



ATTENDANCE POLICY

Aims

This policy aims to show our commitment to:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to full-time education
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 7:50am on the day of the absence and advise when they are expected to return. Parents may also email the class teacher to report an absence.
- Provide the school with more than 1 emergency contact number for their child
- Ensure the parent contact details are up-to-date
- Ensure that, where possible, appointments for their child are made outside of the school day
- For students in Sixth Form, the student is expected to email the Head of Section, and their class teachers to inform them that they will be absent

Recording attendance

We will keep an attendance register which is taken each morning and each afternoon. We will mark if a student is present, absent, or late.

Appointments/planned absences

If a student needs to leave school for an appointment, the parent should inform the class teacher/form teacher. A student needs permission from a parent to leave the school premises.

- For students needing to leave during the day, the student will need to go to the school office and have a parent sign them out.
- For students arriving late to school after an appointment, they need to sign in at the school office



Lateness and punctuality

A pupil who arrives late:

- They will be marked as late, using the appropriate code

For repeated lateness, parents will be notified with a request to improve punctuality.

Lateness causes disruption for the child as well as disruption to the class they are joining and we ask that parents respect the timing of the school day to prevent disruption to the class, and to ensure a stress-free start to each day for their child.

Unreported absences

If the school is not aware of the reason why a child is absent and the parent has not informed the school, this will be followed up with a phone call if this extends for a period of more than 2 days.

Repeated absences or lateness

The school may introduce an Attendance Contract with families where there is repeated absence or persistent lateness. This is to support attendance and ensure that the student is receiving the education they are entitled to.