



Truro School Pupil Attendance Policy

A copy of this policy is published in the following areas:

The school's website

Staff Handbook

New Pupil Handbook

Created: 1st September 2018

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Created by: Head of Prep and Deputy Head (Pastoral)

A. Introduction

In order to fulfil our core objectives of inspiring pupils to achieve academic success; to enable them to live their lives to the full and to help each child to find and develop his or her talents, it is imperative that every child attends school regularly to benefit fully from their education.

Missing lessons leaves children vulnerable to falling behind and children with poor attendance records tend to achieve less in all stages of their school lives.

The Government expects the following from schools:

- To promote good attendance and reduce absence, including persistent absence;
- To ensure every pupil has high levels of attendance so that s/he can access the education to which s/he is entitled;
- To act early to address patterns of absence;
- To encourage parents to perform their legal duties by ensuring their child attends school regularly;
- To ensure all pupils are punctual to lessons.

B. School Day

Pupils are registered at the start of the morning and during the afternoon session each day.

Prep School

All pupils are required to be in school by 8 35. The normal school day ends at the following times:

Pre-Prep (Nursery-Year 2)	15 30
Prep (Years 3-6)	15 40
Senior School	15 45

After school care continues up to 18 15 for all children.

Senior School

All pupils are required to be in their form rooms by 8.45 to be registered by their form tutor. Sixth form students may register with the sixth form administrator. The normal school day finishes at 15.45.

Pupils may remain on site in after-school activities and can sign up to join the boarders for supper at 17.45.

C. Notifying the school of illness

Prep School

If an occasion arises where your child is unwell and is unable to attend school, please email prepoffice@truroschool.com or telephone the school (01872 272616) before 9 00 each and every day of your child's absence. If the school has not heard from a parent or guardian, we will always telephone in order to ascertain your child's whereabouts.

Senior School

If your child is unwell or will be absent from school, please contact the absence hotline on 01872 246118. If the school has not heard from a parent or guardian, we will always telephone in order to ascertain your child's whereabouts

D. Late arrival

Prep School

Our administrative systems electronically register the pupils and by 9 00 all pupils will be marked present or absent. It is essential that if a pupil arrives late, s/he signs in at reception so our systems remain fully updated so that we know where every child is at all times. Our systems are again updated at 9 30 when we compile a final registration for the morning. At this point, if you have not contacted the school by telephone or email, a list will be generated of pupils who are not present and this will prompt our reception team to contact you.

Senior school

Pupils are registered by their form tutor at 8.45 and again at 8.55 in period 1. It is essential that if a pupil arrives late, they sign in at main reception prior to going to their class.

E. Leaving school early during the day

Prep School

Pupils are not allowed to leave the site during the school day unless accompanied by a member of staff for a trip, a visit or a sporting fixture. If a pupil has to leave the school during the day for illness or they are being collected for a medical appointment, s/he is required to be signed out and be collected from reception.

If a pupil feels unwell during the school day, they will be seen by a paediatric first-aider in Pre-Prep or the school nurse in Prep. The child will be assessed and parents will be called to collect their child if s/he is too ill to remain at school.

Senior School

If a pupil feels ill during the school day, they must go to the medical centre. Staff will assess the pupil and call home if they feel the pupil is too ill to remain at school.

Sixth form pupils may leave the school site between 12.30 and 2.00, if they sign out with the sixth form administrator. Upper Sixth pupils may leave at 12.30 to study at home if they sign out and have an afternoon with no further lessons.

F. Requests for absence

Prep School

If you wish to request an absence for any planned appointment or event, you should make the request in writing via email and send it to prephead@truroschoo.com.

Senior School

If you wish to request an absence for any planned appointment or event, you should make the request in writing and send it to the Deputy Head (Pastoral), Mrs Emma Ellison, on eke@truroschoo.com.

Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to the Prep Head/ Deputy Head (Pastoral) in advance of the proposed absence when possible. Absence in exceptional circumstances does not include birthdays, family holidays, days out as a special treat or other family celebrations.

The Government has confirmed that schools, not parents, authorise absence. The main areas where the school will authorise absence are given below:

- **Illness**

Where schools accept that a pupil is ill, they must authorise the absence but can request parents to provide medical evidence to support illness.

- **Appointments**

Dental and medical appointments are authorised absences but, where possible, such appointments should be made out of school hours.

- **Holidays**

The regulations state that time off for family holidays is not a right. Parents do not have the right to take a child out of school during term time. By law, parents must ask prior permission for their children to miss school. The regulations do not allow the school to give retrospective approval.

The Head is only able to authorise leave of absence in exceptional circumstances. If the Head grants a leave of absence, it is for him/her to determine the length of time that the child can be away from school. Authorised leave is unlikely to be granted for the purpose of a family holiday and you could face prosecution if you take your child out of school without permission. Holidays which are taken for the following reasons will definitely not be authorised: availability of cheap holidays; availability of desired accommodation; poor weather in school holiday periods; overlap with the beginning or end of term.

- **Religious observance**

The school will treat absence as authorised when it is due to religious observance on a day that is exclusively set apart for religious observance by the religious body to which the family belongs. Where necessary, the school may seek confirmation from that religious body that the day has been set apart for religious observance.

- **Exceptional circumstances/unavoidable causes**

Authorised absence will be granted for compassionate reasons such as a serious family illness or bereavement.

G. Poor attendance

The Department for Education (DfE) expects every pupil attending school to maintain an attendance level of approximately 90% and above; any figure below this is deemed as poor attendance.

Poor attendance is normally defined as anything below 90%. There is clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss more than 50% of school, only 3% manage to achieve five A* to Cs, including English and maths. Of pupils who miss between 10 and 20% of school, only 35% manage to achieve five A* to C GCSEs, including English and maths. Of pupils who miss less than 5% of school, 73% achieve five A* to Cs, including English and maths.

Persistent absence

The Department for Education has changed the definition of 'Persistent Absence' to deal with the reality of pupil absenteeism in schools and its impact on their learning. The Department has reduced the threshold at which a pupil is defined as persistently absent to 10%. Pupils whose attendance is below 90% are now officially classed as persistent absentees. The school is obliged to contact parents if their child's attendance drops below that figure. If attendance does not improve and absence continues to be persistent, the school will contact the Education Welfare Service.