



Chase High School

Attendance Flow Chart

Daily monitoring of attendance will involve checking for regular absence patterns and sending home truancy alerts for pupils, who are absent, and no reason has been provided. **We expect 100% attendance from every pupil at Chase High School.**

Chase High School celebrates good attendance through positive points on Satchel, newsletters, form group rewards, letters home and presentations in assembly.

Punctuality: Pupils must be onsite by 08.30. Registers open at 08.30. Pupils, who arrive after the registers have closed at 09.00, will have their absence recorded as unauthorised (code 'U'), unless evidence can be provided.



The Attendance Team will contact home to the parent/carer on the first day of absence and will continue follow-up calls each day until the child returns.



If absence persists and falls below 95%, a meeting will be held with the pupil.

Please note, absences will only be classified as authorised where medical evidence is provided if requested and this is at the school's discretion to do so.



If absence persists, a meeting will be scheduled with parent/carer and pupil to discuss attendance concerns and to complete a plan to support improved attendance.



If parents/carers or pupils do not engage with the strategies put in place by the school and absences continue and drop, the LA will be contacted and a Fixed Penalty application will be submitted.

HOW TO REPORT YOUR CHILD ABSENT



If you need to report your child absent, please notify the school by phone or email before 08.30 on every day of your child's absence.



Any unauthorised holidays taken during term time will lead to a Fixed Penalty Notice Warning letter being issued on the first day of absence. After the second day of unauthorised holiday, the LA will be contacted to request a Fixed Penalty to be issued.



Severely absent pupils – pupils with 50% attendance or below - the LA and external agencies will be notified. Support will be requested, which may include a whole family plan, consideration for an alternative form of educational provision etc. A service Request Form will be completed by the school.