

The Coleshill School  
Attendance Policy  
October 2022

# **The Coleshill School Student Attendance Policy**

## **Introduction**

All children should have the opportunity to benefit from their education. School and parents have a joint responsibility to ensure that children attend school if they are to gain full benefit from continuity of learning opportunities. Absence can lead to a lack of knowledge and understanding and perhaps anxiety at a return to lessons.

The partnership between school and home in making attendance a high priority is vital if Coleshill School's young people are to develop and prepare for the future. Children who miss out on education are at an immediate disadvantage to their peers, at a great cost to themselves and to the community. One day a fortnight away from school means a child will have lost half a year's schooling by the end of Year Eleven.

The Coleshill School provides stimulating and varied learning experiences combined with close student support so that parents do not find difficulty in ensuring their children maintain high levels of attendance and punctuality. The following policy and guidelines apply to all students Year 7-13 and regular school attendance is essential if students are to enjoy their education and make good progress.

At The Coleshill School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident, and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some students find it harder than others to attend school. This policy sets out how school staff will work with students, parents/ carers and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

## **Aim of the Policy:**

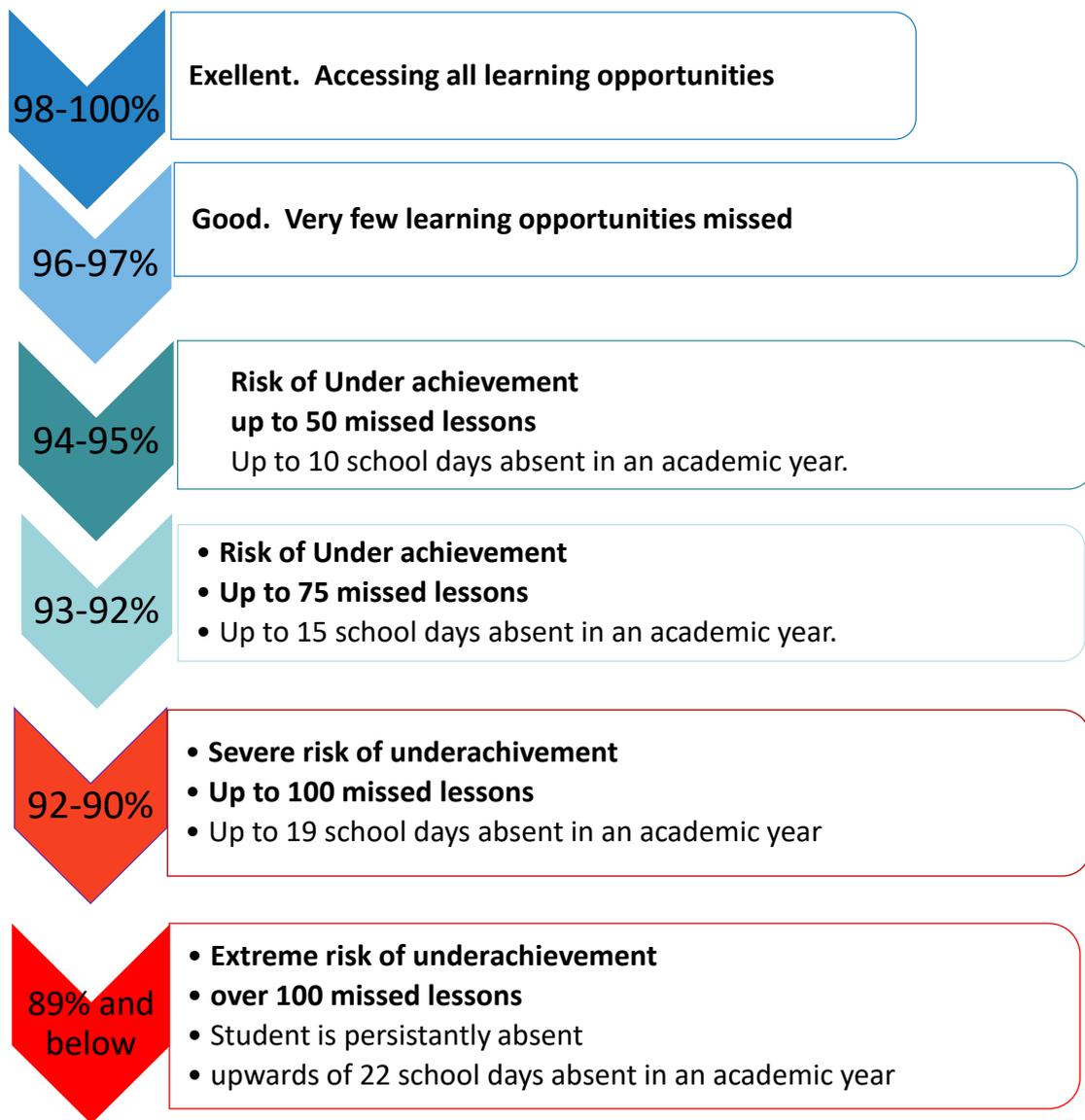
- To set clear expectations and aspirations that all students have a high standard of school attendance and punctuality.
- To improve the overall percentage of students attending school and make attendance a priority
- To gain attainment through good attendance.
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, students, and partners through building trusted relationships to work together to remove barriers to attendance.

