



## ATTENDANCE POLICY

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the School believes that pupils must be in class to fully maximise their educational opportunities. The purpose of the School's Attendance Policy is to encourage regular and consistent attendance so that each pupil may fulfil his potential. Regular and consistent attendance helps to develop responsibility and self-discipline. The School's percentage attendance is over 97% and we would expect every pupil to achieve this figure unless there are exceptional medical circumstances. Lateness can have a negative impact on a pupil's progress and his attendance record. All pupils should be in school on time in the morning.

### ABSENCE FROM SCHOOL

On the morning of his return to School following absence a boy must report to his Tutor in Morning Registration and provide an absence note from a parent/guardian explaining the absence. **(These are printed for use at the rear of the pupil homework diary.)**  
**Completed notes are retained by the school.**

Where a telephone call/email is made to the school from a parent, this should be forwarded by email to the tutor. It is still necessary for the parent to provide written explanation of their child's absence.

### ABSENCE FROM CLASS

Under, any of four conditions a boy's absence from a particular class (though not from School) may be regarded as excusable:

1. Where prior permission from the member of Staff taking that class has been requested and obtained.
2. Where a written note of explanation has been provided by some other member of Staff, for example for a music lesson.
3. Where a list, has been published on the Staff Notice Board by the Principal, or in her name, excusing a group of boys from certain classes for some approved purpose.
4. Where the boy has been issued with an Exeat by the Data Administrator (Mrs Joanne Sharma/Ms Ellen McBride) or a Medical Exeat from the School First Aider, Mr Toni Axon).

Where none of these conditions has been fulfilled, staff should record the absence for that period using SIMS Lesson Monitor. In such a case of an unexplained absence the pupil's tutor should normally award a single detention; repeated offences will be reported by the Form Tutor to the Housemaster for double detention or further action.

## **EXEATS**

- 1) From the ringing of the first bell of the morning to the end of afternoon School no boy is permitted to leave the school ground for any purpose, except:-
  - (1) during Recess, which privilege applies only to pupils in Years 13 or 14;
  - (2) if he is in possession of an Exeat.
- 2) Exeats are granted only (a) in cases of sudden illness;  
(b) for certain approved appointments.
- 3) In cases of sudden illness a boy may apply at any time for an Exeat permitting him to return home. A pupil who is taken ill during the course of the School day and wishes to go home should report to the School First Aider, but **only after he has first gained written permission from his class teacher using the yellow slips provided**. Pupils are permitted to go directly to the First Aider at break-time or recess.
- 4) For any other reason than sudden illness an Exeat must be applied for in advance. Cases in which Exeats will normally be granted are:-
  - (1) funerals of immediate family (but not of friends, except by special permission of the Principal);
  - (2) medical appointments;
  - (3) dental appointments;
  - (4) 'educational' appointments, e.g. careers interviews, music examinations, driving tests, etc.

Documentary evidence of the appointment or a letter from parent or guardian must be supplied **in advance**, to the School First Aider for medical/dental appointments and for all other exeats to the Data Administrator (Mrs Joanne Sharma/Ms Ellen McBride).

Other cases will be examined on their merits and an Exeat granted only if the case is not in conflict with the spirit of the School Rules.

- 5) Where a boy has been issued an Exeat under 2(a) above (sudden illness) and who returns to school the following day, he is only required to get his Exeat initialled by those teachers whose classes he has missed.
- 6) Where a pupil has been issued an Exeat under 2(a) and who is absent from school for one or more further days immediately afterwards, he should provide an absence note from a parent/guardian explaining the absence.
- 7) Exeats are granted for portions of the School day only. Where a boy requires to be absent for one or more full days, application should be made to the Principal **at least three clear days in advance**.

**UNDER NO CIRCUMSTANCES SHOULD HOLIDAYS BE BOOKED IN TERM TIME.**

## **LATENESS**

### **a. LATENESS FOR SCHOOL**

- A pupil arriving late must report to the Main Office to ensure that his **name and the time of arrival** is recorded accurately on the Late Sheet for that day. He should then proceed:
  - To registration if he arrives before assembly.
  - Directly to assembly if his arrival is before the start of period 1.
- A pupil arriving after the start of period 1 must sign in at the front office, recording the time of his arrival, before proceeding immediately to his first class to ensure that he is recorded as present.
- The class teacher should record the later arrival using SIMS Lesson Monitor.
- Arrival in school after the Data Administrator has closed Registration for the morning will result in the pupil receiving a 'Late after Registration' code. Receipt of such a code has an impact on a pupil's attendance record. Consequently, parents/guardians will be asked to provide a written explanation for their son's lateness in these situations.

Late sheets will be preserved for reference until the entries have been transferred to the School Register. Housemasters will receive a copy of the Late Sheet each day and will be responsible for dealing with persistent offenders.

### **b. LATENESS FOR CLASS**

Where a boy arrives late for any class during the School Day he should first be asked for an explanation. The class teacher should record the later arrival using SIMS Lesson Monitor. Where this happens as a repeated offence, the teacher should follow departmental policy as to what the sanction should be.

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