



Truro School Pupil Attendance Policy

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

The school's website

Reviewed and Updated: September 2023

Date for review: September 2024

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

The Department of Education guidance on attendance can be found here:

[Working Together to Improve Attendance](#) (Published May, 2022)

Introduction

In order to fulfil our ambition of inspiring pupils to thrive – personally, spiritually, academically, socially and physically – and to ensure their ambitious and sustainable engagement with a broad and holistic education, 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 all schools to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

In addition to these School responsibilities, there is also an expectation that:

- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils are be punctual to their lessons and other timetabled School activities.

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 0830. The normal school day ends at the following times:

Pre-Prep (Nursery-Year 2)	1530
Prep (Year 3-6)	1540

After school care continues up to 1815 for all children.

Senior School

All pupils are required to be in their form rooms by 0845 to be registered by their form tutor.

All pupils are registered in every lesson, with period 5 registration being the official afternoon registration.

The normal School day finishes at 1550.

Pupils who remain on site after 1550 must either sign in to an after-school activity or in the library and can sign up to join boarders for supper at 1745.

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 0900 each 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 or email absence@truroschool.com by 0900 each 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.

Late arrival

Prep School

Our administrative systems electronically register the pupils and by 0900 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. Our systems are again updated at 0930 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 0845 and again at 0915 in period 1. It is essential that if a pupil arrives late, they sign in at main reception prior to going to their class.

Leaving School early during the day

Senior School

1st to 5th Year 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, they are required to be signed out and wait to be collected from reception.

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 1230 and 1400, if they sign out with the sixth form administrator. Upper Sixth pupils may leave at 1230 to study at home if they sign out and have an afternoon with no further lessons.

Boarders

Roll calling is fundamental to ensuring the safety of our boarders and in order to be compliant we must make sure that our records are complete, accurate and in line with our School policy. We use an online platform Orah to roll call our boarders. Roll calls are taken at the following times.

Monday to Friday			
	Pentreve House	Malvern House	Trennick House
Morning	0800	0800	0800
After School (1 st to 4 th Year)	1615		1615
Early evening	1735	1735	1735
Return to House / Library	1830	1830	
Late evening	2145	2200	2130 (1 st – 4 th Year) 2200 (5 th – Upper Sixth)
Saturday and Sunday			

	Pentreve House	Malvern House	Trennick House
Morning	1025	1025	1025
Lunch time (including on trips)	1330	1330	1330
Early evening	1735	1735	1735
Return to House	1830		
Late evening	2145	2200	2130 (1 st – 4 th Year) 2200 (5 th – Upper Sixth)

Boarders and their parents / guardians are expected to follow the instructions given for requesting Orah passes for overnight stays outside boarding, holiday travel passes, flexi boarder passes, and absences for clubs / trips or activities. Good communication and punctuality is expected of all boarders. Boarders should refer to the document “Orah – What kind of pass do I need and what is required” if they are in doubt or check with their Housemaster / Housemistress.

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, these should be made two weeks in advance in writing to the absence email: absence@truroschoo.com. All requests will be considered by the Deputy Head (Pastoral).

Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing and 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.

Holidays which are taken for the following reasons will 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.

Working together to improve 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.

There is clear evidence from national data of a link between poor attendance at school and low levels of achievement. Of pupils who miss more than 50% of school nationally, only 3% manage to achieve five A* to Cs (9-4s), including English and maths. Of pupils who miss between 10 and 20% of school nationally, only 35% manage to achieve five A* to C (9-4s) GCSEs, including English and maths. Of pupils who miss less than 5% of school nationally, 73% achieve five A* to Cs (9-4s), including English and maths. Truro School expects pupils to outperform national outcomes in academic terms and views regular attendance as one contributing factor to that ambition for our pupils.

Department for Education guidance states that where absence escalates and pupils miss 10% or more of school (equivalent to one day or more a fortnight across a full school year), schools are expected to sensitively consider the reasons for absence and put additional targeted support in place. Truro School endorses this guidance. Parents / guardians / carers of pupils falling into this category may be contacted by the School so that the reasons for frequent absence can be better understood and any relevant help and support provided.