

ATTENDANCE AND PUNCTUALITY POLICY

PHILOSOPHY

- The school looks to parents to ensure the best level of regular attendance and punctuality so pupils may gain the maximum benefits from their education.
- However, we recognise the fact of illness and, where this is genuine, we expect the pupils to remain at home and recover. PSOs will work with students and families when sensitive issues arise.
- There are also medical appointments, non-medical absences and even family holidays which may disrupt education.
- The school, in turn, seeks to maximise attendance and eradicate lateness because of the importance of the continuity in learning.
- It is also an essential part of preparing young people for the adult world, in particular the world of work.

PURPOSE

The main aim of this policy is to ensure an effective system of monitoring attendance and punctuality.

PRACTICE

- 1) The Parent Handbook makes it clear to parents that the school expects them:
 - To try and arrange medical appointments and treatment beyond school hours, but recognises that this is not always possible. All appointment letters/cards are to be given to the school to support absence. If attendance is under 90% the child is considered as persistently absent and further absence is only authorised when supported by medical evidence. When attendance is below 90% (without medical evidence) then the Educational Welfare Service may become involved.
 - To arrange family holidays when the school is closed. In the case of a parent requesting authorised absence for a HOLIDAY, the school expects parents to complete a form which can be collected from the school office. This form will need to be completed at least three weeks before the planned leave of absence. The Head will decide on an appropriate response.
 - To arrange non-medical absence by completing a leave of absence form (as above).
 - To co-operate with HOYS, PSOs, tutors, the Attendance Officer and the Education Welfare Officer if a problem over attendance arises.

- To view UNAUTHORISED ABSENCE as a very serious matter. Parents should understand that their failure to explain absence properly or to request leave of absence constitutes UNAUTHORISED ABSENCE as much as truancy does.

Such UNAUTHORISED absence reflects badly on a pupil's personal record and on the reputation of the school. Unexplained lateness may also be classed as UNAUTHORISED ABSENCE. The school can use Fixed Penalty Notices to improve attendance in certain cases.

- To telephone the School Office from 8.00am onwards in the case of illness or other unavoidable circumstances which mean the pupil will be absent or to email the Attendance Officer on office@southborough.kingston.sch.uk.
 - To send to the tutor on their son's return a letter confirming the duration of the absence and its precise nature.
- 2) Southborough High School employs a First Day Response procedure. This entails a dedicated member of the Office Staff contacting parents of absent pupils on the first day of absence where possible, either by telephone or text message. This procedure is supported by the Pastoral Support Officers.

This procedure is designed to:

- check whether or not a pupil is truanting;
- ensure that pupils know that their attendance is being closely monitored;
- encourage parents to contact school early to inform the office about any absence.

3) Tutors will follow these procedures when pupils are absent from school:

- insist on an
- absence note and if one is not forthcoming inform the PSO.
- only the HOY, PSO, office staff, or senior team will change the absence mark.

4) Teachers and Tutors are reminded that it is part of the agreed Staff Code of Expectation that they set a good example of punctuality.

- Duty staff must keep an eye on the time and encourage students to move on near the end of breaks and lunches.
- The Catering Manager will stop serving 5 minutes before the end of break and lunch.

5) Tutors will follow these procedures when pupils are late for school:

- School starts at 8.40am. Tutors and pupils at tutor rooms.
- Registers are called between 8.40 and 8.45am.
- Boys are told they are late after 8.45am and before 9.30am.
- Punctuality and lateness checks are carried out on a continual basis.
- Tutors are expected to follow up lateness with pupils and, if necessary, parents and report persistent offenders to their HOY or PSO.
- Any boy arriving after 9.30am must have a valid reason, ie medical appointment, interview, religious reason etc.
- If a number of lates are accumulated in an academic year then appropriate sanctions are issues as a deterrent to stop this from continuing in the future. These sanctions include Zehrs, Extended Zehrs, Saturday morning detentions or internal exclusions.

6) Class Teachers will follow up serious lateness to lessons.

7) The school has a whole school target for attendance. Attendance and punctuality rates are monitored regularly and reported to Governors termly. It is through constant persuasion, monitoring and steadfast following of procedures that lateness will improve.

8) Child Missing in Education (CME)

It is a statutory requirement for the school to notify Achieving for Children if a child is absent for 5 school days without notification or communication from the parents/guardians.

Policy Review

This policy will be reviewed in full by the governors Committee every 2 years.

This policy was last reviewed and agreed by governors as below:

July 2019

It is due for review 24 months from the above date

