

Attendance Information for Tutors

The school expects high levels of attendance and punctuality. Our current attendance target is 94%. Regular and punctual attendance will have a positive impact on attainment and will help our students achieve their full potential at school and in further education or work.

Tutors are expected to complete all registers accurately and punctually via lesson monitor. When this is not possible tutors should complete an OMR sheet which can be found in the green register folder. Reasons should be provided to the Attendance Team as to why the register has not been completed on line.

Where a student is late, tutors are expected to record the time the student arrived and the reasons via lesson monitor. Persistent lateness should be dealt with through school detentions and can, where appropriate, be referred to the Education Welfare Service via the Attendance Team.

When a student is not in school they must have a justifiable reason. Parents/guardians are informed that they should telephone the school attendance administrator on the first day of any absence and should continue to advise the school on a daily basis if the absence continues. Tutors need to ensure that a note is provided following every absence, setting out reasons and a brief discussion held when the student returns to school, ensuring there are no outstanding issues.

Parents/guardians will be contacted by the Attendance Team where a student does not attend school and no explanation for the absence has been forthcoming. Any unexplained absences will be followed up with a letter and may result in referral to the Education Welfare Service for further action.

Tutors should raise any concerns regarding students with the Head of School and Attendance Team, and should be alert to signs of disaffection that may lead to non attendance and report these to the Attendance Team.

Parents/guardians are advised that all requests for holidays will be considered to be unauthorised leave of absence due to the impact these will have on attainment. If a family needs to request absence in term time, an Application for Leave of Absence in Exceptional Circumstances Form must wherever possible be completed prior to the leave date preferably at least 2 weeks before. The Head of School will decide whether or not to authorise the absence request.

A student becomes a persistent absentee when they miss 20% or more days schooling across the school year for whatever reason. Any students who is seen to have reached the persistent absence mark or is at risk of moving towards it is given priority and parents/guardians will be informed immediately. Parents/guardians will be notified by letter if their child becomes a persistent absentee and be invited to a meeting where an action plan will be drawn up to address the issues identified.