

# LVS ASCOT

## ATTENDANCE POLICY

### Principles

Every child has a fundamental right to be educated.

Parents and teachers have a duty to ensure maximum attendance at school.

LVS holds high expectations of attendance and punctuality.

### Aims

To enable pupil attendance through valuing high attendance rates.

To encourage students to take full advantage of their educational opportunity by attending regularly.

To recognise the external factors which influence pupil attendance and work in partnership with parents to address difficulties.

### Objectives

To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.

To provide an effective and efficient system for the monitoring of attendance.

### Practice

1. Attendance is recorded by Tutor am and pm.
2. Pupils must attend all scheduled classes and sessions, including assemblies, registration, tutorial meetings, House meetings and school fixtures. Any absence from school, however short, must be supported in writing from parents or guardians.
3. Pupils are expected to be punctual at all times. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately. Repeated poor punctuality will be dealt with through the behaviour management system and recorded as an Organisational or Behavioural event on the VLE, depending on the outcome of the investigation.
3. The number of absences is to be recorded in reports and Tutors are to inform the Head of House or Head of Sixth Form if they have concerns over any individual parents or pupils.
4. *Causes for Concern.* Head of House or Head of Sixth Form will liaise with parents or if not applicable, the nominated SMT member will liaise with outside agencies in consultation with the Headmaster.

**Reviewed January 2012**

**Reviewed by C Cunniffe**

**This policy must be reviewed no later than: January 2013**