

## **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 attends regularly and punctually.

Section 17 of the Education (Guernsey) Law 1970 (hereinafter referred to as the '1970 Law') places a legal duty on the parents/carers of every child of compulsory school age to ensure that they are receiving efficient full-time education suitable to their age, aptitude and to any special educational needs they may have, either by attendance at school or otherwise. The word 'otherwise' refers to educational provision that does not take the form of attendance at school. The majority of these cases will apply to students who are being home educated or receiving home tuition or having an individualised learning programme as prescribed by a Determination of Needs.

Compulsory school age is defined by Section 16 of the 1970 Law, as amended by the Education (Guernsey) (Amendment) Law, 2009 and the Education (Compulsory School Age) (Guernsey) (No. 2) Ordinance 2008. Compulsory school age is defined as the start of the term commencing on or after the child's fifth birthday, until the last Friday of June in the school year in which they reach 16 years of age.

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). Upper Six students are allowed 'home study' by agreement.

Students who do not attend school regularly are at risk from a whole range of factors that may lead to poor outcomes including low attainment and social exclusion. The link between poor school attendance and poor academic achievement and limited life outcomes has been well established in national research.

Research carried out in the UK indicates that:

- Only 3% of students with attendance of 50% or below manage to achieve five or more GCSEs at grades A\* - C including Maths and English. (Department for Education statistics 2012)
- 73% of students who have attendance of 95% or above achieve five or more GCSEs at grades A\* - C. (Department for Education statistics 2012)
- 33% of students who have attendance of below 80% achieve no qualifications at all. (Department for Education statistics)
- Students with poor attendance are less likely to succeed academically and are LESS LIKELY to go on to Higher Education, employment or training when they leave school. (Department of Health statistics)

In addition to daily attendance, students must also attend:

- Michaelmas Term – Carol Service
- Trinity Term – Leavers' Service
- Trinity Term – Speech Day
- Principal's Lectures (Sixth Form only)

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.

Each week, office staff run a report highlighting students who have been late on more than one occasion that week. Cumulative totals of late registration from the start of the academic year are indicated. These reports are passed to Year Co-ordinators who will decide on any further action required.

If students are persistently late for registration, their Form Tutor or Year Co-ordinator will investigate the reasons for this. Serious difficulties may involve contact with parents. If there is no reasonable excuse for persistent or high levels of lateness, then a letter will be sent home to parents. If punctuality does not improve in a reasonable time-frame, an Order Mark may be issued. If there is still no improvement there may be further Order Marks and/or a Senior Leadership detention. While these sanctions are being imposed, the Form Tutor and Year Co-ordinator will be working with the student to support their attendance. See sample Letter One in attached appendices.

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 Mark is issued

## **Parent/Guardian responsibility**

If a student is to be absent on any day parent/guardian must contact College as soon as possible, by email ([reception@ladiescollege.ac.gg](mailto: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 08:25. 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. If a student does miss College for an appointment at the commencement of a morning or afternoon session, this will be recorded as 'M' on the attendance database. If the appointment is during a session, then the student should be marked present and use the College's signing out system to record when they have left the premises.

## **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 and 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 colleagues on the Staff Room board. The Receptionist will alert the Deputy Principal (Pastoral) if the College's attendance falls below 95% on a week by week basis. The Deputy Principal (Pastoral) 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 and with the SAO. 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 Schools' Attendance Officer. In some instances, the SAO may participate in a College organised 'one-off' meeting with parents/carers and/or the student. The College must inform parents/carers, with two days' notice, that the SAO will be meeting their child. See sample letter in attached appendices – Letter Two. Students in Remove and Lower Four who achieve 100% attendance each term will receive a congratulatory postcard towards the end of term.

## **Registration in lessons**

Teaching colleagues are expected to register 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 pre-arranged absence, e.g. medical, music lessons etc. Parents should only be contacted once the College site has been initially searched and when it is considered that the 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). This is a temporary code and should be substituted by the relevant code by the School Office.

#### **School Office will use the following codes**

#### Codes which count as authorised for the 100% attendance postcard (Remove and Lower Four students only) attendance

: (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 or official study leave period

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

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

e.g. Representation at Island Games, Netball training for UK teams, Eisteddfod competitions, Festival of Dance competitions, taster days at another School, Music/Dance examinations, day off for a Wedding, Funerals, changes to travel by airline/ferry companies etc...

