

## Attendance Policy

Queen Elizabeth's Grammar is committed to providing a high quality education for all its pupils and all pupils benefit from regular attendance. The school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems which may impede full attendance are acted upon as quickly as possible.

It is the responsibility of pupils and their parents to ensure attendance at school, as required by law, but we recognise that situations may exist beyond the control of pupils and/or parents which we need to address in partnership with external agencies.

We expect that parents will encourage their children to attend school, be well prepared with the correct equipment and have all Home Learning completed. Parents should ensure that they contact the school on each day of any absence. A note (addressed to the child's form tutor) or email is required after any unexpected absence, e.g. illness.

A pupil is late if s/he is not present when the register is called. A **red circle** should be placed in the register if a pupil is not present at registration. Pupils who are consistently late for registration periods/lessons should be punished and the matter referred to JF/GB.

Only the school, in the context of the law, can approve absence, not parents. Where the form tutor is in any doubt as to the validity of the reason for absence then s/he should refer the matter to the Head of Lower/Middle/Upper School. The school will not accept *any* explanation as grounds for authorisation, only those where the absence *could not reasonably have been avoided*.

### Authorised absences

For example:

Illness

Family bereavements

Medical/dental appointments

Driving tests

Children licensed by the LA to appear in an entertainment

Days of religious observance

School closures e.g. due to weather conditions

Interviews with advance notification

Work Experience

Fixed term exclusion

Permanent exclusion until removed from roll

Study leave for Y11/Y13 (maximum of 2 weeks which may be granted by the school)

Any other absence that is accepted as "unavoidable".

## **Unauthorised absences**

For example:

Shopping trips

Looking after siblings

Pop concerts

Family holidays (unless necessitated in exceptional circumstances and authorised by the Headteacher)

Serious concerns about poor attendance or unauthorised family holidays of 5 days or more may lead to the academy issuing a fixed-penalty notice.

In order for our attendance policy to be successful, every member of staff must make attendance and punctuality a high priority and convey to the pupils, by their behaviour, the importance of the education being provided. Weekly figures for attendance are issued to form tutors; it is expected that tutors will make reference to these with their forms, praising good attendance and reinforcing high expectations. Certificates are awarded to pupils with 100% attendance at the end of the 3 terms. Pupils achieving 100% attendance across the whole year also receive a book token along with their Gold Attendance Certificate.

## **Registration**

Pupils should be registered at **8.55 am** (or as soon as possible after the morning briefing) and **1.35 pm**. Registration must take place in silence and pupils should, in response to their name being called, say "Yes, Sir", or Yes, Miss" or Yes, Mr/Mrs/Miss ...". NB when just "Yes" is said, mistakes can easily be made. If pupils are late for registration an 'L' should be placed in the 'O' (see earlier notes on completion of registers and attendance). Tutors must then double check on any absentees.

Persistent lateness should be firmly discouraged and the appropriate action taken.