

Student Attendance Guidelines

It is important for all students to have excellent attendance and punctuality to support them in achieving their full potential.

There are strong and proven links between attendance and educational achievement. Attendance of less than 95% (i.e. absences of 9.5 days or more out of the 190 student days in the school year) has been shown to compromise student attainment. At 90% attendance students miss the equivalent of almost 4 weeks education (19 days) and only 10% of students who are persistently absent from school achieve 5 A-C grades at GCSE.

You are expected to:

- Attend school regularly
- Arrive on time and be appropriately prepared for the school day
- If you are away from school, when you return, you will need to bring in a letter stating how long you have been away and the reason why.
- Tell a member of staff about any problem which is making it hard for you to attend school regularly.

Lateness:

Poor punctuality is not acceptable. You must attend on time to morning registration to get important information for the day. Late arrival to lessons disrupts teaching and learning.

How we manage lateness:

8.25am – The warning bell sounds, school day starts and we expect you to be in registration.

8.30am - Register taken and you will receive a late mark and the possibility of sanctions from your form tutor or Year Leader if you arrive after this time.

8.45am – If you arrive after this time you must sign in at Student Services.

9.55am – If you arrive after this time you will not receive a present mark for the morning session and it will count as a half day absence. You will also need a note from your parent/carer explaining your absence. If this persists it may mean that your parents/carers could face the possibility of a fine.

If you are persistently late, you will be contacted by the Year Leader or the LDO to discuss the problem and agree targets to address this. If you are having problems getting to school on time, for whatever reason, please speak to your form tutor. Lateness to lessons will be dealt with by your subject teacher and sanctions will be applied as appropriate.

What you can expect:

- Individual certificates will be presented termly if you have achieved 100% attendance that term.
- Attendance and punctuality will be promoted through assemblies and rewards given to forms with the highest monthly attendance.
- If your attendance level drops below 92%, the Year Leader/LDO will monitor your attendance level.
- If your attendance level drops below 90%, the Year Leader/LDO will write to your parents.
- If your attendance level drops below 85%, the Year Leader will consult with the Deputy Head who has oversight of attendance..
- If your punctuality rate drops below 85%, the Year Leader will consult with the Deputy Head who has oversight of attendance.