

# LEICESTER GRAMMAR SCHOOL TRUST

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### ATTENDANCE POLICY AND PROCEDURES

*This is one of the policies concerned with pastoral care.*

#### STATEMENT OF POLICY

*The Education Act (1996) places the responsibility on parents to ensure that their children attend school regularly. However, the School has a responsibility to maintain accurate and regular registers to allow the efficient identification of pupils who are absent. The School takes a register twice daily with unauthorised absences being followed up at the earliest opportunity. Registers are kept for three years. Every effort is made to support and encourage those pupils who for any reason avoid school, but persistent unauthorised absences will be reported to the Educational Welfare Officer of the LA.*

#### MORNING REGISTRATION

An electronic registration system is used.

- All pupils should be present in their form room by 8.25 a.m.
- The form tutor will call the register.
- An oblique line is used to record a presence, a circle to record an absence. As soon as the reason for absence is known, the circle will be replaced by the appropriate letter.
- The lack of this letter indicates that the pupil has been absent from school without a known reason i.e. truancy.
- Registration is recorded by means of an e-register on SIMS. In the event of the computer system not working a paper register will be taken on a form list and passed to reception.
- If a pupil is absent without known cause, reception will telephone parents to ascertain the reason. A record will be made on the daily absence list and a comment will highlight failure to establish contact with parents. The Deputy Head (Pastoral) will be made aware.
- If a pupil is absent from school without prior permission, the mauve slip in the students planner should be completed and given to the form tutor.
- The slip indicates the dates and reasons for absence. It must be signed by the parent.
- These slips are sent to the office where they are filed.
- If a pupil arrives after 8.35 a.m. he/she must go to reception to be recorded as present. The name, time and reason for absence are recorded in the late book. If a pupil is late three times in one term a letter is sent to the parents.

#### AFTERNOON REGISTRATION

- All pupils should be present in their form room by 2.00 p.m.
- The form tutor will call the register, after which the pupils will move to their lessons for a 2.05 p.m. prompt start.

- Registers are then checked by the reception staff who then follow up cases of "missing" pupils.
- As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so that they receive letters, notices, information and messages.

## **UNEXPLAINED ABSENCE**

If a pupil is present in the morning but absent at afternoon registration, the absence is noted before 2.05 p.m. and the case is followed up as quickly as possible. However, if a pupil is absent in the morning, without notification from parents, parents will be contacted to ensure that they are aware of the absence. This will be done in the early morning and the call will be logged. Parents are asked to contact the School as soon as possible if their son/daughter is absent and to call every morning that their son/daughter will be absent from school due to illness, for example.

## **PERMISSION FOR ABSENCE**

For absences of over a half-day, prior permission must be requested from the Deputy Head (Academic). This is usually given. It is expected that family holidays will be not be arranged in term-time. In such cases, even if permission is given, a caveat may be given regarding the detrimental effect that the absence may have on the pupil's education. In some cases work may be sent to be completed during the absence.

- For shorter absences, the Head of Year/Section will give permission on the receipt of a letter or phone call from a parent/guardian.
- The Sixth Form may sign out during their free periods with the permission of the Head of Sixth form. This is a privilege and not a right.
- All requests from the Sixth Form for a day's absence, e.g. to visit a university or for work experience, must be preceded by a letter from a parent/guardian or the completion of the appropriate form.
- Sixth Form pupils may be given a study afternoon if they have no lessons in the afternoon.
- In such cases, pupils leave at 2.40 p.m. after signing out. If they have permission, and they choose to sign out they must go. Study afternoons are meant to be spent at home unless permission has been given for other educational activities, e.g. visiting the library in town.
- On occasion, Sixth Form pupils are given a study afternoon because of the absence of a member of staff. Again this is a privilege and not a right. Signing out is essential.
- Before any study afternoon is granted, a slip must have been returned from the parent/guardian giving permission for any future study afternoons.
- The privilege of a study afternoon may be withdrawn from pupils showing insufficient academic effort or progress, or from pupils whose behaviour during study afternoons is deemed unacceptable or inappropriate.

## **ABSENCE FROM LESSONS**

Staff should do a check of pupils at the beginning of a lesson. Absences should be noted and the reason obtained from the other members in the class. This should be confirmed after the lesson.

