

## **Canons High School and Sixth Form**

### **Attendance and Punctuality Policy**

We encourage pupils to attend school regularly, recognising that their commitment to attend regularly also indicates a commitment to make the most of learning opportunities. All students should aim to achieve our target of 95% attendance or better in each school year. Attendance is recorded and this is shown to future employers or colleges of further or higher education when pupils leave Canons High School at the end of their full time school education. Regular and punctual attendance are qualities which are highly valued by employers who want to know that their workforce is reliable, and as such they are qualities that the school seeks to develop in its students.

#### **Students' Responsibilities**

All students are expected to:

- Attend school regularly
- Attend school on time
- Attend lessons on time.

What students should do:

- Students should be in school by 8.40 and at their tutor rooms or assembly by 8.45
- They should be ready for lessons i.e visited their lockers and put away their outdoor coats and have their planners and books for the morning.
- Afternoon registration occurs in the first 5 minutes of period 5 (1.30)

If students are late:

- If students arrive after 9.00 or 1.35, they must sign in at the office and collect a late slip
- This late slip must be given to the teacher of the lesson they go to.

#### **Parents' responsibilities**

- Avoid absences due to family holidays
- Minimise absences due to medical appointments/ other circumstances
- Inform the school as soon as possible on the first day of absence if their child cannot attend school due to illness or for any other reason.

#### **School's Responsibilities**

- Teachers will mark the attendance register at the start of the morning session of school and once during the afternoon session.
- They will also mark the class register at the start of each lesson.
- When the Form Tutor calls the register in the morning, she/he will mark students either: present or engaged in an approved educational activity away from the school site or absent.
- If students are absent, the tutor will authorise the absence when she/he has been informed of the reason and it is justified.

- If students are absent and parents have not informed the school on the first day, staff at school will follow up the absence.
- The school will usually ring home to find out why students are away, or a letter will be sent home requesting this information.
- By law, only the school can authorise absence.
- Parents can offer an explanation for absence, but only the school can decide if it is justified.
- If, in our view, the absence is unjustified, the Tutor or Head of Year may ask parents to come into the school to discuss the matter.
- If a student's attendance drops to 80%, the school will involve the Education Welfare Officer, who may do a home visit. She will work with the parents/carers and students to establish better patterns of attendance.

### **Absence during the day**

- If students were marked present at the start of morning school, and then absent themselves during the day without permission, the Tutor and Head of Year will follow up their absence, and if it is unjustified, their parents will be notified.
- They will be expected to make up the work they have missed.
- If students need to leave school during the school day because they have an appointment, they must inform their Form Tutor or subject teacher at the time of leaving, and then sign out at the Office. Students must sign back in.
- Their absence must be covered by a note from home, signed by a parent/carers, and must be for an acceptable reason, such as a hospital, doctor's or dentist's appointment.
- As far as possible, appointments of this nature should be made for outside school hours, so that their education is not interrupted.
- If they should fall ill during the school day, they should report to Welfare, with a note from their form tutor or subject teacher.
- The Welfare Assistant will decide whether they should go home, and will contact parents accordingly.
- Students may not go home during the school day without permission.

### **Family Holidays**

- These should not be taken during term time as they seriously disrupt the continuity of students' learning.
- Term dates are set two years in advance and parents are given a calendar at the beginning of the school year in order to help plan and to avoid missing school. If parents do not have the information required, the School Office should be able to help.
- If a holiday in term time is completely unavoidable, parents must write to the Headteacher asking permission to go, in good time before the holiday is due.
- The Head may grant a maximum of 10 days holiday during a pupil's time at the school.
- If the student does not return to school on the date specified, the Head reserves the right to remove them from the school roll.
- Responsibility for seeing teachers and collecting work to be done while away rests with the student.

## **Rewards**

- Students will receive certificates on a termly basis for 100% attendance and punctuality. One late mark will be allowed.
- Each certificate recipient will have their names entered in a prize draw.
- Three attendance/punctuality certificates in a year will be rewarded with a Headteacher's certificate and a cash prize of £15.

## **Sanctions**

- Students are late if they were not present at the time the register was taken. This will appear on their attendance statistic.
- If the register has been returned to the Office, the student has to sign in at Reception and provide an explanation for the lateness.
- A letter will be sent home to ask for an explanation of this lateness.
- The Educational Welfare Officer may start legal proceedings if attendance and punctuality problems remain unresolved.

## **Summary of the Attendance Policy**

- Students should attend school punctually and regularly.
- Parents and carers need to let the school know why students are absent on the first day, by ringing the office.
- Absence is authorised by the school.
- Only illness and family emergency or bereavement will normally be authorised.
- Medical and dental appointments should be made out of school hours. If unavoidable, please bring a medical card or a letter to the Form Tutor and sign out at the Office.
- Students should sign in with the Office on their return.
- Students' Form Tutor will mark the register in the morning tutorial period.
- Teachers will register each class they take during the day.
- Lateness or absence will be recorded and followed up.
- Family holidays should not be taken in term time.
- Good, punctual attendees will be rewarded.