



## ATTENDANCE POLICY

### Aims

The aims of this policy are to:

- (i) Explain the rationale behind why the school regards good attendance and punctuality as essential.
- (ii) Explain the responsibilities of pupils, staff and parents with regard to attendance, absence and lateness.

### Rationale

It is well established that there is a strong link between school attendance and academic attainment.

We recognise that full attendance is not always possible and that absence may be the result of other circumstances beyond the control of the student. It is also recognised that underachievement may be the result of a number of inter-related factors of which poor attendance is a by-product.

Whilst it is accepted that there are instances when a pupil cannot attend school due to illness, personal circumstances or other commitments it is expected that pupils and their parents/guardians will make every effort to keep disruptions to school attendance to a minimum.

In the instance where absence is caused by a significant medical or other pastoral event the school will make every effort to support the student whose education is affected.

### The Responsibility of the Pupils

We expect our pupils to:

- (i) Make every effort to attend school during term time and to arrive in time for registration.
- (ii) Communicate promptly with the Class Tutor and Form Staff to explain planned or unforeseen absence.
- (iii) Follow the school procedures (outlined below) when late for school, requesting an Exeat or returning to school following a period of absence.

### **The Responsibilities of Staff**

We expect our staff to:

- (i) Ensure that all students are clear about the procedures regarding absence and punctuality.
- (ii) Apply the procedures outlined below fairly and consistently

### **The Responsibility of Parents**

We expect our parents to:

- (i) Be familiar with the school procedures regarding absence and punctuality.
- (ii) Make every effort, where possible, to ensure that their child attends school and is punctual.
- (iii) Communicate with the relevant member of staff where pastoral issues exist which may impact on their child's attendance or punctuality.
- (iv) Support the school when sanctions are to be imposed due to truancy or persistent lateness.

### **Registration**

The first school bell will ring at 8.45 am to signify that pupils and Class Tutors should proceed to registration.

All pupils are required to be in Class Assembly (Years 8-13) or the Sixth Form Social area (Year 14) for registration to take place at 8.50 am. U6 students are free to register once they arrive in school in the Social area.

Students who have permission to miss Registration due to another school commitment (e.g. music, sport) should register at the Front Office when they arrive in school and certainly no later than 8.50am.

### **Procedures for monitoring Attendance, Lates & EXEATS by Form Staff**

Class Tutors will be made aware of the importance of consistency in recording attendance & lates. Subject teachers will be made aware of the importance of careful record-keeping regarding attendance. Follow up by Form Staff is explained below:

The Head of Year [HOY] and Assistant Head of Year [AHOY] are to be issued with Pupil Attendance & Lateness Reports for their year group on a fortnightly basis.

### **Monitoring Lates**

Outside of Class Assembly time, all lates will be recorded at the Front Office by the biometric reader.

Pupils arriving late before 9.10 am will be issued with an L code either by their Class Tutor or the reader. Pupils arriving after 9.10 am are issued with a U code unless a

valid reason is provided from a parent/guardian. The U codes carry a 2 point penalty.

In summary:

**Late before 9.15am = 1 late point**

**Late after 9.15am = 2 late points (i.e. pupil recorded late at Front Office)**

10 late points = Friday detention. If a 2<sup>nd</sup> Friday detention is awarded for lateness the AHOY will contact the parent.

### **Absence from School**

The school should be notified by a parental letter of a planned absence. The nature of the absence will determine whether or not the absence is recorded as authorised or unauthorised. A list of what constitutes authorised/unauthorised absences can be obtained from the school.

In the case of an unplanned absence (normally due to sickness) the parent/guardian is requested to notify the school on the second day of absence.

The Head of Year will monitor Ns (unauthorised absences), in conjunction with the Class Tutor.

Mr Reid has oversight of pupil attendance and will liaise closely with the Vice Principal (Pastoral) and Heads of Year. Sixth Form students will be subject to the procedures (see below) as outlined in the Agreement that they have signed. Those Sixth Form students entitled to receive EMA should be aware that high levels of attendance and punctuality are essential if they are to qualify for the full payments.

For pupils in Years 8-12 similar procedures are outlined below.

Procedures for following up on poor attendance

#### **Sixth Form**

- (i) If a pattern of absence is detected or if the attendance rate falls below 90%, except where the absence is clearly the result of illness, a member of the pastoral staff will interview the student to establish the reason(s) for the absences.
- (ii) If a pattern of absence continues or the attendance rate falls below 85%, except where the absence is clearly the result of illness, a parental interview will be conducted by a member of the pastoral staff at which the student will be present.
- (iii) In the highly unlikely situation where (i) or (ii) above do not properly address the situation a parental interview with the Principal will take place. At this stage it is possible that the student will have their Sixth Form place withdrawn.

**Years 8 – 12:**

- (i) If a pattern of absence is detected or if the attendance rate falls below 92%, except where the absence is clearly the result of illness, a member of the pastoral staff will interview the pupil to establish the reason(s) for the absences.
- (ii) If a pattern of absence continues or the attendance rate falls below 85%, except where the absence is clearly the result of illness, a parental interview will be conducted by a member of the pastoral staff at which the pupil will be present. At this stage it is highly likely that a referral will be made to Education & Welfare.
- (iii) In the highly unlikely situation where (i) or (ii) above do not properly address the situation a parental interview with the Principal will take place.

**Truancy**

Truancy from school will merit a sanction. The level of sanction will be determined by the seriousness and extent of the absence from school. In the case where there is an underlying pastoral issue the school will make every effort to support to the pupil.

**Exeats**

These are issued between 8.30-9.00 am on receipt of a parental note. Pupils granted an Exeat must log their departure from and arrival back to school (if returning) at the Front Office.

Heads of Year and Assistant Heads of Year will monitor the frequency of the requests for Exeats and make contact with parents/guardians where there are concerns over the frequency or pattern of Exeats.