



Attendance Policy Overview Guidelines

Brief overview – please read the attendance policy in full on our website

Good attendance is a partnership between the school, parents and students. Poor attendance can affect a student's education. Poor punctuality is disruptive for both students and staff. Good attendance and punctuality equip our students for the future.

Parents have a legal responsibility to ensure that their children attend school.

Policy Overview

- All students registered at the school are expected to attend school and adhere to timetabled lessons.
- The target for attendance set by the school and Governing Body is 97%.
- Good attendance is recognised and rewarded through many initiatives including letters home, awards and acknowledgments.
- Students arriving late or leaving school during the day must sign in and out. This is closely monitored and continual lateness will result in consequences.
- Parents are expected to advise the school on the first day of any absence and every day thereafter. Our preference is for absences to be logged on Insight, or alternatively parents may call the absence line, 01442 863605. A letter of explanation for absence must be sent in upon the student's return to school.
- Request for absence for medical appointments should be made via Insight (our preferred method), or alternatively in writing to the Form Tutor.
- Ashlyns School strongly discourages any request for absence. No absence will be authorised during any examination periods, this includes internal examinations.
- Parents who have to request leave of absence for their child during term time will have to apply in writing. Leave of absence for any reason is only authorised by the Assistant Headteacher in exceptional circumstances, and must be requested with at least 15 working days' notice. Since July 2013, legislation amendments to The Education (Pupil Registration) (England) Regulations 2006 no longer permit absences for holidays during term time and any such absences will be recorded as unauthorised.
- Students are expected to be in school by 8.35am and registered at the start of the school day and at the start of the afternoon session at 2.15pm.
- Poor attendance or unauthorised absence will be recorded; parents will be written to and may be requested to attend meetings with school officers. For persistent offenders the school may involve the Attendance Improvement Officer and this may result in Fixed Penalties.

Monitoring

The school constantly monitors students through Form Tutors and the Attendance Officer. The attendance data is presented to the Heads of Years and analysed by Senior Leadership Team and the Governing Body.