pro-forma and sent to parents • Referral to AO – letter sent to notify parents. Referral completed for AO – attach letters, notes of meetings, and phone calls. • Parent/student/school contract • Referral to AHT (Pastoral) 	HoYs Office AO
Stage 3 Persistent and severe concerns	<p>Long term, persistent (90% and below) and severe (50% and below) attendance issues may be referred by HoY/AO to AHT (Pastoral), to be followed up in liaison with AO and the Local Authority’s Attendance Support Team (AST). Action may include:</p> <ul style="list-style-type: none"> • Team Around the Family (TAF) meeting • Request for medical evidence for future absences. • Referral to appropriate agency for support • PN warning issued by AO/AHT • PN issued by AHT/AO/JHT • Legal proceedings instigated by school (AHT/AO/JHT) with support from the AST • Support from the school’s Pastoral Team • Referrals to outside agencies 	HoYs Office AO AHT DHT

Letters will be sent home each half term from HoYs (generated by AO) to parents of students with more than 5 incidents of being late to school

Sixth form attendance procedures are outlined in the 6th form tutor handbook

Leaves of absences

Any parental requests for leaves of absence must be put in writing to the Headteacher. Each request will be considered individually, taking into account the specific facts and circumstances behind the request. However, requests for leaves of absence will only be granted in exceptional circumstances and parents / carers must demonstrate why their request is an exceptional circumstance. It is for the Headteacher to determine the length of time that a student will be away from school.

NB the school does not authorise any holidays during term time.