

Stockland Green School - Attendance and Punctuality Guidance for Parents and Carers

1. The school day starts at 8:50. We expect all students to be onsite by 8:40 to ensure a prompt start to their learning.
2. The attendance register is taken at the start of the first lesson of each school day. This gives students their AM (morning) mark. Registers are then taken for all other lessons during the school day, with period 4 providing the PM (afternoon) mark for the day.
3. Pupils are marked as late (L code) from 8:50-9.30 when registers then close. A student must sign in on arrival, they will be spoken to and a consequence may be issued.
4. Pupils are late after registration closes (U code) from 9.31am and this means the late mark is recorded as an absence. A pupil marked as a U code will affect their attendance figure.
5. Our attendance team will record whether every pupil is: a) Present b) Attending an approved educational activity c) Absent d) Unable to attend due to exceptional circumstances.
6. The school will follow up on any absences to: a) Ascertain the reason b) Ensure the proper safeguarding action is taken c) Identify whether the absence is approved or not; and d) Identify the correct code to be recorded on our electronic register.
7. Absences are either authorised or unauthorised.
8. Authorised absence is where the school has either given approval in advance for a pupil to be out of school or has accepted an explanation offered afterwards as satisfactory justification for absence.
9. An absence is classified as unauthorised when a child is absent from school without their permission. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.
10. The Pastoral Team will also make additional contact to parents/carers of absent students to support their return to school.
11. We will carry out a home visit where absence is prolonged or unexplained.
12. School staff are legally in loco parentis and therefore must know where the students are during the school day. Pupils are not allowed to leave the premises without prior permission from the school and consent of their parent/carer.
13. Whenever possible, parents/carers should try and arrange medical and other appointments outside of the school day.
14. Parents/carers are requested to confirm, by letter, email or telephone call, the reason for any planned absence, the time of leaving, the expected return time.
15. Pupils must be signed out on leaving the school site and be signed back in on their return at reception.
16. Where a pupil is being collected from the school, parents/carers are to report to the Academy reception before the pupil can leave the site. If a pupil leaves the school site without permission and we are aware of it, their parents/carers will be contacted.
17. With effect from September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances existed.