**To achieve these aims for our students, we are committed to the following:**

- a welcoming, stimulating, and safe learning environment.
- for all staff to feel happy to attend to school to work with students, developing them to their full potential
- listen to parents and students to understand barriers to attendance
- build trusted relationships with parents/carers and students where attendance concerns can be discussed and understood.
- high expectations of our students and all staff
- a broad, balanced, and relevant curriculum
- recognise and celebrate achievements in all areas of school life
- equal access to all aspects of the curriculum and school life
- high quality teaching using a variety of teaching strategies
- a range of resources that are effectively used to support and challenge learning
- provide experiences, which will develop our students' spiritual, moral, and cultural understanding
- support, guidance, and training for all those who teach and work with our students
- working in partnership with parents and students and other agencies

**Expected Levels of Attendance**

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for Students. Research shows that attendance and punctuality are important factors in school success



**Attendance Partnership Expectations**

**We expect the following from all our students:**

- To attend school regularly.
- To arrive on time and appropriately prepared for the day,

**We expect the following from parents and carers:**

- To ensure their children attend school regularly and punctually.
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from attend of school.

**Parents/carers and students can expect the following from school:**

- Early contact with parents when a student fails to attend school without providing good reason.
- Regular, efficient and accurate recording of attendance
- To inform parents if a student's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.
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**Roles and Responsibilities for Attendance**

- The Coleshill School has an Attendance Champion, Assistant Headteacher Mr Jordan, who has strategic responsibility for all attendance issues
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.
- If you have a concern about your child's attendance your first point of contact should be with their form tutor
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- Attendance matters are reviewed by the Heads of Phase.
- Attendance issues are reported, on a minimum termly basis, to the Safeguarding Advocate, who reports to the Trust Board
- School will liaise with the Local Authority Attendance Support Team at a minimum, termly.
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with student's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent students and improve whole school attendance.

## **Procedures**

Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to Improve School Attendance (September 2022).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and early help to address patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those students who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for students with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.

