

DOWH HIGH SCHOOL ATTENDANCE POLICY-SUMMARY

Vision

Down High School recognises that punctual and regular attendance is an essential prerequisite to effective learning and is, therefore, committed to improving levels of attendance and punctuality. The school believes that if pupils are to maximise the curricular and extra-curricular opportunities provided by school, it is essential that attendance levels remain high. The school recognises the important link between academic attainment and good attendance and therefore encourages parents and pupils to ensure regular attendance throughout the school year.

Aims

- To promote regular and punctual attendance at school
- To establish clear and consistent procedures for recording and monitoring pupil attendance
- To recognise and reward good attendance

Procedures and Expectations

Attendance and Punctuality

A high standard of attendance and punctuality is expected of all pupils throughout the school year. The School expects pupils and parents to ensure that attendance levels remain high. Furthermore, it is an expectation that students are punctual so that the school day starts on time, that is, at **8:50am**.

Summary of key times

8.50am- All students are expected to be in school

8.55am-9.05am- Registration (Registration “called” by 9.00am)

9.05am-9.15am- Form Time or Assembly

Pupils and parents play a key role ensuring regular and punctual attendance at school.

Pupil Role

- Each pupil must attend school punctually and regularly.
- Pupils should arrive in school by **8.50am** in time for registration at **8.55am**. Students who arrive in school before 8.50am are expected to remain in school and not to leave school for any reason.
- Pupils who have not arrived to registration by **9.00am** will be marked ‘late’ by their Form Teacher. Any occasional lateness must be accompanied by a full explanation. From time-to-time, school buses may be late. Pupils will not be penalised if this is the case. If pupils are persistently late, without good reason, they will be subject to appropriate sanction.

- Anyone arriving in school after registration has formally closed (9.05am) must report directly to the main office and sign the appropriate "Late Book", recording both the time of arrival and reason for lateness. Students **must** then inform their Form Teacher they are in school.
- Students arriving late into school after **9.30am** without written explanation must sign the late book and report to both their Form Teacher and Year Head to explain their lateness. Students arriving into school after 9.30am must also provide a note from a parent/guardian.
- Serious or persistent lateness will be dealt with by detentions, lunch-time or after school. In the case of Sixth Form, students will be denied the privilege of leaving school at lunch-time.
- Pupils are also expected to be punctual to class at all times.

Role of the Parent

- Parents have a legal duty to ensure that their child regularly attends school. Parents should ensure pupils are only absent from school due to illness or for unexpected emergencies.
- Pupils are expected to be in school at 8.50am, in time for registration at 8.55am and the beginning of classes at 9.15am. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.
- Parents should telephone the School on the second day of absence to indicate the reason for their child's inattendance. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.
- Pupils must bring in a **dated** note to explain any unplanned absence on the first day of their return to school, even if a phone call was made on the second day of absence.
- Except in emergencies, medical, dental and similar appointments should be arranged outside School hours.
- Parents and Pupils will be given appropriate notice of the dates of the School terms. Guidance from the Department of Education makes it clear that parents should not arrange holidays during term time. Consequently, approval cannot be given for pupils to be absent from School during term time to go on holiday. Any such absence will be recorded as "unauthorised". Only in exceptional circumstances will a holiday be authorised.
- Students with long term illness or problems that necessitate periods of absence from school will be supported through the Pastoral Care structure.

Parents and Pupils should also note that:

- Attendance that falls below 92% is considered to be 'poor attendance' and of great concern to the school
- Absence of 15 days in any one school year will bring attendance below 92%

- Attendance which falls below 85% is considered unacceptable and in all cases the school has a statutory responsibility to notify the Educational Welfare Officer (EWO)

Sixth Form Attendance

Having chosen to study A' Levels at Down High School beyond the age of compulsory schooling, it is expected that Sixth Form students will set and maintain high standards of punctuality and attendance. Employers and Universities increasingly ask for information regarding attendance when seeking references, so it is essential that students do not disadvantage themselves by having a poor attendance record. Students claiming an Educational Maintenance Allowance (EMA) must have a record of good attendance and any absence from school must be explained formally in writing. Attendance in Sixth Form will be monitored by Form Teachers, Subject Teachers and Year Heads, and action will be taken when levels of attendance or punctuality become a problem.

Why good attendance and punctuality is important:

- Regular attendance allows students to get the most out of school
- Good attendance improves peer relationships, allows students to achieve their full potential and therefore contributes positively to the school community
- Pupils take responsibility for their own time management and are prepared for the challenges of the school day
- Pupils develop important life skills that are demanded when they leave school, especially by employers
- Pupils receive important information during Form time and being punctual ensures they don't disadvantage themselves in school
- Being on time leads to understanding that school is important and education is valuable
- Attendance at school directly contributes to academic achievement- if pupils are to succeed they need to be in school
- Unnecessary absence creates more work for the pupil who is responsible for copying up any missed work

Attendance Matters

For some, 90% attendance may seem like an acceptable level of attendance, but the reality is that 90% attendance means you will miss half a school day each week or 19 days of school during the school year- nearly 4 school weeks.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence- 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 Days of Absence- 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 Days of Absence- 5 weeks and 3 days of learning missed	Very Poor
80% Attendance	37 Days of Absence- 7 weeks and 2 days of learning missed	Unacceptable

75% Attendance	46 Days of Absence- 9 weeks and 1 day of learning missed	Unacceptable
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