

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 95%.
- 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.

Behaviour Management Policy

Should your child be given an after school detention, they are expected to attend without fail, regardless of where they live or what after school activities are planned.

A detention will not be cancelled because a student gets the bus home – it is up to parents to make arrangements to collect their child.

After school detentions are notified to parents, who ordinarily are given at least 24 hours' notice. Detention letters/text messages are not a request that your child attends, they are notification that they must attend.

Details of our rewards and consequences system can be found in the Behaviour Policy on the school website.

Contacting School or Home

If you wish to discuss a matter concerning your child, your first point of contact should always be his/her Key Stage Learning Mentor or Form Tutor. You can contact the Form Tutor by emailing or calling the school and leaving a message. Please allow time for staff to respond to calls or emails; during the day most teachers, including Heads of Year and the Senior Leadership Team, will be with a class, so we appreciate your patience whilst awaiting a response. However, your call or correspondence is important and we aim to respond within 48 hours during the working week.

It is not appropriate, or practical, for parents to arrive at school without an appointment to see a member of staff, even after school has finished.

Letters will be sent home by email or with students on a regular basis and will also appear on the school website and are available to download.

If students feel the need to contact parents/carers at any time during the school day they may go to Student Reception at breaktime or lunchtime and ask to use the school phone. They should not use their mobile phone, even if they think it is an emergency. Mobile phones will be confiscated if used or left turned on during school time; this includes in the corridors and public areas. Please refer to the mobile phone section for more information.

Aggressive and unreasonable behaviour towards any member of the school staff will not be tolerated.

Mobile Phone use in School

We discourage students from bringing mobile phones to school; however, we accept that some students and parents see possession of mobile phones as an aid to personal security and safety and, consequently, mobile phones are not banned.

Where a student does bring a mobile phone to school, the phone must remain switched off during the school day as they disturb learning and distract other students. Mobile phones must be kept out of sight and may not be used, for any purpose, on school premises, grounds or during approved off-site activities (such as sports fixtures or educational trips). The **only** exception to this would follow express approval by a member of school staff. Headphones and ear pods may not be used in school, unless a member of school staff gives permission within a lesson.

If students feel the need to contact parents/carers at any time during the school day they may go to Student Reception at breaktime or lunchtime and ask to use the school phone. They should not use their mobile phone, even if they think it is an emergency.

Sixth Form students only are able to use their phones in the common room or Sixth Form Dining Room.

The school will not accept liability for the safe keeping of a mobile phone which will remain the responsibility of the student at all times. As is normal practice with all valuables, students would want to hand in their mobile phones for safe keeping when in the PE area. Only in exceptional circumstances (usually involving other breaches of our code of conduct) would the school investigate the theft or loss of a mobile phone.

As is the case with all examples of unacceptable behaviour, inappropriate use of a mobile phone will lead to the application of proportionate sanctions, including temporary confiscation, and a detention.

In cases where the mobile phone is confiscated it can be collected by the student at the end of the school day at Student Reception. An hour's detention will be incurred.