



St Ambrose College Children Absent from School Policy

| Reviewed | To be reviewed |
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| September 2023 | September 2025 |

All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.

St Ambrose College recognises that a child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation; it also recognises that prolonged absence could be the result of travelling to conflict zones, and forced marriage.

On the day of a student's admission, the college enters students onto the admission register. The College monitors the attendance of students daily using SIMS our Management information system. The college also contacts home on the day of any unexplained absence, alerting parents/carers to the absence. It similarly notifies unexplained lateness after the register has closed.

If a student fails to attend on the agreed or notified date, the college will undertake reasonable enquiries to establish the child's whereabouts. Where there are safety or other concerns, and also in circumstances where a child is being particularly monitored, the college will notify the Local Authority and/or social services of this, depending on the circumstances.

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the student can be removed from the admission register after making reasonable enquiries to establish the whereabouts of the child. This can only be applied if the college does not have reasonable grounds to believe that the student is unable to attend because of sickness or other acceptable and unavoidable cause.

Trafford our LA have a protocol that the college follows, there is a link to the LA which allows access to reports and we provide details of students who fail to attend regularly, or have missed ten school days or more without permission.

The college also has an attendance policy to encourage high levels of attendance and punctuality and if required the college will employ the services of an Education Welfare Officer to support in cases where attendance is below expectations.