

Richmond School Attendance and Punctuality Policy

1. Aims

- 1.1 The School aims for very high levels of attendance and punctuality because each student will only achieve full academic potential if attendance at School has been regular and consistent.

2. Principles

- 2.1 This Attendance and Punctuality Policy should:

- Reflect and support the general aims of the school
- Promote excellent levels of attendance
- Provide clearly defined procedures and expectations that are easily understood by, and acceptable to students, staff, parents, carers, governors and all who visit the school
- Be an aid to staff in managing attendance
- Be clear, consistent and practical

3. Encouragement of Good Attendance

- 3.1 School should encourage good attendance by:

- Recognising and rewarding 100% attendance
- Regular monitoring
- Communicating with student and parents/carers
- Liaising with educational social workers

- 3.2 Expectations:

Richmond School has a duty to provide appropriate education for our students who attend and parents/carers have a legal obligation to ensure that their children receive an education by regular attendance at school.

Parents/carers must ensure that a reason for absence is reported to school. This can happen in several ways.

- telephone the school on the first day of absence
- email the school on admin@richmondschool.net
- Parents are always expected to send in a letter with the child upon return to school.

If after three consecutive days of absence no reason has been received then the school will contact the parents/carers.

4. Holidays

- 4.1 Term time dates are published in *Parents' Handbooks* and are always available in student planners.
- 4.2 Leave of absence can be granted by the school for a family holiday Of no more than ten school days (or in 'exceptional circumstances' for more than 10 days). Parents/carers should be reminded that they cannot expect, as of right, that the school will agree to a family holiday during term time.
- 4.3 A holiday form can be collected from reception and should be completed and returned to school when holiday dates are being planned. Parents/carers should also be aware that in planning a holiday certain 'hot spots' in the academic year should be avoided. Heads of Year are available to discuss this matter further.

5. Registration

- 5.1 Years 7-12 are expected to be on site at 8.55 a.m.
Morning Registration is from 9.00 a.m. to 9.05 a.m.
Afternoon Registration is from 2.00 p.m. to 2.20 p.m. (1.50 p.m. – 2.25 p.m. on Thursday).
- 5.2 Students are expected to sign a late book if they arrive after registration closes.
- 5.3 Students are considered late but present for the session if they arrive before 9.30 a.m. After that time a student is deemed absent and a parental note is expected. This is a legal requirement.

6. Procedures for Monitoring Attendance and Absence

6.1 Tutors:

- Each week tutors automatically receive a list of students absent the previous week.
- Tutors will chase up any missing absence notes.
- Tutors can request a letter reminding parents that an absence note is needed. This letter is organised through admin and is posted home.
- Tutors are also expected to inform HOY of any suspicious absence or any student who has been absent for three consecutive days without explanation.

6.2 Heads of Year:

- On a regular basis Heads of Year get an overview of the year group attendance allowing them to identify any patterns of absence, or individuals who are causing concern. This will include a tutor group male/female breakdown of attendance.
- Regular contact is maintained with an Educational Social Worker from Pupil and Parent Services and any causes for concern are reported.
- Under normal circumstances PPS cannot be accessed immediately to chase possible truanting. When this situation does arise either parents/carers are contacted.
- Every six weeks an attendance percentage summary is generated for Years 7 to 11. Tutor groups causing concern are identified and poor attendance is tackled..

6.3 Head of Key Stage 3 and 4

- The Head of Key Stage will review and monitor attendance on a regular basis liaising with Heads of Year and ESW when necessary.
- An annual summary document will be presented to Heads of Year, Senior Management Team and Governors.

7. Reintegration

- 7.1 The School has arrangements to reintegrate students who have been absent for extended periods. In such cases each student will be treated individually and arrangements will be made that are most appropriate to the circumstances.

8. Reporting to Parents/Carers

- 8.1 The school has procedures in place to monitor the attendance of students including contact with parents/carers. Parents are regularly informed of attendance levels through the progress checks.

To be Reviewed: June 2010