

# Attendance policy

This policy applies to the whole school and is published to parents

Reviewed: August 2017

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## Introduction

The Royal Grammar School Newcastle (RGS) shares with parents a commitment to ensuring progress and positive outcomes for all its students and recognises the importance of regular attendance at school in achieving this. In addition, monitoring attendance allows the School to enhance its care for the welfare and safety of students.

This policy outlines:

- The procedures in place to monitor attendance
- The procedures for following up absence
- How parents should request leave of absence for their child.

It should be read in conjunction with:

- [Safeguarding policy](#)
- [DfE Keeping Children Safe in Education \(KCSIE September 2016\)](#)
- [Supervision of students policy](#)
- [School closure and early finish policy](#)
- [Standard Terms and Conditions](#)

## Registration

Students of compulsory school age must have their attendance registered twice daily. The RGS registers all its students, including those in the Sixth Form. In the Junior School registration is at 8.30am and 1.20pm daily and in the Senior School registration is at 8.45am and 2pm each day. The register is taken electronically and stored on the School's secure database. All students must be accounted for by being either present, absent or attending an approved educational activity. If a student is absent, parents are expected to notify the School either before or on the morning of the first day of absence. When a student is absent and there has been no notification from home regarding the absence then the School will contact a parent/guardian to confirm the reason for the absence, the whereabouts of the child, and who is caring for them. This procedure is repeated for every subsequent day of absence.

The School has a legal, safeguarding duty to report students to their local authority if they fail to attend school regularly or are absent without the School's permission for a continuous period of 10 school days or more. If the School has reason to believe a child may be at risk it may report a student before the 10 day threshold is reached. With this in mind, the level and pattern of absence is also monitored by the School.

## Punctuality

Students who are late to registration are still required to register and arrangements are in place for students to register late. The School keeps a record of late registration, including the reason for the lateness. Persistent or

regular lateness is discussed with students and parents to ensure that students can arrive at school in good time to get themselves ready for lessons.

### **Requesting leave of absence**

The School recognises that there will be times when a student will be absent on grounds of religious observance, bereavement, one-off special family occasions, visiting another school or university open days. The School does not encourage parents to take children out of school for family holidays, but recognises that occasionally this may be necessary.

If such absence is required during term time:

- Parents wishing to take their children out of school for one day or part of a day should write a note to their child's form teacher/supervisor to give the date and reason for the absence no later than two school days before the requested absence
- Parents wishing to take their child out of school for more than one day (including family holidays) must request leave of absence in advance, in writing or by email from the Headmaster or the Head of the Junior School, setting out the dates and reason for the absence
- Consent for absence of longer than one day cannot be deemed to have been granted unless the Headmaster or Head of the Junior School has given it to the parents in writing or by email.

All students who miss school for whatever reason are expected to catch up with work missed. Where a student is absent for a prolonged period due to ill health, the School will work with parents to ensure that suitable work is made available for the student during their absence and support to catch-up is in place upon their return.