
Queen Elizabeth's School

PUPILS' ATTENDANCE POLICY

POLICY STATEMENT

Queen Elizabeth's School believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that encourages students to achieve their full potential: to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the daily life of the School.

AIMS

Queen Elizabeth's aims to:

- create an inclusive, nurturing ethos in which pupils are stimulated and grow in confidence;
- encourage the educational development of all pupils by promoting the importance of attendance;
- ensure that pupils attend school on every day they are fit to do so; and
- record all attendance and absence.

RESPONSIBILITY

The School will:

- ensure that pupils know their presence is important;
- inform parents promptly over concerns about pupil absence and provide opportunity for difficulties and concerns to be discussed with the pastoral team;
- employ a range of strategies to encourage good attendance and punctuality and promptly investigate all absences; and
- involve outside agencies when it is appropriate to do so.

OUR METHODS

We will:

- keep an accurate record of attendance and absence;
- differentiate accurately between authorised and unauthorised absence;
- take consistent action to respond to absenteeism;
- contact parents with concerns and to record this;
- remind parents at the annual briefing evenings of their legal responsibilities for ensuring their children's regular and punctual attendance;
- consult with the Educational Welfare Officer if pupil attendance gives cause for concern;
- carry out lesson registration and follow up any absences from lessons;
- review policies and procedures on an annual basis; and
- report attendance data to the Governing Body on an annual basis.

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Parents will:

- ensure their sons attend school and are punctual unless prevented from doing so by reason of sickness or unavoidable cause;
- notify the School after a maximum of three days, in writing, in the event of an absence and to give their son a note immediately after the conclusion of a period of absence explaining the reason for the absence;
- request well in advance and in writing any application for leave for reason other than sickness;
- avoid booking family holidays during term-time; and
- inform their son's Year Head if they are concerned that he may be reluctant to attend school.

Parents seeking to extend a period of absence around a religious holiday must request leave of absence in writing. Each request will be considered on its own merits.

Pupils will:

- attend all lessons on time equipped and ready to learn.
- give to their form tutor a note from their parent immediately following any absence.
- follow school procedures in the event that they arrive late for school.

Linked documents and policies

- Admissions Policy
- Assessment for Learning Policy
- Child Protection Policy
- Complaints Investigation Procedure
- Curriculum Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Home School Agreement
- Information and Communication Technology Policy
- SEN Policy
- Sex and Relationships Education Policy
- Student Discipline Policy
- The School Accessibility Plan