

ATTENDANCE POLICY

Statement

The school seeks to ensure that all our students receive a full-time education which maximises opportunities for each student to realise her potential. Girls will achieve this by attending school every day.

Aims

This policy aims to maximise the attendance and punctuality of all girls.

Objectives

To ensure that clear expectations of attendance and punctuality are set for girls, teachers and parents.

To ensure a robust system of registration, monitoring and enforcement of attendance is consistently maintained.

This policy should be read in conjunction with the school safeguarding policy particularly in reference to Pupils missing from education, the Supervision of pupils policy and the Lower School Missing Child Policy. The following guidance is also relevant;

School attendance Guidance for maintained schools, academies, independent schools and local authorities September 2018

Keeping Children Safe in education September 2018

Senior School

Attendance

1. All pupils are expected to attend every session of school.
2. We recognise that sometimes girls will be unwell and that they will be unable to attend school. Parents are asked to use their discretion but the school retains the right to ask for medical evidence if a pupil is judged to have excessive illness.
3. As far as is reasonably possible, appointments, for example, dentists, should be arranged outside of school hours.
4. Term time holidays will only be authorised in exceptional circumstances. Parents who wish to request a term time holiday must write to the headteacher explaining the exceptional circumstances. A code of H will be entered for Family Holiday agreed. If permission is not given and the pupil does not attend school this, will be recorded as unauthorised absence code O.

Absence

1. Parents are asked to contact the school by 8.30 on the morning of their child's absence giving an indication of the problem and when they expect him/her to return.
2. Absence must be notified on all subsequent days if the parent is unable to give a clear indication of the day of return.
3. Parents can do this by completing the form on the website or by calling the main school telephone number.

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4. Details of the absence will be entered on PASS by the Pastoral PA or a member of the office staff. If the reason for absence is deemed appropriate, a code of M for medical absence or D for medical appointment will be entered as appropriate.
5. Any pupil unaccounted for by the end of period 1 (10.30) will trigger a call from the Pastoral PA or member of the office staff. If no contact is made, the code O for Unauthorised absence will be used.
6. It is the responsibility of the individual pupil to ensure they collect missed work and complete it before the next lesson with their teacher.
7. If there will be an extended period of absence, parents should contact the Head of Year to agree an approach to completing the work that would be missed.

Punctuality

1. Girls must be in their form rooms by 8.45 a.m. for morning registration.
2. If a girl is late for school she must go straight to the school office and sign in using the Signing in book. She will get code L for late as her registration mark. In exceptional circumstances where the likelihood of lateness has been communicated in advance or where school buses are late, a code of U unavoidably late will be used.
3. If a girl is going to a club or peripatetic lesson and so will not be going to form time, she must go to the school office before going to her club/lesson and sign in using the Signing in book. She will receive a code \ present register mark. If she does not sign in, she will receive a code L late mark.
4. Girls are expected to be punctual for all lessons. All lessons are registered and a girl will receive a late mark if she is late to a lesson. Repeated tardiness may lead to a detention.
5. Afternoon registration will take place in the afternoon at the beginning of period 4.
6. Girls in year 7-11 must not leave the school premises until the final bell of the day, unless they have specific written permission to do so and have signed out at the office.

Enforcement

The school will follow a gradual escalation approach but will also adapt the process to the circumstances of each case.

Punctuality

1. As a general rule, repeated lateness to school (more than one occasion) will result in a conversation between the form tutor and pupil. Repeated lateness to lessons will result in a conversation between the class teacher and pupil.
2. A further occasion of lateness to school will lead to a conversation between the head of Year or Key Stage and the pupil. A further occasion of lateness to lessons will lead to a conversation between the Head of Department (or Head of Year or Head of Department is also class teacher) and the pupil.
3. Any further occurrences of lateness to school or to lessons will lead to an email to parents.
4. If lateness then persists, parents will be asked to attend a meeting with the Head of Year or Key Stage or Headteacher if circumstances suggest this is necessary.

