



# Attendance and Punctuality Policy

## The Chalfonts Independent Grammar School

### 1. Overview

We feel that it is imperative for us to ensure that all of our students attend school regularly and punctually so that they receive the best education possible and are given the full support needed in order to fulfil their potential. To this purpose parents will be informed of the school policy and encouraged to understand the importance of good attendance and punctuality

### 2. Aims

- To recognise that regular and punctual attendance is vital if pupils are to benefit fully from the opportunities which this school offers them and maximise the time in the school day
- To understand that the patterns of attendance and punctuality established by children at primary school tend to continue throughout their school life and beyond
- To recognise that poor attendance and punctuality can have a detrimental effect on social development
- To ensure that the parent community are aware of our expectations in terms of attendance and punctuality and do their best to follow them at all times

### 3. Implementation

#### Roles and Responsibilities

The Principal has overall responsibility for monitoring the Attendance and Punctuality Policy and its implementation. The Principal will ensure that the Attendance and Punctuality Policy is regularly reviewed and implemented effectively.

All staff members are responsible for monitoring the attendance and punctuality of all members of their class.

#### Expectations

The students sign in upon arrival and the School Administrator marks attendance, following the codes provided by the government. All absent students are noted.

All correspondence from parents is passed on to the registrar and, subsequently, the relevant teachers are informed of any absences.

All correspondence is transferred to the student's file by the Registrar.

If a child is absent without an explanation, then a phone call home is made from the school office to find out the reason for the absence.

In the event of a child contracting an illness or suffering an injury which would result in an absence of 5 days or more, parents should inform the school immediately and subsequently keep the school informed of progress. The school will also make follow up courtesy calls.

Registers are checked on a regular basis by the School Administrator/Registrar and any concerns or unexplained lengthy absences are referred to the Principal.

If a student begins to demonstrate a pattern of frequent short absences, this will be investigated by the Principal.

The school is opened at 08:20 and the first lesson begins at 09:00. The students who arrive after 09:00 must sign in at the front desk and give a reason for tardiness.

Parents are discouraged from organising holidays during term time. If an application is made by any parent it will be considered by the Principal on a case-by-case basis.

Date	Position	Name of Reviewer	Date of Next Review
July 2017	Principal	Mr D. Shandley	July 2018