



LAWRENCE SHERIFF SCHOOL  
RUGBY

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**ATTENDANCE AND LATENESS POLICY**

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Review date	June 2017
Review period	3 year cycle
Reviewed by	Teresa Mpofu/Mike Hickling
Approving committee	Sue Peach/Pastoral
Policy type	Non-Statutory
Other related policies	

1. Regular attendance and participation by all students are essential to the fulfilment of the school's aims. This applies to the compulsory and to the voluntary age-ranges of students.
2. All activities, outside commitments or appointments which could give rise to unnecessary or unauthorised absence are discouraged, formally through the Home/School Agreement and Sixth Form Agreement, and informally through comments at parents' meetings.
3. Parents/carers are asked to telephone the school on the first and subsequent days of a student's absence to the main school office for Years 7 – 11 or to the Sixth Form office for Years 12 -13. Alternatively parents/carers are asked to email the school on the first and subsequent days of a student's absence to [lowerschool.absence@lawrencesheriffschool.com](mailto:lowerschool.absence@lawrencesheriffschool.com) for Years 7 – 11 or [sixthform.absence@lawrencesheriffschool.com](mailto:sixthform.absence@lawrencesheriffschool.com) for Years 12 – 13 or log in to TASC Insight Parent Portal from the school's website page and click on 'Attendance' and then click on 'Report Absences'. If contact has not been made during the period of absence parents/carers should on a student's return to school provide a letter signed by the parent/carer explaining the reason for the absence. The letter should clearly state the dates of the absence and be addressed to the 'Lower School Attendance Administrator' or the "Sixth Form Attendance Administrator" as appropriate. (Please note that the school reserves the right to carry out checks to ensure the proper use of the absence policy by requesting parents/carers to provide written confirmation of a student's absence). When informing the school of pre-arranged medical appointments, the same procedure should be adopted however the pastoral office may request written notification of medical appointments. The school office is briefed to enquire on the day of any unexplained absence if no contact has been made. Parents of students with an identified tendency to waver in attendance at any stage are asked to communicate immediately with the tutor in the event of absence. In cases of frequent or persistent absence, the school will require medical evidence to be provided.
4. All form tutors are required to promote good attendance and to monitor their forms for patterns of non-attendance and lateness. Students' attendance is regularly monitored and particularly if their attendance falls below 95% over a prolonged period the school will contact parents to discuss how the matter can be improved. In cases where a student's attendance falls below 90%, more formal

measures may be required. Where attendance does not improve and is still below 90%, where a student is habitually late, or in circumstances of unauthorised absence, the school may refer the case to the Attendance, Compliance and Enforcement Team; provided by Warwickshire County Council. The Attendance Compliance and Enforcement Service (ACE) is a service provided by Warwickshire County Council and they support the school in promoting attendance and in cases of persistent absence they will be notified as a matter of course.

5. If a tutor suspects that a student is deliberately not attending school, they should discuss the matter with the appropriate Head of House/Attendance Manager; who will then write to the parents. If the matter is not then resolved, the Head of House/Attendance Manager should then arrange a meeting with the parents.
6. Attendance of all students is checked by electronic registration each lesson. Registration must take place in a classroom and be done by the teacher. It is never acceptable to register outside or in a corridor. Where classes have to take place away from the classroom such as in PE, a register will be taken and names of absentees phoned in to the school office to be entered into the electronic lesson monitor.
7. Codes

*A student will be marked*

- *Present (/)* in the morning if they are registered by 8.50.
- *Authorised Late* if they arrive at school after 8.50 and before 9.20 (this is marked by Code L).
- *Unauthorised Late* if they arrive after 9.20 (this is marked by code U, and counts as an unauthorised absence for the half day).
- *Present (\)* in the afternoon if they are registered by the beginning of registration at 13.35
- *Authorised Late* in the afternoon if they arrive after the beginning of registration (this is marked by Code L).

The school operates a first-day call system. Parents/carers are required to telephone the school before 9.30 am on any day when their son is absent. If the absence is expected to last more than one day, the parent/carer should indicate the date of return. Parents will be contacted if they fail to do this as the school needs to be certain that the student is safe. Alternatively, parents can email: [LSS@lawrencesherriffschool.com](mailto:LSS@lawrencesherriffschool.com) or via Insight.

**Self-certification by any student is not acceptable.**

8. A range of sanctions are available for students who are consistently late:
  - If a student is late they should be warned by their tutor/teacher.
  - If the offence is repeated the pastoral department will, where appropriate, impose an appropriate supervised lunchtime detention.
  - If lateness continues the form tutor/Attendance Manager should write to parents, using a standard letter available from the office.
  - If lateness persists, the student should be referred to the appropriate Head of House who will place the student in detention, as well as writing home.
  - Further offences should be dealt with using the appropriate stage of the pastoral discipline process.
9. For Health and Safety reasons, it is important that attendance is recorded electronically every lesson.
10. Leave of absence (Government regulations issued November 2016):

- The Head Teacher **shall not** grant **any** Leave of Absence during term time **unless he considers** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- The Head Teacher will determine how many school days a child may be absent from school if leave is granted.
- Applications for Leave of Absence must be made in advance (**at least 6 weeks before the proposed absence**) and failure to do so will result in the absence being unauthorised. (**A 'Leave of Absence' can only be booked after receiving written permission from the Head Teacher**).
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

The Headteacher has the discretion to authorise other unavoidable absences including those for the following reasons:

- medical/dental appointments
- interviews for employment/further or higher education/ University open days
- agreed attainment tests e.g. music grades, driving test etc.
- compassionate grounds e.g. bereavement
- participation in elite sporting competitions or training

**Each application for a leave of absence will be considered on a case by case basis and on its own merits.**

Reviewed by Mike Hickling

Date reviewed: June 2017

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