

# LVS ASCOT

## ATTENDANCE POLICY

### Principles

*“All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.” KCSiE 2015*

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

LVS holds high expectations of attendance and punctuality.

LVS term dates are published a year in advance and are available on the school website.

### 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.

To ensure that the health, welfare and safeguarding of all students is fully monitored through vigilant and proactive monitoring of attendance

### Practice

1. Attendance is recorded by tutor in the morning at 8.40am and at tutor time at 1.55pm in the afternoon, as well as in every lesson.
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 by 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

## LVS ASCOT

recorded as an Organisational or Behavioural event on 3Sys, depending on the outcome of the investigation.

3. All registration absences will be followed up by a call from the school receptionist, following scheduled registration periods to verify absence.
4. The number of absences is to be recorded in reports and Tutors are to inform the Housemaster/Mistress or Head of Sixth Form if they have concerns over any individual parents or pupils.
5. Housemasters/mistresses have a duty to review their pupils' absence figures on a monthly basis, to work alongside the tutor to identify any patterns or concerns regarding absence or punctuality.
6. *Causes for Concern:* Housemaster/Mistress or Head of Sixth Form will liaise with parents or, if not applicable, the Deputy Head Pastoral/Boarding will liaise with outside agencies in consultation with the Principal.
7. The Local Education Authority (LEA) will be notified if a pupil is going to be deleted from the admission register:
  - Due to parents taking the pupil out of school to be educated outside the school system, e.g. home education;
  - If the child has ceased to attend school for any reason, including ill health, relocation or permanent exclusion.

The pupil will not be removed from the admission register until the LEA have been informed in writing by the Deputy Head Pastoral/Boarding

8. Unplanned absences will be marked as an 'N' but it is the responsibility of the tutor to change this as soon as the pupil is back in school, if not already identified by reception staff.

### Expectations

1. Pupils are expected to attend school every day unless they are ill or have pre-arranged permission from the Principal to be absent from school.
2. In line with regulations, any absence of more than 10 consecutive days or regular absence will be reported to the LEA.
3. Any absence due to reasons other than illness with no prior permission from the Principal will be recorded as "unauthorised" and will appear on reports and future references.
4. Any absence over four days will be reported to Tier 4 department in the case of overseas students.
5. Parents should arrange vacations during the published periods of holiday, unless there are extenuating circumstances and prior permission is granted by the Principal.

## LVS ASCOT

*Reviewed* 26.11.18  
*Reviewed by* C Cunniffe  
*Review due no later than:* 10.10.19