

## Attendance Policy for Years 7 to 11

Date adopted :                      October 2016 (previously 2011)

Date to be reviewed :              As required

### General statement of aims:

- Lawnswood School seeks to ensure that all its students receive a full time education which maximizes opportunities for each student to realise his/her true potential. Good attendance leads to high attainment.
- The school will encourage attendance by providing a welcoming, caring environment, wherein each member of the school community feels wanted and secure.
- All school staff will work with students and their families to help ensure each student attends school regularly and punctually. Responsibility for attendance is shared by all school staff in their various roles, pastoral or otherwise.
- The school will maintain an effective system of incentives and rewards which acknowledges the success and efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.
- To meet these objectives, Lawnswood School will maintain an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

### Attendance

All students are expected to attend school daily except in cases of illness or circumstances previously condoned by the school (e.g. hospital appointment, funeral).

If students are ill, parents must phone school to explain their child's absence on day one, including the reason for absence and expected date of return. All illnesses should be specified. It is not sufficient to report a child as 'ill': the nature of the illness must be given in order for the absence to be approved by the school.

## **Punctuality**

All students must arrive on time to morning school (8.25am for a prompt start to registration at 8.30am) and to each lesson throughout the day.

If a student is late for unavoidable reasons, parents should send a note or ring the school.

Persistent lateness will result in after school detention or other appropriate sanction. (e.g. parental meeting, involvement of the Attendance Services)

### **The school will:**

- Reward good attendance and punctuality
- Intervene when poor attendance/punctuality becomes a problem and before it becomes a habit
- Deal sympathetically with any problem a student may have which is causing attendance/punctuality to decline and always stay in regular contact with parents
- Recognise the needs of individual students when reintegrating them into school after a significant period of absence
- Automatically involve Attendance Services when all other intervention has failed
- Automatically involve Attendance Services when parents take their children on unauthorised holidays during school time

### **Parents/Carers will:**

- Encourage their children to attend school daily and be punctual and inform the school immediately if their child is absent or unavoidably late
- Inform the school (via phone call or planner) in advance of any hospital appointment unavoidably scheduled during school time
- Inform the school of any problems which might affect their child's attendance
- Cooperate with the school if their child's attendance/punctuality is unsatisfactory
- Make requests for special leave of absence for their child during term time by completing an Application for Leave in Exceptional Circumstances form which is available on the school's website or from Student Reception.

### **Students will:**

- Always attend school unless prevented by a specified illness or unavoidable circumstances
- Always arrive to school and lessons on time.