



ATTENDANCE AND PUNCTUALITY POLICY

Date: September 2023

Jeanetta Liburd

Headteacher

Pastor Eglan Brooks

Chair of Governors

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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- Regular attendance at Stanborough School is vitally important for a pupil's academic achievement. It is important that staff, parents and pupils are familiar with the Attendance Policy operating at school.
- Pupils who are absent for any reason are expected to complete missed work to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments.
- Should a pupil be suspended for any reason, the school will ensure that appropriate work is set for completion and it is the pupil's responsibility to make the necessary arrangements.
- All work missed by absence, for whatever reason, is due in on the day the pupil returns to school.
- Pupils showing patterns of non-attendance or with any unauthorised absence where it is clear that the absences could be a sign of early truanting, will be subject to immediate consequences and parents will be called in to the school.
- Consequences may range from a pupil being placed on Behaviour Report to the pupil's parents being reported to the appropriate authorities that could, in serious cases, result in a court appearance.
- Registers are taken for both morning and afternoon sessions and Stanborough School will telephone parents should there be unexplained absence of which the school has not been notified.
- Parents who request leave of absence must write to the Head teacher requesting permission. Absences for such things as family holidays are frowned upon and except in exceptional circumstances, parents should not expect these to be approved.
- Stanborough School values attendance at school and pupils who complete 100% attendance in the academic school year will be celebrated during the end of term or end of year celebration assembly.
- Parents and pupils should carefully read and sign any documentation received from Stanborough School relating to conduct and attendance and are required to work closely with the school to support good attendance as a preparation for the world of work and lifelong learning.
- Our website www.spsch.org is updated regularly and this policy and other relevant material is published there. The school calendar and dates when the school is open are

featured on the page 'Life at Stanborough School' that can be accessed from the home page. School emergency closures for such things as extreme weather will also be published on the home page of our website.

- For any contact regarding non-attendance, please telephone 01923673268 or email jdavis@spsch.org or the form tutor. The school reception and form tutor must be notified in advance of any medical/dental appointments or other planned absence from school.

Lateness

Persistent lateness can add up to considerable amounts of learning lost and can be a serious disadvantage to your child.

Minutes late per day during the school year	Equals to days' worth of teaching lost in a year	Which means this number of lessons missed
5 Minutes	3.7 days	20
10 Minutes	7.4 days	40
15 Minutes	10.0 days	60
20 Minutes	14.7 days	80
30 Minutes	22.0 days	100

Students must attend on time to be given a present mark. Poor punctuality is not acceptable. If your child is late, she/he can miss important pastoral information during form time or the teacher's introduction to the lessons and may also feel embarrassed having to enter the classroom late. Generally, we do not take electronic registers at the start of lessons. However, if lateness becomes a concern across the school, or in specific year groups, staff will be required to take an electronic register.

Students are classed as being later if they do not arrive to form by 8:45am in the morning and 2:25pm in the afternoon. Staff on duty will blow a whistle, just prior to 2:20pm, to inform students that it is time to stop playing and return to form time. To support our students in arriving to form on time, we supervise students around the locker areas and encourage them to pack their items away in a prompt manner.

Should a student be late to school, at the start of the day:

- The office will send a text message home to inform parents
- They will receive a detention at lunchtime with the Headteacher if they are late twice in two weeks (if they live in Watford)
- They will receive a detention at lunchtime with the Headteacher if they are late twice in three times weeks (if they live in outside of Watford)
- If students receive two detentions for lateness in a half term, a letter will be sent home by the form tutor.
- Should two letters be sent home in one term, the Headteacher will arrange for a meeting with parents to discuss this matter further