



Thomas's
LONDON DAY SCHOOLS

ATTENDANCE POLICY

Introduction

Thomas's London Day Schools aim to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

(Throughout this policy the term 'parent' is understood to include Carer and Guardian.)

Rights, Responsibilities and Roles

School

Thomas's London Day Schools expect pupils to attend school regularly, to arrive on time and to be equipped and ready to learn.

- The School will encourage and acknowledge good attendance and punctuality.
- This policy will be communicated to pupils, parents and staff.
- Attendance will be recorded by registration twice daily and in accordance with the guidelines contained in the Staff Handbook.
- Patterns of attendance will be monitored and analysed to inform future practice.
- Unexplained and unjustified absences will be investigated.
- Pupils' attendance records will be reported to parents.
- The School will work closely with parents should attendance or punctuality give cause for concern and will work with the Education Welfare Officer and other relevant services if necessary to resolve any issues.

Pupils

- Pupils will co-operate with their parents to ensure they attend school regularly and on time.
- They will be punctual for lessons
- They will not leave school without permission.

Parents

- Parents have a legal duty to ensure that children of compulsory school age attend school on a regular and full-time basis.
- They are responsible for ensuring that their children attend school within the published term dates.
- They should ensure that their children arrive at school punctually, properly dressed and equipped and in a fit condition to learn.
- They will familiarise themselves with the contents of this policy and work with the school to overcome any problems of their child's attendance or punctuality.

Procedures

i) **Registration**

Registration will be carried out twice daily.

Any child arriving after the closing of the register will be recorded as 'unauthorised absent' for that session.

Registers will be marked in accordance with the guidance contained in the Staff Handbook.

ii) **Absences**

The School is responsible for deciding whether an absence is to be recorded as authorised or unauthorised.

Absence from school may be authorised if it is for one of the following reasons:

- sickness
- unavoidable medical/dental appointments (Parents should make every effort to make medical/dental appointments out of school hours)
- days of religious observance
- exceptional family circumstances e.g. bereavement.

All absences must be explained by a parent or, in the case of a planned absence, permission requested in writing.

Parents should contact the school on the morning of each day of absence, no later than 9.00am.

Holidays

Holidays taken in term time adversely affect a child's education as much as any other absence. The effect on the child of missing the beginning or end of a term is far-reaching and any expectation on staff to accommodate such absences is unjust. The School takes a very strong line on pupils missing school for family holidays; authorised absence will not be granted for holidays taken during term time.

Long Term Absence through Illness

In the case of long term absence due to illness the School will make every effort to support the child through providing appropriate work and guidance during the absence and will plan for successful reintegration on the child's return to school.

iii) **Lateness**

Pupils who arrive at school late must report to the school office before joining their class.

Following up Absences/Lateness

- If a pupil is absent at morning registration and no notification has been received from the parent by 9.00am, the School Secretary will try to make contact with the parent.
- If the School Secretary is unsuccessful in contacting the parent, she will call the emergency contact numbers and, if necessary, other relevant services.
- If a pupil is absent because of illness for five consecutive days, the School may request supporting evidence.
- If a pupil is persistently late or absent, the Headmaster/mistress will write to the parents in the first instance and will invite them to a meeting if the problem continues.

- When a pupil is persistently late or absent without good reason and the School's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Education Welfare Officer. In this case the School will write to the parents informing them of the referral.

Strategies for Promoting Attendance/Punctuality

- The School will regularly promote to pupils and parents the value and importance of good attendance and punctuality
- Staff will set a good example by being punctual to registration and lessons.
- Staff will use the School's rewards and sanctions procedures to encourage punctuality.
- Parents will be kept regularly and fully informed of any concerns regarding attendance and punctuality.
- Individual cases where pupils experience attendance difficulties will be investigated by the Form Teacher/Mentor/Tutor and where necessary referred to the Head.
- Attendance statistics will be collected and analysed each term to identify individuals or cohorts whose attendance causes concern.

This policy will be reviewed annually.		
Created: March 2010	By:	Jill Kelham, Vice Principal
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