

## Attendance Policy

We need to ensure regular and punctual attendance in order to facilitate every pupil achieving her full potential.

There are strict Government requirements concerning the recording and monitoring of attendance and punctuality. Girls may not be absent without prior permission except for illness or family emergency. Written permission from the Head must be requested for leave of absence (e.g. for holidays during term time).

Registration is carried out by Form tutors at 8.50 am and 1.40pm and registers should then be returned promptly to the school office at the end of each registration session. Details relating to the completion and marking of registers are to be found in the register with additional information in the staff handbook.

**Form tutors and Heads of Year** are expected to follow up absence either by telephone or by sending a DO22 after 3 days. The result should be recorded in the register. Absence is considered to be unauthorised unless a note is brought. Form tutors are also asked to complete the form at the front of their register to indicate when the form or any individuals are regularly off-site. This is required in case of fire. Pupils who leave the school premises for any reason during the school day must sign out at the school office.

**Subject teacher** take a class register at each lesson and are expected to follow up any concerns.

The Head of Section is responsible for the overall monitoring of attendance and for bringing any concern to the immediate attention of parents. The Head of Section will also contact our Educational Social Worker to consider any referral.

Punctuality forms an important part of this policy. Pupils who are late sign the late book and are entered into registers by the office staff. Form tutors are expected to follow up lateness and detain pupils where there is persistent lateness. A detention is given by the Form tutor on the third occasion of lateness. There is an end of term detention of pupils who have a record of lateness that is considered unacceptable.

Lateness after 9.30 am is recorded as an absence for that session and is considered unauthorised unless a note is received.

As well as letters concerning poor attendance and punctuality, Heads of Section send out letters of congratulation at the end of each term for 100% attendance and punctuality. A record of attendance and punctuality is given on the written school report. It is recorded on record cards and used in all references for further education and employment.

## **POLICY ON SIXTH FORM ATTENDANCE**

### **YEAR 12**

100% attendance is expected from September to May half term. Year 12 Students return in mid-June for a 4 week Year 13 induction. Students attend registration in the morning and afternoon. Absences are expected to be supported by notes or by telephone or by telephone calls from home. If a student is absent for more than three days without a message from home, the form tutor will contact the home.

Occasionally students will need to leave the school premises in order to pursue a line of research. This is particularly true of Health & Social Care students. Students will gain consent from the relevant teacher, and at times are able to use private study time for this purpose. In the case of the latter, they must notify the Assistant Head Teacher KS5. All students must sign out in the relevant book. There is one book in the common room and another outside the main school office.

From June half term, students negotiate with their form tutor two private study lessons per week for home study. However, all students are expected to be in school for lesson 1 as form business or notices given in assemblies form an important part of school life. Moreover, year 12 and 13 students are an important and valued 'presence' in school assemblies. Additionally, year 12 students act as form prefects for other, younger year groups. Some will continue their mentoring duties.

### **YEAR 13 AND 14**

The same practice continues in year 13 from September to January. Once the school officers have been relinquished to year 12 (in December) and after the January examinations, students are given more home study time. After February the enrichment lessons finish, and this time becomes available for private study. The carousel, tutorial lessons and games lessons continue. Students still attend morning registration, but are now allowed home study when appropriate. This is negotiated with the Form Tutor.

June 2006

September 2007