

Attendance Policy

All students

Attendance of all students is monitored and carefully tracked on a weekly basis by Heads of House. Attendance below 96% is considered a cause for concern.

Attendance between 90% and 96% will result in contact with parents and appropriate action being taken.

When attendance falls below 96% (whether authorised or unauthorised) school will issue a letter (letter 1) explaining to parents the issues with the student's attendance and requesting improvement to be made. This action will be made in consultation with Heads of House.

Regular monitoring will be carried out over next 4 week period – including liaison between the tutor and Head of House.

Authorised absences

This category includes time off through illness, medical appointment or other approved circumstances. It no longer includes holidays.

When attendance falls below 96% - letter 1 is issued in consultation with Heads of House.

If, after a 4 week monitoring period, improvement has not been made – letter 2 is issued to parents.

If there is continued concern about the amount of school a student is missing through illness - medical evidence letter will be issued and no further absences will be authorised until proof of illness is provided.

6 consecutive sessions (3 days) or more of illness will require medical evidence. Absences will not be authorised until proof of absence has been received.

Unauthorised absences

10 consecutive sessions (5 days) or more unauthorised absence will result in school requesting the EAO to issue an immediate Penalty notice (fine).

10 or more unauthorised absences within a 12 week period will result in school referring the student's attendance to the EAO. This will result in either a Parenting contract meeting, home visit or warning of a Penalty notice being issued.