

## Attendance and Punctuality

The school places great emphasis on good attendance and punctuality. Persistent lateness to school disrupts the learning process. Frequent absence prevents any learning taking place at all.

Students should be in their form room by 8.40 a.m. in the morning and in their subject room by 2.20 p.m. in the afternoon. Students who arrive after the gates have closed in the morning and after 2.20 p.m. in the afternoon must report to the school office and complete a late slip.

The school operates a late detention system for students who persist in arriving late to school. This is held for up to one hour and you will be notified in advance. **Where students are regularly late, the school will ask Redbridge Council to issue a Fixed Penalty Notice (fine) to parents or carers. This is currently £100 reduced to £50 if paid promptly.**

Parents and carers can help by encouraging their children to get enough sleep and to allow themselves adequate time to get to school.

We also expect students to arrive promptly to lessons. An attendance register is taken at the start of each teaching period.

Regular attendance is essential if students are to benefit fully from the teaching and learning opportunities and to achieve their potential. Their attendance and punctuality record throughout secondary school will be entered in references which will be seen by colleges and prospective employers.

The law requires that all children of compulsory school ages (between 5 and 16) receive proper full-time education. This requires regular, full-time attendance.

The school has a legal duty to record the attendance of every student and to show who is absent or late. Registers also have to specify the reason for absence.

There are two types of absence. Those authorised by the school and those not authorised by the school. An example of an authorised absence would be a medical appointment and an example of an unauthorised absence would be "going shopping" during school time. It is for the school to decide whether an absence can be authorised and an acceptable explanation is always needed.

If your son or daughter is absent from school please ring the school on the first morning of absence giving a reason for the absence and when you expect him or her to return. Please provide a written note of explanation on their return. The school will be in touch if we don't hear from you. It is helpful if you notify your child's form tutor in advance of a medical appointment.

Family holidays and other trips abroad during term time, are not permitted and such absences will not be authorised. **Where students go absent without leave, the school will ask Redbridge Council to issue a Fixed Penalty Notice (fine) to parents or carers. This is currently £100 reduced to £50 if paid promptly.**

Parents/carers are asked to address any request for absence from school in writing, well in advance, to the Headteacher, who will consider all details carefully before deciding whether the school will authorise the absence. Failure of students to return on the agreed date may result in them losing their school place and having to reapply for admission to the school which cannot be guaranteed.

The school works closely with our own link Education Welfare Officer who reviews registers and attendance and follows up on poor or irregular attendance or punctuality. If your child is experiencing any difficulty or worries in school which are affecting their attendance, we will try to work together to sort matters out and help you to meet your responsibilities. However, you do need to be aware that, in extreme cases of irregular attendance, the local Education Authority may take legal action. This can result in parents being fined up to £1,000 per child if convicted in a Magistrates' court.