

ATTENDANCE POLICY & PROCEDURES

Regular attendance is important and a legal requirement. Under Section 199 of the Education Act 1993, failure to attend regularly without good cause is an offence punishable in law. Only by regular attendance can advantage be taken of educational opportunities; conversely, irregular attendance undermines the educational process and results in educational disadvantage.

Parents are responsible for ensuring that pupils attend regularly and arrive at school on time, properly attired, and in a condition to learn.

It is the College's duty to encourage parents in these responsibilities and to take seriously any problems which may lead to non-attendance. Punctuality is encouraged: lateness is a form of absence.

ABSENCE NOTES

Parental emails (as the primary form of communication) should give details of days missed and cause of absence, and should be filed and stored electronically in the form folders and returned to Reception. It is the Form Tutor's responsibility to draw the attention of appropriate members of staff to such aspects of the note for information and/or action. From 2020 the College adopted iSams as a central; management system. Absences and communication associated with such are managed via the Registration Manger section of iSams.

For absences that are not anticipated, largely those due to illness and likely to last several days, parents are asked to inform the College by email at office@salesiancollege.com before 9.00 am on each day of absence. A phone call is not required.

For absences involving planned appointments parents need to email the office in advance of the day of absence and explain the reason for the request.

The only exceptions to this are for requests for days off due to holidays, family celebrations or religious observances. Parents need to email the Headmaster in advance for permission to headmaster@salesiancollege.com and copy in office@salesiancollege.com

It should not be expected that the College will agree to such requests for family holidays in term time.

The College will contact the parents of any student marked absent at morning registration if an email has not been received.

This is expected of all students including Sixth Form. We cannot accept emails received from students.

For absences that are not anticipated, largely those due to illness and likely to last several days, parents are asked to inform the College. They are asked to email on the first day of absence and daily thereafter to keep the College updated. Written confirmation from the parents explaining the cause of any absence is required on the student's return to College. **The College will contact the parents of any student marked absent at morning registration if no phone-call has been received or no prior permission obtained.**

Where it is the parent's wish that a pupil should be absent for reasons other than illness (a family event or a holiday), permission should be sought from the Headmaster. It should not be expected, as of right that the College will agree to such requests for family holidays in term time.

In the interests of Health & Safety, and in the event of an emergency, it is important that the following cases be covered:

- pupils who arrive after form registration
- pupils who leave the College during the day
- pupils taking part in trips
- visitors
- staff

All such information is recorded in special books in Reception. These books and all the form lists will be carried to the Assembly Point in an emergency evacuation of the buildings, and in this way all personnel will be accounted for.

EVENTS TAKING PLACE AFTER SCHOOL

Details of all events taking place after the end of the school day – drama, chess, games, Music, trips, etc. – should be highlighted in the Weekly Bulletin with further documentation available at reception including the pupils involved and the name and phone contact of the member of staff in charge. Any cancellations should be noted there also, as well as with the Reception Secretary. Wherever possible, notice of all events should be given to the Deputy Head teacher during the preceding week for inclusion in the Weekly Bulletin. This information will also be posted on the College website for parents and parents will be informed via Clarion Call email. All staff are encouraged to support College events where possible. Any member of staff with a particular expertise or interest who wishes to set up an activity should see the Deputy Headteacher.

STUDENTS LEAVING THE PREMISES

Students may leave school before 3.50pm only on the production of a note from their parent/guardian which has been countersigned by the Headmaster or Deputy Headteacher. Students must sign out in the **AUTHORISED ABSENCES BOOK** kept in Reception prior to leaving the College and again if they return during the school day.

REGISTRATION PROCEDURES

Electronic registration is in place for all students.

Registration takes place in the morning at 8.40am and in the afternoon at 1.15pm. All pupils must report to their form base promptly for both morning and afternoon registration.

Lesson registration is also taken via the Administration System, producing a useful record of classes attended. This should be done at the start of every lesson. Please submit in the normal way.

On Monday mornings students line up under the Ambulacrum from 8.35am with their form tutors ready to attend Assembly. From Tuesday to Friday staff should be in a position to meet the boys as they arrive for registration and let them into their form rooms to avoid the need for them to wait in the corridors.

Folders are provided for each form for notices and absence notes. These notices may be placed on the system under 'notice board'. Folders must be returned to Reception immediately after morning and afternoon registration.

No student may be marked present unless he or she is physically present.

Students should be marked present, absent without reason or late. For those with medical appointments or absent for a different reason this will be recorded by the staff in Reception.

Staff are asked not to close registration until the bell goes at the end of the registration period.

NOTES EXPLAINING ABSENCES

These should be given to the form tutor on each student's return to school. They must be kept in the folder provided and returned to Reception for filing.

REGISTRATION/FORM TIME

This should encompass a short act of worship directed by the Form Tutor, completion of electronic registration, any notices or the handing out of circulars, any other form business, which should include the time to develop a good relationship with the students. Students should not be released early from registration. Teachers should remember to submit the data and also to log off both system and computer at the end of the lesson.

LATECOMERS

Those who miss registration because of lateness must report on arrival to Reception, where they will be entered as late and their absence mark will be modified. This will be done by the Secretary. Any circulars distributed during the week should be noted on the mark-cards or email correspondence with parents (Years 10 and 11).

<i>Author</i>	<i>Deputy Head</i>
<i>SLT Approved Date</i>	
<i>Governors Committee Date (Personnel Committee)</i>	
<i>Review schedule</i>	<i>Triennial</i>
<i>Date of next review</i>	