

THE SENIOR SCHOOL ATTENDANCE POLICY

Regular school attendance is vital if students are to take full advantage of the educational opportunities offered to them.

Students should be at school on time for registration every day unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is a breach of the Code of Conduct and the Home School Agreement.

Every half-day absence from school is classified as either AUTHORISED or UNAUTHORISED by the school.

Authorized absences are mornings or afternoons away from school for an unavoidable reason such as illness.

Absences will also be authorised for the following reasons:

- Days set aside for religious observance by the religious body to which the student belongs
- Bereavement and funerals of close family members.
- In exceptional cases severe illness of close family members.
- For Key Stage 4 and 5 students only, attendance at certain protests if the parental permission form has been received by the School on the first day of the new academic year.
- External examinations
- Visits to Universities

Permission may be granted in exceptional circumstances for the following reasons if requested in writing at least 5 school days in advance:

- Professional performance opportunities
- Participation in external sporting events at regional, national or international level

Unauthorised absences are those which the School does not consider reasonable and for which permission has not been granted. These include:

- Truancy for the whole or part of the schooldays
- Absences which have not been explained
- Late arrival at school which is not recorded in the register or at reception

- Attendance at protests by Key Stage 3 students or students in Key Stage 4 and 5 who do not have a parental permission letter
- Holidays during term time

In the case of any absence students are expected to be responsible for catching up with any work that is missed.

Arriving at and leaving school:

Students are expected to be in school at 8.00a.m. The school day ends at 2.20 p.m. unless there are afternoon activities in which case it ends at 3.30p.m when students should be picked up promptly. If a student is left at the School before 8.00 parents should be aware there is no supervision before this time. Once dropped off at the school grounds students are not allowed to leave before the official end of the school day without a written request from parents / guardians. If they do have permission to leave students must sign out at the school reception and must sign in again if they return.

Procedures for registering and monitoring attendance and punctuality:

The register will be taken at 8.00a.m. There is no afternoon registration, but a register is taken on SIMS during each lesson. Registration periods should be orderly and quiet with registers taken in silence. Registration time is an opportunity for Form Tutors to monitor the progress of their form members, to sign Planners and check uniform. It is also an opportunity for communication. Letters and notices are given out and their messages reinforced by Form Tutors.

It is the responsibility of the Form Tutor to mark the register and monitor attendance and punctuality in the first instance. This involves requesting details of absence for authorization purposes. The receptionist keeps a daily record of all absences and distributes this to key staff. Each form tutor should follow up on absences by requesting authorization and record this in the register in SIMS. Every half term Form Tutors will calculate attendance percentages for their form. Students whose absences (authorised and unauthorised) fall to 90% will be sent a letter of concern home from the Head of Key Stage / Year and Principal. Students whose absences (authorised and unauthorised) fall to 80% will be required to meet together with their parents, the Head of Key Stage / Year and Principal. For those students who miss more than 52 unauthorised lessons or 151 authorised lessons, parents / guardians are reminded that the Ministry of Education stipulates that this may lead to the student being required to repeat a year.

Arrival after the register has been taken will incur a 'Late' mark. If a student is late to school the Form Tutor will follow the Behaviour Concerns policy (for the first occurrence a warning will be issued, for a repeat of this a behavior ticket will be issued. Persistent lateness will result in an after-school detention. If the issue is not resolved, parents will be called in for a meeting with the Head of Key Stage /Year.)

Sickness inschool:

If students feel ill in school, they should visit the School Nurse who will contact home if necessary. Students are not allowed to contact parents to pick them up.

Liaison with parents.

Parents / guardians should give notification of illness on the first day of absence by telephoning the school. The student must bring written confirmation on return to school. Slips for this purpose are available at the back of Student Planners. If an absence remains unexplained the School will contact home requesting details. The School will also contact parents / guardians if students are persistently absent or late.

Permission for absence in advance must be sought from the Headteacher in writing. Parents should avoid extending holidays into term time or arranging visits to the doctor, dentist etc. during school hours. Absence from school interferes with learning and in most cases, it is not possible to provide an adequate substitute for missed lessons.

Summary:

Parents / guardians have a duty to make sure their children attend regularly and punctually. School staff are committed to working with parents / guardians to ensure as high a level of attendance as possible. Every half term Form Tutors will calculate attendance percentages for their form. Students whose absences (authorised and unauthorised) fall to 90% will be sent a letter of concern home from the Head of Key Stage / Year and Principal. Students whose absences (authorised and unauthorised) fall to 80% will be required to meet together with their parents, the Head of Key Stage.

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