

Attendance and Punctuality Policy

Attendance

A student at The Ladies' College (Senior and Sixth Form) should attend school daily and absences should be with good reason. Parents and guardians have a legal responsibility to ensure that their child attend regularly and punctually.

An accurate record of attendance will be kept by the College, so that information may be available for references and compliance with housing licence ordinances.

The College is officially open from 08:00 until 16:15: if girls are on site before or after these times, except on College business, then they are unsupervised.

The times of mandatory attendance for Senior School and Sixth Form are between 08:25 and 16:00 (Monday-Thursday). Senior School and Sixth Form students finish at 15:30 on Fridays, with the exception of those Sixth Form students who are in timetabled lessons until 16:00. Students in Remove and Lower Four are released daily at 15:30, but may remain in school until 16:00 for Private study periods by arrangement, or on an ad hoc basis (Monday-Thursdays).

In addition to daily attendance, students must also attend:

- Michaelmas Term – Carol Service
- Trinity Term – Leavers' Service
- Trinity Term – Speech Day

Students will be excused from these only in the most exceptional circumstances.

Absence from internal examinations may result in no normalised scores being issued to Parents.

Punctuality

The register closes at 08.28 in the morning and 13.23 in the afternoon. Students arriving later than these times need to present themselves at Reception to sign in, and will be marked late.

If students are persistently late for registration, initially their Form Tutor will investigate the reasons for this: serious difficulties will be referred to the Year Coordinator. If there is no reasonable excuse for lateness, then an order mark will be given after a half term in which a student has been late twice a week or more. A further order mark will be issued if punctuality has not improved over the fortnight following the issue of the first order mark; the College will also inform the parents/guardians of the problem by letter. If there is no improvement, then after another fortnight there will be a further order mark and a Senior Management detention management). While these sanctions are being imposed, the Form Tutor and Year Co-ordinator will be working with the student to support their attendance.

If a student is persistently late for lessons, then similar procedures will be employed. A Head of Department will speak to a student to identify reasons for lateness before an order marks is issued

Parent/Carer responsibility

If a student is to be absent on any day, the parent/guardian must contact College as soon as possible, by e mail (reception@ladiescollege.ac.gg) or by telephone (721602), giving a reason for the absence. The College should be informed before morning registration which is at 8. 25a.m. This should be repeated for each day of absence.

Medical and Dental appointments

As far as possible, these should be arranged outside College hours. Please advise in advance by email or phone.

Authorised absences:

Permission for absence for special occasions should be sought in writing from the Principal, who will grant permission at their discretion: permission should not be assumed.

Family holidays should not be arranged in term time; any absences arising from these will be marked as unauthorised.

College responsibility

The College, as part of its duty of care, will inform parents /guardians of any unexplained absences. Form Tutors in the Senior School take the register each morning and afternoon, recording presence (/) and absence (N), in the Sixth Form the Form Tutor registers onsite students once a day in the morning. In the afternoon student registration is managed by Reception. Students being taught at Elizabeth College are registered in the morning by an assigned member of their staff and this detail is shared with Reception at The Ladies' College. The College Receptionist will complete the register with an appropriate code. She will also compile a daily absence list and this will be posted for the information of teaching staff on the 'Today' board. This list also gives advance warning of future absences. A further weekly list records students who have been absent for more than 2 ½ days, with the reasons for the absence. The Receptionist will alert the Deputy Principal if the College's attendance falls below 95% on a week by week basis. The Deputy Principal and Receptionist will review attendance at least every two months. Any student with attendance below 95% will be noted on an Attendance Summary Log, this will be discussed with the Year Coordinators at their weekly meeting. Following the meeting it may be agreed to send a letter to raise the issue with parents or send out information regarding the consequences of poor attendance or pass on concerns to the Education Welfare Officer.

Students who achieve 100% attendance each term will receive a congratulatory postcard towards the end of term.

Registration in lessons

Teaching staff are expected to check attendance of students at each of their lessons and should a student be unaccounted for, they should contact the School Office in the first instance. The School Office will check for absence, the medical and music lessons.

Parents should only be contacted once the College site has been initially searched and when it is considered that the pupil/student is off-site and the absence is real. The school office will contact home, if after the initial search the student is not found.

Attendance codes

Form Tutor completes with;

/ Present

N (Not in front of you)

School Office will use the following codes

Codes which count as authorised for the 100% attendance award: (OFFICE: Type – ‘P’ Approved on Integris)

V Educational visit or trip organised by College

E.g. Exchange visit, field trip, Teams for Eisteddfod entered by College etc.

P Approved Sporting Activity organised by the College

E.g. Hockey and netball competitions as a College team, Public Schools Fencing Competitions etc...

B Educated elsewhere

E.g. Elizabeth College

Codes which count as authorised but do not count for the 100% attendance award: (OFFICE: Type – ‘A’ on Integris)

C Educational visit or trip not organised by the College or other suitable day absences

E.g. Representing Island Games, netball training for UK teams, Eisteddfod competitions, Festival of dance Competitions, changes to travel by airline/ferry companies etc...

M Medical or dental appointments

H Family holidays authorised absence

I Illness

J Interview including visits to University

L Late

U Late (after registration has closed)

R Religious observance

- S Study Leave
- W Works Experience
- Y Enforced closure
- Z Student not on roll

Codes which count as unauthorised:

- G Family holidays not agreed
- O Odd days absence

E.g. Going to England for a concert, shopping, a birthday treat