



Bishop Luffa School

Attendance Policy

Appendix Three

The Role of Parents and Carers

- Parents and carers have legal responsibility for ensuring their children attend and stay at school
- Parents and carers will endeavour to ensure their children arrive at school on time, properly dressed and in a condition to learn. Students increasingly take on this responsibility as part of their own personal development
- To telephone the school before 8.30 am to explain any absence
- To provide a note explaining their child's absence on the day that a student returns to school
- To make medical/dental appointments out of school time as far as possible
- To avoid holidays during term time

The Role of the Student

- Attend every school session on time
- Avoid medical/dental appointments in school time
- Sign in at Reception if arriving late to school
- Bring a note in the student planner to confirm reason for absence on return
- Ensure Form Tutor or Head of House is seen on the return to school
- Take responsibility for catching up any missed learning after any absence
- Respond positively to strategies for improving attendance and punctuality
- Accept responsibility for own actions and how this impacts on others

The Role of Governors

- To support the school's attendance policy
- To have a named governor who has special interest in attendance
- Attend school-based meetings relating to attendance as required/invited