



Attendance Policy

1. PREFACE

Purpose of the Policy	The purpose of this policy is to ensure that: <ul style="list-style-type: none"> • LGGS complies with the Education Act 1996, which lays out the Statutory duty of Schools with regard to attendance and Section 23 of the Anti Social Behaviour Act 2003 • To encourage pupils to attend school regularly and to be punctual to lessons, so that they will be able to take full advantage of the educational opportunities available. • To ensure parents are aware of their responsibilities with regard to attendance and punctuality
Teachers responsible for Policy	Jackie Cahalin
Dated	May 2006
Related Material	Education Act 1996 National Strategy materials Behaviour and Attendance

2. AIMS

At Lancaster Girls' Grammar School we aim to provide a stimulating and supportive environment where individual needs and abilities are recognised and all are encouraged to develop to their full potential. Excellent attendance is crucial for pupils to reach their full potential and any problems that impede full attendance must be identified and addressed as speedily as possible. We aim for maximum attendance and punctuality for all our pupils, with absence and lateness only for unavoidable reasons.

3. PROCEDURES

3.1 The School day

<i>Beginning of Day</i>	8.40 am	In Form Room
	8.40 - 8.55 am	Registration and Assembly
	8.55 - 9.55 am	Lessons 1 and 2
	5 minute changeover time	
	10.00 - 11.00 am	Lessons 3 and 4
<i>Morning Break</i>	15 minutes	
	11.15 - 12.15 pm	Lessons 5 and 6
<i>Lunch</i>	1 hour 5 minutes	
	1.15 pm	Move to Form Room
<i>Afternoon</i>	1.20 - 1.25 pm:	Registration
	1.25 - 2.25 pm	Lessons 7 and 8
	5 minute changeover time	
	2.30 - 3.30 pm	Lessons 9 and 10
	3.30 pm	End of day



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3.2 Registration

Year 7 to 11 register twice daily in their form rooms at 8.40 and 1.20.

Any girl arriving after 8.40 am should sign the late book in the Reception Area

The register closes at 9.30 am for the morning session and 1.25 pm for the afternoon session

3.3 Absence

Parents should inform school by 10.00 a.m. of their child's absence. Parents are expected to telephone the school before 10 a.m. if their daughter is absent that day. We may, on the first day of absence, contact the parents of any pupil whose absence gives cause for concern and we have not been notified. If it has not been possible to find out the reason for an absence a letter will be sent home after three days.

On return to school pupils must provide a note explaining their absence. Letters to explain absence should have both dates of and reasons for absences. They should also clearly state the girl's name and form. The letters should be given to the Form Tutor immediately on return to school. If an absence note has not been provided three days after the absence, a penalty point should be issued.

3.4 Signing in/Signing out

Letters/appointment cards asking for leave of absence for a medical appointment or similar should be presented to the Head or a Deputy to be signed, at least one day in advance.

Any girl leaving the building during school time should take her note to the Reception Area before she leaves. If she returns during school hours she should report back to the Reception Area also.

4. Roles and Responsibilities

Pupils

- Attend all their lessons on time, ready to learn.
- Give their form tutor a note from their parents to explain any absence.
- Follow school procedures for signing in and out and if they arrive late

Ensure they make up work they have missed through absence

Parents

- Let the school know of reasons for absence on the first day of absence.

Avoid making medical/dental appointments for their children during school hours whenever possible.

Form tutors

- Register the pupils twice daily and ensure that registers are correctly filled in .
- Ensure that all absences are accounted for.
- Apply the appropriate rewards and sanctions relating to attendance and punctuality

Alert the Head of Year to any concerns about a pupil's attendance

Teachers

- Be aware of lateness and absences and notify Reception/Pastoral Staff if truancy is suspected.
- Provide an ethos, which places a high value on regular attendance and good punctuality. Set a good example in matters relating to their own attendance and punctuality.



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Heads of Year

- Pastoral responsibility for monitoring and dealing with attendance issues
- Review attendance at half termly intervals against year group trends in order to identify any problems

Liaise with the Education Welfare Office and other external agencies as necessary

SLT

- Set targets for attendance on an annual basis, in line with DfES requirements.
- Ensure the registration and off-roll procedures are conducted in accordance with statutory requirements.
- Ensure that attendance returns are submitted to the DfES as required, and regularly monitor the effective usage of the school's registration system.
- Implement and update the school's attendance policy, and ensure it is adopted and made known to all new staff.

Designate a senior member of staff with oversight and responsibility for attendance, with clear lines of responsibility throughout the school.

Governors

- Set attendance targets for students in Years 7 to 11 by 31 December for the academic year beginning the following September as required by law

The Governors Staffing and Pastoral Care Committee considers the targets for approval and reviews the outcome.

5. Encouraging good attendance

Pastoral staff will use target setting with individual pupils to encourage high standards of attendance and punctuality. A merit point is issued for full attendance in a half term. Penalty points may be issued for lateness.

We work closely with parents and uses the strong home-school links already established whenever there is a concern about attendance or punctuality. Parents will be informed of their daughter's attendance rate in their annual written report.

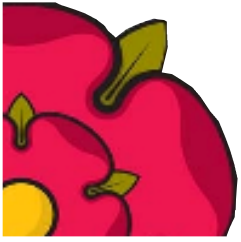
When there are concerns about the absence or punctuality record of a pupil a letter is sent home. Further measures could include the involvement of the school's Education Welfare officer, an invitation to a meeting in school, and, in the last resort, fixed penalty fines.

6. Holidays

There is growing concern about the amount of time lost by pupils due to family holidays in term time and the disruption it causes to their learning. Regular attendance at school is essential and vital to any pupil's progress. Our best attendees are usually our highest achievers. Family holidays should be arranged during school holidays. If it is absolutely essential to take a holiday in term time, only the Headteacher can authorise the absence. An official request must be made to the headteacher at least two weeks before the start of the holiday. Any holidays taken in excess of 10 days may be unauthorised. Holiday requests for pupils with poor attendance (currently below 90%) may not be authorised.

7. The Sixth Form

Attendance at school beyond Year 11 is not a legal requirement and therefore the



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procedures outlined below apply only to students in Years 7 to 11. However the school gives Sixth Form students every encouragement to achieve maximum attendance and punctuality and will raise concerns with parents when appropriate.

8. Monitoring

The school sets an annual target attendance figure. Individual pupil's attendance against these targets will be monitored regularly via pastoral meetings. This target will be reviewed annually. SLT will review overall school attendance figures on a termly basis.

A review of attendance policy and procedures will take place after the annual return to the Dfes. Recommendations for amendments will be made to the Governors' Staffing and Pastoral Committee.