



Attendance and Punctuality Policy

Rationale

To recognise that

- regular and punctual school attendance is vital if students are to benefit fully from the opportunities the school offers them
- regular attendance makes learning easier
- students who develop good patterns of attendance and punctuality early on at school tend to continue in this pattern throughout their school life and beyond
- with good attendance and punctuality students will achieve better results, greater confidence, have increased self-esteem and develop useful skills for the workplace

We follow the KHDA guidelines for our judgements on attendance and punctuality figures and therefore use the following criteria

- Outstanding is at least 98%
- Very good is at least 96%
- Good at least 94%
- Acceptable is at least 92 %
- Weak is less than 92%
- Very weak is less than 90%

Aims

We expect that all our **students** will

- attend school regularly and attend all lessons
- arrive on time to school and to all lessons
- follow correct procedures for attendance and punctuality
- ensure all work is obtained and completed during an authorised absence period

We expect that **Parents/Guardians** will

- place a high priority on attendance and punctuality
- not allow their child to have time off school unless it is unavoidable
- endeavour to keep health appointments out of school hours where possible
- endeavour to keep holidays out of term time
- inform a member of staff (usually Tutor/class teacher) of any reason or problem that may hinder their child from attending school
- work with the school to resolve issues and ensure good attendance and punctuality
- ensure their child is punctual to school - A student is late if they arrive to registration/class after 7.40am (after the National Anthem has played)
- Complete a leave of absence form for any unavoidable known term time absence



As a school we will

- ensure all staff set an example by having good attendance and punctuality
- follow correct procedures for attendance and punctuality
- explain the need for and promote habits of regular attendance and punctuality
- contact home if a student is absent from school without a reason
- support families where we feel attendance and/or punctuality is a concern
- celebrate outstanding and improved attendance and punctuality



Intervention strategies to promote better attendance

Stage	Action	Person responsible	Next Stage
1	Every month identify students whose attendance is below 94%. Exclude from this list students with known and validated medical problems/issues who require no further action	Tutor/ Classroom Teacher	2
2	Send attendance letter 1 alerting parents to concerns for students whose attendance is below 94%	Tutor/ Classroom Teacher	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) Not improved - 3
3	Meet/phone call to discuss issues	Tutor/ Classroom Teacher	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 4
4	Send attendance letter 2. Arrange meeting to create an attendance action plan	Year Leader	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 5
5	Meet with Head of Pastoral to review attendance action plan – discuss issues and targets and renew	Head of Pastoral	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 6
6	Meet with Head of School to discuss the way forward and draw up an individualised contract	Head of School	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 7
7	Meeting with Principal to discuss the way forward	Principal	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 8
8	Meeting with Principal – failure of year or place at EISM discussed	Principal	

Timings are for guidance only. We can, at our discretion, fast track any case if we deem this to be necessary.



Intervention strategies to promote better punctuality

Stage	Action	Person responsible	Next stage
1	If a student receives a late mark, tutor will discuss the reason for lateness	Tutor/ Class Teacher	2 Closely monitor for up to 4 weeks
2	Send Punctuality letter 1 alerting parents to concerns for students whose punctuality is below 94%	Tutor	If improved, send praise letter (1 or 2*) If not - 3
3	Meet/phone call to discuss issues with parents	Tutor	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 4
4	Send letter Punctuality letter 2. Arrange meeting to draw up punctuality support plan	Year Leader	Closely monitor for up to 4 weeks If improved, send praise letter If not - 5
5	Meet with Head of Pastoral to review punctuality action plan – discuss issues and targets and renew	Head of Pastoral	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*) If not - 6
6	Meet with Head of School to discuss the way forward and draw up an individualised contract	Head of School	Closely monitor for up to 4 weeks If improved, send letter (1 or 2*) If not - 7
7	Meeting with Principal to discuss the way forward	Principal	Closely monitor for up to 4 weeks If improved, send praise letter (1 or 2*)