



Attendance and Punctuality Policy

1. Attendance

St. Paul's School for Girls is committed to allowing each child the opportunity to develop fully as a person. To enable this to happen it is imperative that all children attend school regularly. Only then can true continuity, progression and equality of access to the curriculum for all children be ensured. Those who are consistently absent miss out on these factors and risk putting their classmates at risk, should a teacher need to repeat earlier lessons for their benefit.

At St. Paul's attendance of 95% is considered satisfactory. Anything below 95% is considered unsatisfactory, and in the Sixth Form may result in Bursary payments being stopped.

The School encourages good attendance by:

- awarding attendance certificates on a half-termly basis for 100% attendance
- awarding 100% attendance certificates at the end of each academic year
- awarding 100% attendance certificates for the whole of Years 7 to 11, 12 and 13 at the School Award's Evening.
- displaying attendance graphs on the Attendance noticeboard, for each year group, every half-term
- regular publication of the Form Attendance League. The winning form is rewarded with prizes within school
- involving pupils in strategies to improve attendance through the Whole School Council.
- providing pupils with the means to monitor their own attendance through the use of the homework learning planner
- reviewing attendance in the previous academic year and setting targets for the new academic year in the first Personal, Social, Religious and Health Education (PSHRE) session of the Autumn Term
- informing parents of expectations with regard to attendance, at the beginning of each school year
- informing parents quickly when there is a concern over attendance
- supporting Heads of Year and relevant administrative staff with appropriate training re: the use of the SIMS Attendance Module
- publishing for Heads of Year on a weekly basis the % attendance of each pupil.
- having a flexible strategy for re-entry for absentees. All are dealt with on an individual basis. Support by the Hoy, SLT and EWO are used where appropriate.

The school's expectations in relation to attendance and punctuality are frequently reported to pupils, parents and staff by the Head teacher, members of the Leadership Team and Heads of Year with good attendance and punctuality records being encouraged amongst all staff. Parents are regularly informed of school term dates and INSET days so that they know when their children should be in school. It is hoped that the school and family can work together in partnership.

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To help monitor attendance:

- Form Tutors keep daily records of attendance, rigorously collect absence notes and discuss concerns with the Head of Year
- The pastoral administrator will phone home on the first day of absence if no communication has been received by the school by 9.30am. We aim to make contact with home before 11.00am
- Pupils leaving school during the day should have their letter signed by their Head of Year before signing out at the office
- Pupils sick or injured should be signed out by their Head of Year or First Aider
- Heads of Year check the official register weekly, provided by the pastoral administrator
- Heads of Year also contact home by letter if there are irregular patterns of authorised absences over a half term period
- Heads of Year invite parents into school where an unacceptable attendance pattern is emerging
- Heads of Year keep records of all contacts made with parents
- Attendance and punctuality concerns are raised at the weekly pastoral team meeting.
- Heads of Year send letters home half termly to anyone with attendance less than 90%
- Heads of Year check reasons for absence and refer attendance below 90% or where there are concerns to EWO. In a short term intervention the Head of Year will contact parents to discuss the causes of poor attendance and support the family in raising it to above 95%
- Heads of Year involve the Deputy Headteacher Pastoral Care if a referral needs to be made to the Educational Welfare Officer and through her to parents. Leadership Team member communicates each week with our EWO and feeds back to Heads of Year. Girls whose attendance falls below 90% in any one term where in-school strategies have been implemented will be referred to the Education Welfare Service. By request of school, further absences will require authorisation by a doctor's note. Efforts will continue to build a positive relationship with parents. Records of all meetings with the School Social Worker are kept by the Attendance Administrator in school.
- Pupils whose attendance falls below 90% will be put onto the SPOTLIGHT process.
- If the problem persists, the EWO will be informed and asked to make a home visit. A copy of a pupil's attendance record, including their personal details will be given for this purpose. They will also be given details of all communications with parents since such details would be required in a Court of Law
- Truancy and condoned absence will not be tolerated and will be recorded as unauthorised absences
- Reasons why absences may be authorised are: illness, medical appointments (if over a period of more than three days parents may be required to provide medical evidence/a doctor's letter), excluded by school, previously authorised holidays, or a compassionate absence (in exceptional circumstances of need)

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- Reasons for absence that will not be authorised include: caring for younger siblings, parents' or carers' illness, activities such as shopping, visits to relatives, birthday celebrations and term time holidays that have not been authorised before departure.

Parents are asked to support the school by:

- sending their girls to school on time
- writing absence notes to explain all absences
- phoning school on the first day of absence by 9:30am at the latest
- informing the school of any problems they have in relation to their daughter's attendance at school
- signing the Home School Agreement, which refers to attendance, on accepting a place for their daughter at the school
- requesting a holiday form from the Headteacher for leave of absence, at least two weeks in advance
- requesting absence for medical appointments by letter and providing appointment evidence.

2. Punctuality

Punctuality must be seen by pupils to be important, both through example from the staff and through sanctions for lateness. Staff will make every effort to be punctual for lessons, and we will expect the same from pupils. Lateness on a number of occasions should be referred on to the Head of Year and communicated to parents. Lateness to lessons should be investigated and dealt with by subject teachers. Staff need to be mindful of dismissing pupils promptly, so that they are not late for the following lesson.

If pupils arrive in school after Registration time they will register on the Inventory machine in the front entrance. Arrival after 10:00am will be entered as an unauthorised absence unless there is a note from parents with a satisfactory explanation. Heads of Year are notified, each week, about pupils who have been late to school.

Pupils who are late to arrive to school have an automatic after school detention. Any pupil who arrives late, but does not sign in, receives an afterschool detention, as this could have serious implication for health and safety within school. It is also a lesson that in work life being late will not be tolerated. Pupils who have accumulated 6 lates will have an additional one hour detention on a Friday after school as well as the original lunchtime detention. Our aim is to focus them on the importance of punctuality. Parents will be notified of detention for lates via email and Firefly.

Attendance and punctuality continue to be a focus for discussion by Heads of Year. Further ways to monitor and improve attendance and punctuality are continually being sought, and the results of discussion presented to staff.

3. Sixth Form Punctuality

There is an expectation that girls will arrive on time for registration. It is the responsibility of the Form Tutor to monitor lateness on a daily basis and pass concerns on to the Head of Sixth Form so as to complete Bursary returns. Girls will be made aware of the consequences of their poor punctuality in relation to their reference by their Form Tutors. Persistent latecomers will be seen by the Head of Sixth Form.

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Poor punctuality at lessons will be monitored by subject tutors and passed on to the Head of Sixth Form and tutors through the monitoring system. Concerns about punctuality will be made on the Reports to Parents.

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