

Attendance

It is the legal responsibility of the school to promote attendance. This work at St George's school is the remit of the four Houses under the direction of the Head of House and overseen by the school's Attendance Officer. By law, the school's Attendance Officer is required to investigate attendance of any student which falls below 95%. Parents of students whose attendance falls below this figure must be able to account for these absences. In cases where absence from school is unauthorised, the Attendance Officer will write home. Persistent or repeated absence will lead to a case being opened, which may lead to Fixed Penalty Notices.

All students are expected to attend school whenever it is "in session". For this reason term dates and inset days are published well in advance, absence from school should only be sought once **all reasonable alternatives** have been considered.

Families including those of boarding parents who need students to be absent from school must seek permission from their Head of House in advance. It is not acceptable for families to inform school that their children will be absent on that day, unless this is due to illness..

School staff will require notice of no less than 2 working days notice in order to approve absences known about in advance.

Emergency appointments may be requested sooner, but in writing by email or letter, to HoH. Request of leave of absence should not be deemed as authorised until this has been confirmed by HoH.

Legally the school is allowed discretion to authorise absence for:

- Traveller Children travelling to approved fairs
- Approved Religious Observance
- Medical appointments
- Approved sporting activities
- Interviews
- Work experience
- Study leave for examinations
- Educational visit or trip

Any other absence is categorised as '**exceptional circumstance**'. Such things might include:-

- Significant family events (not a holiday)
- Compassionate leave
- Other very specific circumstances as agreed by HoH and discussed with the Attendance Officer, e.g. request to do missionary work
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6th form students may request permission to attend University open days PROVIDED they cannot attend open days available on the weekend. Such visits must also be to universities where the requirements for entry are realistically achievable for the students requesting permission.

For these visits a separate form should be obtained from House offices. This requires a minimum of 2 working days notice and must be signed by parents before submission.

Travel during school time for the purpose of a holiday is not acceptable. This would only be allowed if there had been unforeseeable circumstances such as a flight time change for which evidence must be produced. Decisions to take pupils out of school at the end or start of term for the purpose of a holiday will be recorded as an unauthorised absence and parents can then expect to receive a letter from the school.