

## **Attendance & Punctuality Policy**

### **Our Aim is to ensure:**

- **All students achieve maximum possible attendance**
- **Students are punctual to school daily**
- **Any problems that impede attendance & punctuality are identified early and improvement measures put in place**

### **Roles & Responsibilities**

- The Form Tutors will monitor attendance and punctuality on a daily basis and contact parents for any concerns
- The Senior Teacher responsible will monitor attendance and punctuality every fortnight and raise any concerns with Form Tutors
- Attendance and punctuality records will be updated for each year group every 4 weeks by the responsible Senior Teacher using the Attendance and Punctuality school database
- The head teacher will provide Termly attendance and punctuality statistics for each year group for the Management's monitoring purpose
- The Management will direct any further cause of action to ensure targets are met

### **Registration**

Registers are completed twice a day Monday – Thursday and once on Friday morning. Guidance on completing the register is kept at the front of the register for reference. Tutors are to familiarise themselves with the correct codes. Teachers should use RED pen for present and Black pen for absent. Any codes should be entered in Black. Tutors must complete figures at the bottom of the page and ensure weekly totals are entered by the end of the week.

### **Lateness**

Punctuality is an important element of civilised behaviour, so a serious view will be taken of persistent lateness. If a student is late twice in a week, the Form tutor will issue a detention. Any student arriving after 8.15am is considered late. If there is an unavoidable reason for delay then parents should inform the school by telephone or letter, as soon as possible.

Any student persistently arriving late will be requested to go home, in which case parents will be informed to collect their child.

Where persistent lateness continues, if we feel we do not have the co-operation of the parent in this matter, the school will seek advice from the Children's Services and take appropriate action

## **Attendance**

The proper place for students to be on a school day is in school. If any student is unavoidably absent then the parents need to inform the school by 9.30am A note, written and signed by the parent, must be brought to school on the student's return.

If a student is likely to be absent for longer than two days a letter must be sent to the school no later than the second day, since the school management follows up absences that have not been notified in this way. If a student is persistently absent due to medical reasons, a doctor's certificate will be required upon request. Where such evidence cannot be produced and persistent absences continue if we feel we do not have the co-operation of the parent in this matter, the school will seek advice from the Children's Services and take appropriate action.

Absence is divided into two categories: authorised and unauthorised. Legislation defines authorised absence as

- Sickness or unavoidable cause
- Religious observance

We advise parents / carers that it is unacceptable to keep children off school for any of the following reasons:

- Going shopping
- Going to the airport
- Visiting friends and relatives
- Having a long weekend
- Looking after younger brothers and sisters

### **Monitoring Absentees**

#### ***Stage 1:***

The tutors will monitor the registers for attendance concerns. Attendance falling below 90% is a cause for concern. The School will send a letter home informing the parents of the school's concern.

#### ***Stage 2:***

If intervention at Stage 1 does not resolve the concerns, the Senior Teacher responsible will monitor attendance and parents will be contacted. A meeting will be held between the parents and the Senior Teacher. Targets will be set and the child's attendance closely monitored on a daily basis. The child's admission maybe put on a probationary period.

#### ***Stage 3:***

If there is no further improvement in attendance, the head teacher will contact the Children's Services and seek advice. The Head Teacher will then inform the Management as to the next course of action. The Management may take the child off roll.

## Holidays during Term Time

It is extremely important that parents do not arrange family holidays during term time. Some severe disadvantages of taking leave during term time include:

- **Your child's education suffers**
- **Lessons are missed**
- **Continuity of school and any project work is lost which unnecessarily causes your child anxiety**
- **You are in breach of your legal obligation to send your child to school**

If this is unavoidable, it is the parent's responsibility to check dates very carefully to avoid missing vital elements of your child's lessons and examination courses. Any absence may be authorised by the School Development Committee, but only in exceptional circumstances. The Department for Children's, Schools and Families (DCSF) expects us to discourage such practice.

Requests for absence at the start of a term and at a time when examinations are being taken are unlikely to be met with consent.

If you are unable to avoid requesting absence during School Term time, an application must be made on the school's official form to the School Development Committee **not less than 4 weeks** before the absence is due to start. A response will be sent to you within 14 days of receipt of your request.

Additional leave during Term time may be authorised with the following conditions:

- Ten days leave in total will be authorised during the Academic year
- All pupils should be back on the first day of the new Academic year
- No additional leave will be authorised at the beginning of the summer holidays
- No additional leave will be authorised to Year 11 Students
- No additional leave will be authorised to Year 10 students during GCSE Examination and Coursework periods
- No additional leave will be authorised to any students during revision and Examination periods (SATs, Optional Test and GCSE)
- Parents performing Haj must make suitable arrangements for their child to attend school. Additional leave may be granted if no such arrangements can be made.
- Additional leave may be granted on exceptional circumstances

Each application will be assessed on its own merits. The Management's decision is final

Where the application has been unsuccessful and parents have taken their child away, all absentees will be classified as unauthorised. The pupil will be excluded upon arrival. Parents are therefore strongly requested to confirm leave with the school before making any travel arrangements.

### **Early drop off and Late Collection of children after school**

The school gates will open at 8.00 a.m. The school will open at 8.15 a.m. Parents are not authorised to drop off their children early. Parents may wait with their children until 8.15 a.m. The School is not responsible for the supervision of any children before 8.15 a.m.

The school gates are closed at 3.00 p.m. Children are therefore expected to be picked up on time. The School is not responsible for the supervision of any children after 2.50 p.m. Any child in detention will be the responsibility of the staff holding the detention. Children not picked up on time may wait in the school forecourt unsupervised. Parents persistently arriving late to collect their child will be referred to the head teacher.

### **Recording of concerns & Pupils Leaving the School**

All concerns regarding individual children as well as holiday request forms will be filed and kept with the school administrator in the main office.

#### **Important:**

Pupils leaving forms will be kept with the Schools Administrator for future references. In the event of a child leaving under the School Leaving age, where details of new School have not been provided, details of the child will be notified to the local authority to safeguard the child and ensure provision of full time education has been made in the interest of the child. This is a statutory duty upon the School