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**St Stephen’s High School**

**ATTENDING SCHOOL MATTERS**

For children and young people to enjoy school and to achieve their full potential regular attendance is essential. Absence from school disrupts learning.

**ALL STAFF have responsibility for promoting good attendance and punctuality. ALL TEACHERS have a legal responsibility to take a complete register using SEEMIS for every class to allow attendance to be monitored.**

**DAILY ATTENDANCE PROCEDURES**

AM Register taken by Registration Teachers

Register taken by class teachers at the start of every lesson

Absences identified by office and PT Guidance

Registration teachers chase up previous day’s discrepancies in AM registration and alert PT Guidance of anomalies

Text or phone call home for unexplained absences

**SUPPORTING ATTENDANCE – GUIDANCE PROCEDURES**

**Step 4 – Referral to the Children’s Reporter**

**Step 2 – Maximising Attendance Meeting**

The parent/carer will be invited to attend a maximising attendance meeting to be held within the school where attempts will be made to look at possible barriers to good attendance and identify support.

**Step 3 – Multi-agency Planning**

If there is no improvement, parents/carers will be contacted and procedures put in place to involve other appropriate agencies. A Team Around the Child Meeting will be arranged.

**Step 1 – Parents Informed of Attendance Record**

Guidance staff check weekly attendance and send attendance letters to parents if attendance falls below 90% or absence is persistent or unexplained.