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Attendance

Attendance statistics are affected by the stage of the school year and number of school sessions that have taken place. Form tutors should consider the following factors before making a report:

- Time period covered by the absence statistics (short periods of absence may push a pupil into 'red level' absence if it is early in the academic year or they started at Queen's mid-year.)
 - Authorised long-term absence (such as a severe medical condition or surgery that prevented a pupil from attending for good reason).
1. As a general guideline, attendance falling below 90% will trigger an email, letter or call from the form tutor to the parent. See appendix.
 2. If there are subsequent absences, the parents will be asked to attend a meeting with the Head of Year or Head of Key Stage and a plan for improvement will be discussed. A clear target of attendance will be set.
 3. If there are further absences, the parents will be asked to attend a meeting with a member of the Senior Leadership team to create an attendance contract.
 4. The school retains the right to ask for medical evidence if a pupil is judged to have excessive illness.
 5. The school can make a referral to the Education Welfare Officer if it is deemed that the attendance contract is not being met.

Sixth form study periods

1. Sixth form girls are expected to attend form time every day as per the guidelines for the rest of senior school, even if their first period is a free.
2. Sixth form girls are able to leave the school during the school day. They must sign out and back in using the Signing in book in the school office.
3. We recognise that many of our girls in the Sixth form will begin driving lessons during Year 12. Girls are asked to arrange lessons outside of the school day as far as possible. If this is not possible, they must have permission from the Head of Sixth Form or Deputy Head of Sixth form in advance of the lesson. Lessons must not be taken during school lessons. This includes PSHE, Quest and Queen's Baccalaureate lessons.

After school club

1. Year 7-10 - All girls who are staying to work in after school club must sign in by 4pm at the latest in the office. After school club takes place in F5, F7 and F8. Once pupils have signed in they must go straight to the allocated rooms. Pupils must remember to sign out when they leave.
2. Any girl staying for an after school activity must be at the specified location by 4pm unless told otherwise by the staff member running the club.
3. No girl in year 7-10 is allowed to go into the city centre between the end of school at 3.45 and the start of after school club or activity.
4. Girls in need of a snack or drink can use the vending machine in the dining room or the water fountain. This must be done before 4pm.
5. Year 11- pupils staying for after school study will be allowed to leave school for 45 minutes only. The arrangement will be that a pupil will sign out at reception leaving her mobile

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number (to be used in case of emergency or lateness). Pupils must then sign back in when they return to school and be in the after school rooms (F6 or F7) by 4.30pm.

Other register codes

Codes used for internal activities include;

- K/Q/Y – used in the event of school not being open to pupils
- P – approved sporting/music/drama activity – where a pupil leaves the school to represent the school in an activity
- S – study leave – for year 11, 12 and 13
- V – educational visit or trip – for any school arrange off site trip
- W – work experience

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Appendix

Suggested outline text for email or letter

Dear ,

Following routine monitoring of all students' attendance at school, it has been identified that 's attendance for this academic year is below our target for good attendance of 95%. This target has been set in line with research showing that children regularly attending for less than 95% of the academic year achieve results below their potential level of achievement at GCSE and A-Level.

We accept that there may well be valid reasons for absence, such as illness but we have a duty to inform you that your child's attendance is now below our threshold for concern. Please see below for a breakdown of 's absence statistics:

Name		
Total attendance (academic year 2016-2017 to date)	%	
Authorised absence (academic year 2016-2017 to date)	%	
Unauthorised absence (academic year 2016-2017 to date)	%	

We hope that by bringing this to your attention you can support your daughter and the school to ensure she gains the greatest benefit that she can from her education, through regular school attendance.

However, if needed, please contact the school office to book an appointment so that you can discuss any issues or concerns you feel may be impacting on your child's ability to establish and maintain a regular attendance pattern.

We will continue to monitor 's attendance and will contact you again if it remains at a concerning level.

Yours sincerely