

THE JUNIOR AND 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.

Authorised 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 at the Senior School and staff will advise Junior School pupils of what should be completed.

Arriving at and leaving school:

Students are expected to be in school at 7.45am at The Junior School and 8.00a.m at The Senior School. The school day ends at between 12.30pm and 1.30pm for Early Years 1, 1.00pm in Early Years 2 and 3 and in KS1 and 1.10pm in KS2. Activities in KS1 finish at 2.10pm and in KS2 at 2.25pm. At The Senior School the school day ends at 2.20pm unless there are afternoon activities in which case it ends at 3.30p.m when students should be picked up promptly. At the Junior School, staff supervise the children from 7am on the playground. If a student is left at the Senior School before 8.00am 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 at The Junior School is taken at 7.45am and at 8.05a.m at The Senior School. There is no afternoon registration, but at The Senior School, a register is taken on SIMS during each lesson and period 6 is used for the purpose of afternoon registration. Registration periods should be orderly and quiet with registers taken in silence. Registration time is an opportunity for Form Tutors or class teachers 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 and class teachers to mark the register and monitor attendance and punctuality in the first instance. This involves requesting details of absence for authorisation purposes. The receptionist keeps a daily record of all absences and distributes this to key staff. A message is sent to parents through SIMS if a student is marked absent by the form tutor and has not signed in late by 8.15am.

Every half term Form Tutors at The Senior School and administrative staff at The Junior School will calculate attendance percentages for their form and for the school. Students whose absences (authorised and unauthorised) fall to 90% will be sent a letter of concern home from the Pastoral leader/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 Pastoral leader/Head of Key Stage / Year and Principal. At The Senior School, 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.

Punctuality

Arrival after the register has been taken will incur a 'Late' mark. At The Senior School, if a student is late to school, the Form Tutor will follow the Behaviour Management Policy (for the first occurrence a warning will be issued, students who are late to school more than

three times in two weeks (within a half-term) without an adequate explanation will receive a detention at break. Persistent lateness may 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.) At The Junior School, late arrival in school is monitored by the administrative and pastoral staff and if there is a consistent pattern of lateness, parents are contacted to meet with the Headteacher and Pastoral Leader.

Furthermore lateness and absences will also be recorded on the child's school report.

Sickness in school:

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 or emailing 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.

DOCUMENT CONTROL:

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