



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 target 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.

Please note that pupils are not permitted on the school site before 8 am unless attending a pre-arranged and supervised lesson or training session.

ABSENCE FROM SCHOOL DUE TO ILLNESS

1. **On the first morning of absence due to illness, parents/guardians should ring the school, select the option for pupil absence** and leave a message with the Registration Secretary to indicate that he will be absent. Where a telephone call is made to the school from a parent/guardian, this information will be forwarded by email to the tutor.

Please note that it is still necessary for the parent/guardian to provide written explanation of their child's absence. Therefore, on his return to School following absence, a pupil must bring in a note from a parent/guardian explaining the absence, and hand it in to his tutor. **(Absence slips are printed for use at the rear of the pupil homework diary.)**

2. **If a pupil becomes unwell during the school day, and needs to go home, he 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. If he is too unwell to return to class, his parent/guardian will be contacted by the First Aider. Before leaving school, the pupil will be provided with an exeat which provides the time which he excused from school. On his return to school the following day, he is only required to get his Exeat initialled by those teachers whose classes he has missed. If however he is not fit to return the following day, the parent/guardian should follow the procedures as set out above in Section 1.

EXEATS (FOR ABSENCES FROM SCHOOL, OTHER THAN DUE TO ILLNESS)

For an absence other than illness, an **Exeat** must be applied for in advance. Cases in which Exeats will normally be granted are:

- a) funerals of immediate family (but not of friends, except by special permission of the Principal)
- b) medical appointments

- c) dental appointments
- d) 'educational' appointments, e.g. careers interviews, music examinations, driving tests, etc.

Documentary evidence of the appointment or a letter from parent/guardian must be supplied **48h in advance** to the Registration Secretary (Ms Ellen McBride).

In the written request, please state the pupil's name, tutor group, time they need to leave school and the reason.

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.

Exeats are usually 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, via the Registration Secretary, **at least 1 week in advance**.

UNDER NO CIRCUMSTANCES SHOULD HOLIDAYS BE BOOKED IN TERM TIME.

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:

- a. Where prior permission from the member of Staff taking that class has been requested and obtained.
- b. Where a written note of explanation has been provided by some other member of Staff, for example for a music lesson.
- c. Where a list, has been published on the Staff Notice Board by the Principal, excusing a group of boys from certain classes for some approved purpose.
- d. Where the boy has been issued with an Exeat by the Registration Secretary (Ms Ellen McBride) or been sent home ill by the School First Aider).

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.

PUPILS ON SCHOOL GROUNDS

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.

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 Registration Secretary 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.

Updated May 2025

Reviewed August 2026