## **SIXTH FORM GAMES**

This is part of the curriculum and pupils are expected to attend regularly on Tuesday afternoons, or they may opt for community service or an Individual Games Option (having had this choice approved by the Head of PE and Games).

All pupils are reminded during the Options meeting at the start of each term that if they wish to be excused from games they must:

- a) in the case of a 'known' illness or injury which will prevent them from taking part - bring a note from parents, register with the Head of PE and Games and then work in the library;
- b) in the case of illness that occurs during the day, go to the nurse, get a note, bring it to Head of PE and Games (or put it in her pigeon hole) and then work in the library.

Anyone wishing to be excused from games must follow this procedure. Students failing to comply should expect to incur detentions.

Students selected for Senior Games Squads (rugby and hockey in the Advent term, cricket and netball in the Lent term, cricket and tennis in the Trinity term) have to attend all training during Tuesday games lessons, and, if selected, all matches, either during the week or on Saturdays. They must also attend all timetabled extra-curricular squad training sessions.

## **COMMUNITY SERVICE**

Community service may be carried out as an alternative to games on a Tuesday afternoon or, if desired, in addition to games. All Sixth Form pupils have the opportunity to sign up for community service at the start of each term and are given guidance regarding how to organise a placement.

When attending community service all students must:

- a) sign out of school at reception when they leave school;
- b) only sign out if they are actually attending their placement. If the placement is not feasible on a particular day the student is expected to stay in school for private study, or it may be possible to attend a games option. They should also inform the community service organiser of their change of plans;
- c) provide the community service organiser with a letter requesting leave of absence to attend a medical appointment.

If community service is carried out at a time other than games afternoon the student is expected to either work in the library or attend games. As an alternative, a parental written request can be made to the Head of Sixth Form to ask for permission for a study afternoon to be granted, whereby the Sixth former may work at home.

## **MUSIC LESSONS**

Lessons for Years 6-11 are timetabled on a rotating system. As far as possible, we try to ensure that a pupil does not miss the same subject more than once each half of term. Visiting music teachers (VMTs) try to plan their timetables at least one week in advance. The music lesson should be noted in the pupil's planner, and it is the pupil's responsibility to take the planner to the subject teacher to sign as soon as possible, preferably a week before the lesson is due to take place. Once the planner is signed, it is expected that the pupil will be released to attend the music lesson.

If a pupil does not give reasonable notice to the subject teacher, the teacher is within his/her rights not to release the pupil. However, we encourage subject teachers still to release the pupil but to take appropriate action afterwards. It is difficult for VMTs to rearrange lessons at the last minute. Pupils are expected to copy up work and complete homework.

If a subject teacher has a concern about a particular lesson being missed, he/she should contact the Director of Music or the appropriate VMT. If the frequency of lessons is causing concern in any subject, the Head of Section and Director of Music should be consulted to consider an alternative course of action. The tolerance of subject teachers is appreciated.

Sixth Form pupils have music lessons in their private study time.

## **GAMES FIXTURES**

School matches are arranged during school hours only in exceptional circumstances. These will be listed in the calendar card, and made known by the PE staff. A list of the pupils missing lessons is published well before the day. Pupils must come beforehand to ask permission. It is their responsibility to copy up work and complete homework. The Head of PE and Games should be told of any cases where this is not done. The form teacher should also be told. In some cases, where staff have not been approached in advance, permission for absence may be denied.

Conversely, removing a pupil from a games lesson or fixture is not acceptable without prior consultation with the Head of PE and Games. Calendared fixtures will always take priority.

The pupil should NEVER be subjected to stress because of divided loyalties. The Headmaster agrees on the fixtures to be played during the year. If there is concern about the number of fixtures the Headmaster should be consulted.

## **ILLNESS**

If a pupil feels ill during a lesson he/she should go to the School Nurse. If a pupil does not arrive at a lesson because they are with the School Nurse, information should be sought from the rest of the class. The teacher should check this with the School Nurse at the earliest opportunity.

Pupils should never be on their own if they are unwell. They should not be allowed to go to the cloakroom (unless necessary) or to sit in the school playground. Another pupil may take them to the School Nurse but must return to the lesson immediately.

The School Nurse informs form staff of pupils who miss lessons.

If a pupil is too ill to remain at school, it is the School Nurse (or in her absence, a qualified First Aider) who should contact the parent or guardian of the child.