M Medical or dental appointments

H Family holidays (authorised absence) - *only used in exceptional circumstances*

I Illness

- J Interviews, including visits to Universities
- L Late (after 30 minutes after the close of registration)
- R Religious observance
- W Work experience
- Y Enforced closure. E.g. Bad weather
- Z Student not on roll

**Codes which count as unauthorised:**

- G Family holidays (not agreed)
- O Odd day absences  
e.g. Going to England for a concert, shopping, a birthday treat, etc.....

## **Appendix**

### **Sample punctuality letter – One**

*Dear*

*I am writing to you as it has been noted that ???? has registered late at school on seven separate occasions since she started with us this term. A report showing the relevant dates is attached for your information.*

*It is important that ???? registers each morning with the rest of her form group and is organised for the day ahead. We would greatly appreciate your support in ensuring that her morning routine and journey to College allow her to arrive here in good time.*

*If you wish to discuss the matter further or there is a particular reason for ????’s lateness that we should be aware of, please do not hesitate to contact me or Dr Mitchell, the Deputy Principal (Pastoral). We are keen to support your daughter’s education at the Ladies’ College.*

*Yours sincerely*

*(YC)*

### **Sample attendance letter – Two**

*Dear*

*I am writing to inform you that your daughter’s attendance has fallen to 89% through the academic year ?????. I understand that all absences have been accounted for but I must remind you that being absent from school means lost learning opportunities and ultimately can affect examination grades.*

*I regularly meet with the School Attendance Officer to look at and to jointly evaluate attendance data with a view to offering support to any student who falls below a 95% attendance threshold. I have included a copy of ???? attendance record for your information. Please do not hesitate to contact me or your daughter’s Year Co-ordinator if we can help in any way.*

*If you wish to discuss the matter further or there is a particular reason for ????’s lateness that we should be aware of, please do not hesitate to contact me or Dr Mitchell, the Deputy Principal (Pastoral). We are keen to support your daughter’s education at the Ladies’ College.*

*Yours sincerely*

*(Deputy Principal (Pastoral))*

### **Sample attendance letter - Three**

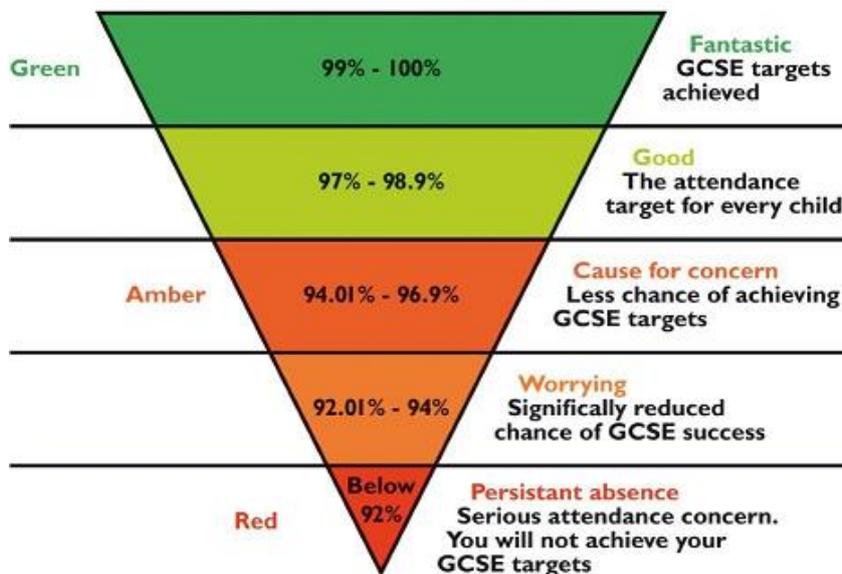
As letter two but with the addition of Attendance & Attainment statistics

## ATTENDANCE & ATTAINMENT

Along with Education Services in Guernsey, The Ladies' College share an expectation that all students will achieve at least a 95% attendance figure.

When a student's attendance is at 90% this is equivalent to missing half a day of school every week. Over a whole academic year this equates to 4 weeks of lessons missed!

### Attendance Triangle



#### Research carried out in the UK indicates that:

- Only 3% of students with attendance of 50% or below manage to achieve five or more GCSEs at grades A\* - C including Maths and English (Department for Education statistics)
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**The greater the attendance, the greater the achievement!**