

# NORTHAMPTON SCHOOL FOR GIRLS

## Policies and Procedures

Title:	Attendance and Punctuality
Associated Policies:	
<b>1</b>	<b>Policy Statement</b>
	Full attendance and punctuality at school is of crucial importance if each student is to achieve their potential. Only by being in school and attending all lessons, every day will each student be able to learn to the best of their ability and achieve success throughout their life. It is a legal requirement that students attend school regularly and it is the responsibility of parents to ensure this.
<b>2</b>	<b>Who does this policy apply to?</b>
	All students of Northampton School for Girls
<b>3</b>	<b>Who is responsible for carrying out this policy?</b>
	<b>3.1</b> NSG Students should aim for 100% attendance and not fall below 97% attendance. <b>3.2</b> NSG Parents/Carers are responsible for encouraging / helping their child to aim for 100% attendance. Routine medical and dental appointments should be arranged out of school hours wherever possible. <b>3.3</b> NSG Pastoral team will monitor attendance daily. <b>3.3</b> The implementation of this policy will be monitored by the Senior Leadership Team and the governors of Northampton School for Girls and will remain under constant review.
<b>4</b>	<b>What are the principles behind the policy?</b>
	<b>4.1</b> To secure maximum possible attendance and punctuality at Northampton School for Girls in order to ensure student's achievement. <b>4.2</b> To ensure the school's expectations of attendance levels are explicit to everyone concerned. <b>4.3</b> To ensure a consistent approach across the school to all matters relating to attendance and punctuality. <b>4.4</b> To clarify roles and responsibilities with respect to attendance and punctuality.
<b>5</b>	<b>Procedures (standards)</b>
	<b>5.1 Expectations of the School</b> <ul style="list-style-type: none"><li>• Students will aim for 100% attendance and not fall below 97% attendance.</li><li>• Students will come to school every day and attend all lessons</li><li>• Students will arrive at least five minutes before the start of registration each day</li><li>• Students will arrive promptly for all lessons</li><li>• A student's family will telephone/contact the school on the first day of absence as soon as possible and not later than 9.30am when their daughter is ill or send a message through a relative</li><li>• The school will phone home if a student is absent and no message from Parents/Carers has been received.</li><li>• All students must bring a note explaining why and how long they were absent when they return to school</li><li>• Families are expected to give advance notice to school of pre-arranged absence e.g. doctor, dental appointments</li></ul>

- Families will be contacted if a student is late three times in a half term without good reason and will be asked to address the issue. Persistent lateness will result in further contact with families and a school detention will be issued.

### **5.2 Poor attendance**

- Poor attendance will lead to a student missing important work and this will affect her future grades in school and public examinations.
- Poor attendance will appear on a student's record and will affect her reference and future employment prospects.

### **5.3 Authorised absence**

Only the School can authorise absence

The school will agree to authorise absence only when:

- the student is ill or receiving medical attention
- days of religious observance if the school knows in advance
- absence due to family circumstances e.g. bereavement, serious illness, family funeral
- compassionate grounds at the discretion of the Head of Year
- the student is excluded

Routine medical and dental appointments should be arranged out of school hours whenever possible.

In the event of an emergency, families should contact their daughter's Head of Year who has the discretion to authorise absence in exceptional circumstances. Inappropriate reasons for absence will not be authorised by the school.

### **5.4 Family Holidays**

Following amendments to the Education (Student Registration) (England) 2006 regulations, from 1st September 2013 the new law gives NO entitlement to parents to take their child on holiday during term time. Parents can be fined by the Local Authority for taking their child on holiday during term time (unless permission has been granted under Special Leave provision). Additional information on this procedure is available, upon request, from the school in a document entitled "Code of Conduct under the Provision of The Education (Penalty Notices) Regulation 2004 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003" (version relating to Fixed Penalty Notices for absences).

### **5.5 Special Leave**

Parents may apply to the Headteacher in writing for special leave. Any application for leave must only be for exceptional circumstances. The Head teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. The guidance from the Local Authority is clear that Head teachers are not expected to class any term time holiday as exceptional. Parents should provide as much time as possible for their request to be processed and are advised that if leave proceeds before permission is given that it will be marked as 'unauthorised'. Queries about any decision made by the Headteacher should be raised through the school's complaints procedure.

### **5.6 Approved Educational Activities**

These are activities which are part of the school curriculum but take place outside school premises under supervision. These include work experience, educational visits and school trips, approved sporting activities and are not regarded as authorised absence.

### **5.7 Approved Educational Activities: Performance**

Performing arts activities e.g. participating in a performance at the Royal and Derngate theatre are considered educational activities, although not organised by the school. Parents of students who wish to perform in such performances are required to seek permission from the Headteacher, and should write to the Headteacher enclosing the official information that includes the relevant rehearsal and performance times and dates for that

student. Students who have attendance below 95% will **not** be given permission to perform. Absence will be recorded as an approved educational activity.

### **5.8 Unauthorised absence**

Unauthorised absences are those where:

- A student is absent from school without the family's knowledge
- No letter of acceptable explanation is provided by parents/carers
- A student who arrives to school after 9.20am is counted as absent for that session. The family is required to provide a reason for her absence or this will be an unauthorised absence.

Examples of unauthorised absence are:

- minding the house
- caring for a relative
- awaiting repair people
- shopping

### **5.9 Home/School Partnership**

Securing a high level of attendance requires the school and home to work closely together. To this end, we ask parents/carers to:

- Do all they can to ensure their daughter arrives on time. Registration begins at 8.45am.
- If their child is ill, notify the school on the first day with an estimation of the likely length of absence;
- Send in a written note with their child on the first day she is back at school. This should be given to the tutor.
- This is needed for our records and also authenticates the telephone message.
- Get in touch at an early stage about any concerns they have about their daughter's attitude to school.

In return the school will:

- Contact home on day 1 of absence if no message has been received from home;
- Contact home over any unexplained absences.
- Follow up promptly any concerns that parents pass on to us that may be affecting their daughter's attitude to, or feeling of wellbeing in school;
- Regularly and consistently remind students of the importance of good attendance and punctuality;
- Reward good or improving attendance and action any concerns promptly.

### **5.10 Rewards for Good Attendance**

Students who achieve high levels of attendance are rewarded by higher academic achievement and good school references.

To promote good attendance and to emphasise its importance the school offers the following rewards:

For years 7-11 three levels of Certificate are awarded at the end of each term.

Students who achieve high attendance rates are awarded certificates for each term:

Gold 100% attendance  
Silver 98/99% attendance  
Bronze 96/97% attendance

- Well Done postcards and improved attendance certificates are also sent to parents to acknowledge and reward improved attendance.
- A prize draw is held at the end of each term where a £10.00 gift voucher can be won by students in each year group who have achieved 100% attendance for that term.
- The certificates presented by the Heads of Year become part of a student's record of achievement. Prospective employers and further education organisations view attendance as an important indicator of motivation and attitude and the certificates are very valuable evidence of reliability.

### **5.11 Punctuality**

If a student arrives late into school then she should sign in the late book at Student Services and explain why she is late for school.

**We expect all our families whose daughters attend Northampton School for Girls to give their full support in order to make this policy work.**

## **6 Policy Review**

**6.1** This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.