



Policy Name: Attendance and Absence Policy

Owner: Deputy Head

Review Date: August 2021

Next Review date: August 2022

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. On-Line 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.

Requests for authorised absence

If parents need to take their daughter out of school for any reason other than a medical appointment they should apply in the first instance to the Head of School for his or her permission. All requests should be made a term in advance, using Appendix 1 Form. The Headmistress will be informed and she has the right to deny permission, if she feels that the absence is not in the girl's best interests. Any agreement is copied onto the girl's file. 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 874671 before 8.30am 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 Housemistress 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 (ie not through sickness or authorised travel, etc.) the receptionist must inform the Head of Year and Deputy Head; 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 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 schools 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;
- (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;
- A girl fails to attend regularly, or that has frequent but sporadic 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,
 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;
- (f) whether the girl is a boarder or day girl;
- (g) the ground under Regulation 8 (Children Missing Education, 2016) upon which their name is to be deleted from the Admission Register.
- (h) whether there are any Child Protection concerns.
- (i) the last date the girl attended and the date and the reason for the removal.

COVID-19

Please see Appendix 2 for the procedure the receptionists follows for reporting COVID-19 suspected or confirmed cases.

Linked to the following Guidance and School Policies:

- The Education (Pupil Registration) (England) Regulations 2006 (amended 2016)
- Children Missing Education (DfE, September 2016)
- Safeguarding and Child Protection Policy
- Missing Student policy
- Data Protection Policy

Appendix 1

2020-2021 - REQUEST FOR TERM TIME ABSENCE FROM SCHOOL

All requests for absence during term time must be completed on the form below. This should be returned to the relevant Head of School:-

- Lower School – Mrs Claire Baker – cbaker@mayfieldgirls.org
- Middle School – Mrs Jodi Stone – jstone@mayfieldgirls.org
- Sixth Form – Mr John Doy – jdoy@mayfieldgirls.org

giving **one term's notice** before the start of the absence.

In considering the decision whether to permit the absence requested the following will be taken into account:-

- Reasons given for the absence;
- The time of the year/term;
- Whether your daughter will miss any preparation for tests/examinations;
- Whether your daughter will miss any tests/examinations;
- Your daughter's previous attendance record.

Girl's Name:	
Tutor Group:	
Date of absence from School:	
Total number of School days missed:	
<u>Reasons for absence requested:-</u>	

Signed: Date:

.....

✂.....
.....

2020-2021 - REQUEST FOR TERM TIME ABSENCE FROM SCHOOL

Girl's Name: Tutor Group:

.....

Your request for the following dates: to
..... is

☐

authorised

☐

NOT authorised

Your request for a leave of absence during term time has not been authorised because:-

.....
.....

Signed: Date:

.....

For office use – please tick as appropriate once actioned: - copies to be sent to relevant Housemistress/Head of School/Registration Officer/Travel Co-ordinator

Appendix 2

Mayfield School Reception Response to COVID-19

Response to Suspected Case	Response to Suspected Case in School during the day	Response to Confirmed Case
<p>If a parent calls in. Tell them to stay at home and follow <u>the guidelines for households with possible or confirmed coronavirus infection.</u> (they type it into Google) Remind them to let us know when they have results.</p> <p>The child who presents with a congested nose and nasal drip, sore throat and apyrexial (NO temperature) have a common cold, and it is a reasonable expectation that they attend school</p>	<p>If a girl/teacher comes to your desk. Send them down to the Health Centre and ring Debbie Streeter to let her know they are on their way.</p>	<p>If parent calls in with confirmed case. Inform Niamh and let Andria know for her list.</p>
	<p>Debbie will then follow on from here with the girl/staff member. Debbie will ring Niamh or Antonia and decision will be made.</p>	<p>Niamh to ring Department of Education Helpline on: 0800 046 8687 And also let East Sussex Public health know on 0345 6080190</p> <p>Niamh and Antonia to meet, once DofE contacted.</p>
	<p>After decision made: If a day girl or local boarder Debbie will ring the parent to come and collect the girl immediately. The girl will wait in the waiting room.</p>	
<p>If girl well enough to join lessons remotely.</p>	<p>If a UK boarder, Debbie to ring parent to see if they can collect that day. Debbie to contact Boarding House. Oversea boarder to isolate in Boarding House. Debbie to arrange test.</p>	
<p>Inform her teachers that the girl will be accessing her lessons remotely. Do not say that it is a suspected case to teacher at this stage.</p>	<p>Debbie will inform the parents to follow <u>the guidelines for households with possible or confirmed coronavirus infection.</u> (they type it into Google) Remind them to let us know when they have results</p>	<p>Andrea to send the girl/staff the Track and Trace form.</p>
<p>Email Andria Balboa about the case so that she adds the girls name to the Covid List</p>	<p>Reception to ensure no other girls are sent to HC until Debbie gives the all clear</p>	<p>HOS to gather the year group together on Chapel lawn to see who has been in contact with the girl. HM to be contacted as well.</p>
<p>Let Niamh know.</p>	<p>Let Niamh know. Niamh to send the girl/staff the track and trace form so that she can recall whom she had been with in school.</p>	<p>Girls ring parents to come and collect and wait outside until collected in Lower Car Park Boarders need to self-isolate in boarding house All girls to do a Lateral Flow test.</p>
<p>Niamh to send the girl the track and trace form so that she can recall whom she had been with in school.</p>	<p>If teacher, let Cover know. If Pupil fill in register</p>	<p>Antonia to send letter to parents of girls who need to come home to self isolate</p>
	<p>Email Andria Balboa about the case so that she adds the girls name to the Covid List</p>	<p>Antonia to send letter to all parents and staff.</p>