



Bishop Luffa School

Attendance Policy

Appendix One

Practice

1. Attendance

Form Tutors mark the register at 8.05 am and subject teachers during lessons, using Arbor.

- Daily attendance is monitored by the Attendance Officer. Parents and carers are asked to telephone or email the school before 8.30 am to explain any absence. There is a dedicated telephone number to report absences, (absence line 01243 832681). Email can also be used to notify the school about absences using absence@bishopluffa.org.uk
- Parents and carers are contacted where a student has failed to arrive by 9:30am and notice of their absence has not been received
- Authorisation of absence in most circumstances requires a written note from parents and carers; this may be a note in the planner
- Unauthorised absences are followed up by the Form Tutor
- Persistent Absence is reported to the Head of House for further action
- Students who do not achieve 96% attendance by the end of the term normally have a letter sent home with an attendance printout
- Students will be spoken to about their attendance by their Form Tutor, Head of House, Pastoral Support or the Assistant Head Teacher
- When attendance continues to fall, the school normally sends a letter home inviting parent/carer in for a meeting
- An attendance report is issued to parents and carers at the end of each academic year

2. Punctuality

Students are expected to be in school by 8.00 am and to register with their Form Tutor at 8.05 am.

- If students arrive after the register has been taken they should sign in at Reception
- In Years 7-11, students who arrive after 8.25 am receive a 20 minute lunch-time detention on the same day, unless their parents and carers have contacted Reception with a good reason for late arrival. Students who fail to turn up for late detentions will be upscaled to a full, 40 minute lunch-time detention
- Students who arrive after 8:25am need a note or telephone call from home explaining their late arrival. If no note is received, this becomes an unauthorised absence
- Persistent offenders have letters sent home and are discussed with the Head of House with regard to further action

3. Long Term Absence

- When students are absent, or likely to be absent, for more than one week on medical grounds, work will be set and marked by staff. Also on return to school, the student will be fully supported, organised and overseen by the Head of House
- In cases where extensive absence is accrued through intermittent absence, work will be set and marked by staff
- At least five days' notice is needed for Form Tutors or Head of House to collate work

- Monitoring absence
- Form Tutors monitor attendance of students in their Form and refer any attendance concerns to Head of House
- Head of House monitors known poor attenders with Attendance Officer
- Heads of House monitor known students with Persistent Absence with Attendance Officer and take appropriate action e.g. have meetings with students, invite parents and carers in for a meeting

4. Recording absence

i. Parental Notes:

- It is not school policy to authorise absences for family holidays in term time
- Authorisation of absence requires a written note from parents and carers. This may be an entry in the Planner
- Once confirmation of absence is received by the Form Tutor, Head of House it will be directed to Reception for further action

ii. Family holidays

- These are normally recorded as an unauthorised absence, depending on circumstances and at the discretion of the Head Teacher

iii. Offsite activities

- These are normally recorded as an authorised absence, depending on circumstances and at the discretion of the Head Teacher

iv. Lesson truancy

- All subject teachers are required to keep a lesson register. Students who truant lessons will receive a one hour after school detention and parents and carers will be contacted by the subject teacher