

Attendance Policy

Introduction

All students are expected to attend school regularly. Absence from school must be avoided as much as possible. It is vital that students are in school to attend their classes or (in the case of seniors) to be in supervised study periods). Research shows that absence from school will have a detrimental impact on student achievement. It is the responsibility of every student (and their parent/guardian) to ensure they avoid unnecessary absenteeism so as not to face any negative consequences. Attendance to lessons can be monitored by parents on the Parental Portal.

Lateness to school:

FOR YEARS 1-5:

2 or more lates to school in a **week** that is to say, **missed Registration (code N)**: Automatic detention (this applies for the whole school) + 1 behaviour point, to be issued by the Form Tutors.

In the same term, a repeat of the above: a second detention and a warning letter to parents + 1 behaviour point. Form Tutor writes the letter/email and records on SIMS.

If a student continues to miss registration/is late to school for no good reason, the Form Tutors will consult with the Head of Year who will call the parents and warn that the child may face suspended (internal) exclusion if s/he cannot get into school for registration in time.

If there is no improvement, the next step will be an internal exclusion – placed on their school record. Continual lateness will lead to home suspension and meetings with parents with the involvement of the Headmaster, who with Assistant Head and Head of Year will decide on the future of the student.

Late to lesson:

The 5 minute grace period still applies for lessons starting after Registration/Assembly and between lessons.

The 5 minute grace period does NOT apply after Breaks. There are two bells. By the ring of the second bell students and staff should be in classes after Breaks.

FOR YEARS 1-5:

If a student is recorded as unjustifiably late to any period 3 times in a week, s/he will receive 1 behaviour point, a detention + parents will be informed by email. A repetition of such behaviour in a term will incur a second detention, a warning of more serious consequences and a behaviour point. A third occurrence: Internal suspension and a letter home.

In all cases above, consequences may include other unspecified sets of sanctions.

NOTE: An Internal Suspension is equivalent to a home suspension. If a student is suspended from school internally, s/he will sit in the Library, or any other room the Pastoral Team decides to use, from 7.40 to 1.30pm with two breaks at different times from the rest of the school. Work will be set by his or her class teachers for that day. Any suspension is to be viewed as a serious sanction. Repeated suspensions in a single school year can put a student's future at the school at risk. Normally, a member of the SLT will be authorised to issue such suspension.

Absences:

Absence notes must be followed up by Form Tutors. Heads of Year will monitor their own Form Tutors to ensure any absences from school are accounted for. All absence notes will be filed by the Main Office. It must be made clear to all students that ANY absence from school must be followed by a note from home or the doctor. For absences that are planned, students normally need to obtain permission from an Assistant Head and/or Headmaster.

Any suspected truancy (including from Games) will be investigated by the class teacher. If it appears that a student has indeed truanted, 5 Behaviour Points will be issued by the class teacher + a detention and a report should be made to the Head of Year via email. The Head of Year with the Assistant Head may take appropriate further action depending on the case and circumstances.

FOR YEARS 6-7 ONLY:

Students in Years 6 and 7 must be reminded that punctuality and regular attendance at school are essential for students to achieve the highest results at A Level.

We regard students in Years 6 and 7 as being responsible for being punctual to school and for regular attendance.

We expect students to be in registration between 7.40 and 7.50.

Lateness to Registration 2 or more times in a week will result in a behaviour point being imposed by the Form Tutor.

We expect regular attendance

Levels of attendance to class:

95% = Outstanding (To be met by majority of students)

90-95% = Very Good

85-90% = Minimum acceptable

Less than 85% = A cause for concern

The level of attendance of all students will be closely monitored. When a student's level of attendance begins to show indications that he or she is failing to attend regularly, the following steps will be taken:

Years 1-6

By October half Term: A student whose % attendance falls below 90%: A letter to parents with a warning. The student will also meet with Head of Year.

By end of November: If levels of attendance have not improved, parents and student attend a meeting with the Head of Year (and Assistant Head). A set of expectations will be communicated regarding attendance with clearly stated targets. This will be communicated in writing as well.

By the end of Term 1: If a student's % attendance lies below 90%, this will be seen as a case of serious concern. Parents will be warned that *any further deterioration* will result in any of the following outcomes:

- For Years 1-6, no promotion to the following academic year; the student will be required to repeat the Year, regardless of the academic level of the child.
- May not be permitted to participate in a school event.
- May not be permitted to participate in a School trip, both locally and overseas.
- For Year 6 students, UCAS applications will reflect the level of absence as being unsatisfactory. If a university or UCAS application whether in the UK or another country has already been submitted, the School reserves the right to inform the universities that have been applied to or where offers have been received regarding the unsatisfactory level of attendance of a candidate.
- Suspension from School.
- In extreme circumstances, parents may be asked to withdraw their child from the School.

Year 7:

This being the graduating year for students in our school, it is of the utmost importance that students are in attendance at all times. This includes all A Level classes, other courses and study time. Students are expected to be on site and in timetabled rooms. Attendance will be monitored closely. It is also understood that some Year 7 students may attend university interviews overseas (up to three days) or may require one-day absence from school to sit a university entrance test (LNAT, UKCAT etc.). The following will apply if attendance levels are a cause for concern:

By October half Term: Any Year 7 student whose % attendance has fallen below 85%: A letter to parents from the Head of Year with a warning. The student will also meet with Head of Year.

By end of November: If levels of attendance have not improved, parents and student attend a meeting with the Head of Year (and Assistant Head). A set of expectations will be communicated regarding attendance with clearly stated targets. This will be communicated in writing as well.

By the end of term 1, if the level of attendance has dropped below 85% overall, this will be viewed as a serious case of concern. The following outcomes may result:

1. Suspension from School.
2. May not be permitted to participate in a school event.
3. May not be permitted to participate in a School trip, both locally and overseas.

4. If a university or UCAS application whether in the UK or another country has been submitted, the School reserves the right to inform the universities that have been applied to, or where offers have been received, regarding the unsatisfactory level of attendance of a candidate.
5. The Leaving certificate and Graduation certificate will clearly state that the level of attendance has been unsatisfactory.
6. The student may not be permitted to attend the Graduation Ceremony.

If attendance continues to be of serious concern, parents may be asked to withdraw their child from the School at any time.

Note: Absenteeism which may be due to serious illness or other extreme circumstances will be taken into account. The Headmaster will be the final arbiter of any decision.

Students with 90% attendance will graduate “With Distinction”

We reserve the right to issue a statement on Attendance at school to be placed on the Leaving Certificate and Graduation Certificate of students.