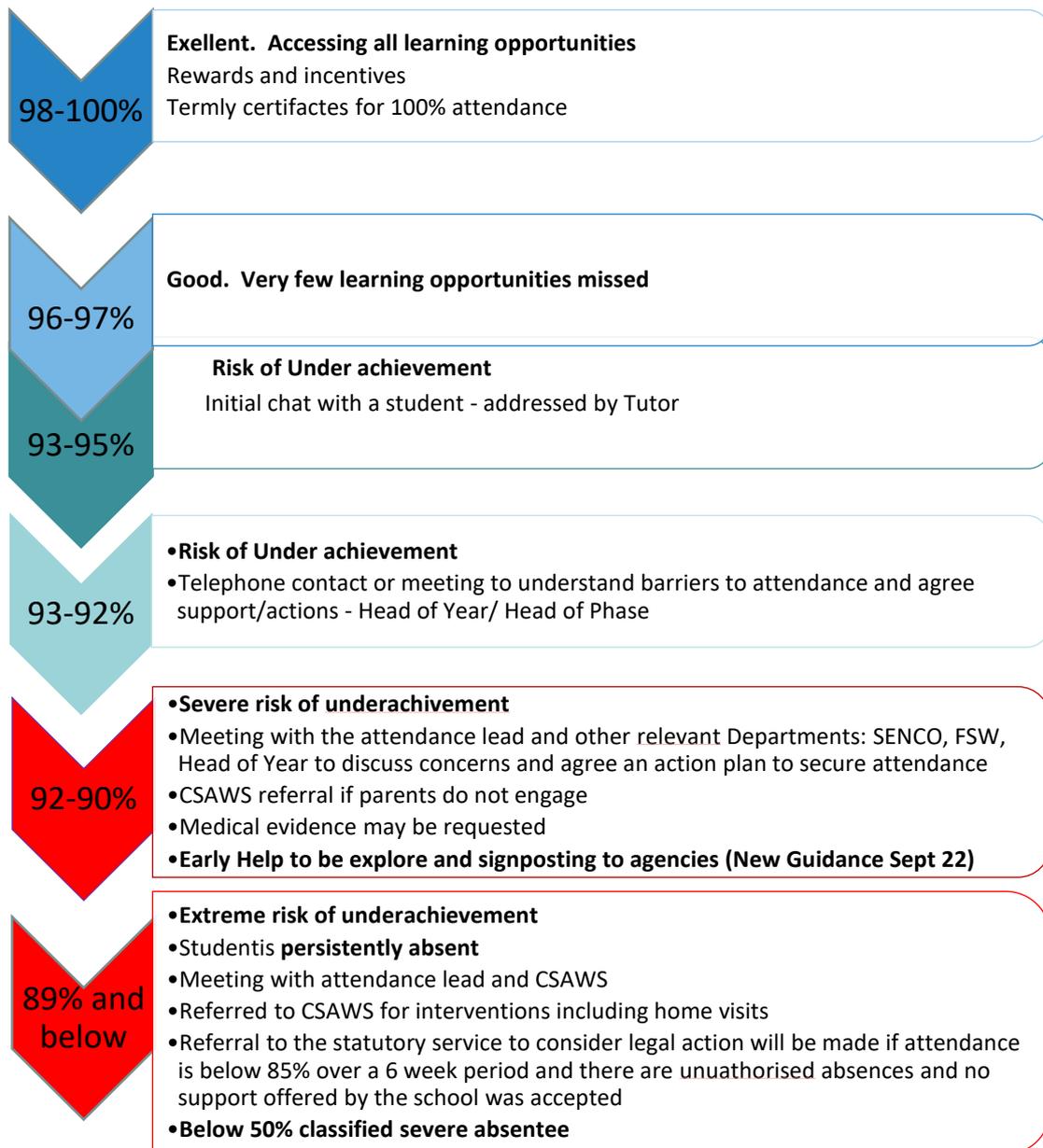
**Where attendance has deteriorated rapidly, there are concerning patterns of absence, several unauthorised absences, or parents have not responded to concerns raised a referral may be made straight to CSAWS. Referrals will be made to Warwickshire LA Statutory Service for consideration of Legal Action where Students have unauthorised absences.**

Parents of registered Students have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude, and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 199

## Attendance Procedure chart



## School Day and Punctuality

It is important that students are punctual so that they do not miss out on the beginning of each school day. Students must attend on time to be given a present mark for the session.

If a student arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



*5 Minutes Late 10 Minutes Late 15 Minutes Late 20 Minutes Late 30 Minutes Late*

(Over one academic year)

The school day starts at **8.45am**. Ensure your child arrives at school on time and provide an explanation for any late arrival. Any student arriving after 8.45am must report to the school's reception office and will be marked as late on the register and subsequently sanctioned for the lateness if no valid reason is provided.

Where a student arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

School registration will close at **9.30am**.

The registers are monitored daily and identify students who are arriving late. Regular late arrival for school will be challenged as not acceptable. Students with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action

## Absence

If a child is absent from school parents should contact the school on the first day of absence by **8.00am** to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the duration of the absence.

At **9.30am** school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will send text messages to parents to ascertain a reason for the student's absence from school.

If staff are concerned about a child's absence or there is no response to text messages, they will follow the process in detailed in Appendix 2. This includes telephone calls to

parents, telephone calls to other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual Student to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2022)

**It is imperative that up-to-date contact numbers and details are provided to school.**

**Schools are required to hold more than one emergency contact per child (KCSIE 2022) Emergency contact numbers should be provided and updated by the parent with whom the student normally resides.**

**Illness:**

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the above absence process.

If your child has symptoms of a respiratory infections such as Covid 19 and has a temperature or is too unwell to attend school, they should stay at home and avoid contact with others until they no longer have a temperature and are well enough to attend school.

Schools should follow up with families if they are not satisfied with the reason as to why the student is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In most cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested

School will challenge parents'/carers' statements or seek additional evidence if they have any concerns regarding a child's attendance. In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to students, particularly for long term illness.

**The types of scenarios when medical evidence may be requested include:**

- Child is absent and there are frequent odd days of absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problems and school may need evidence to seek additional support/provide support

### **Medical appointments**

Parents should avoid making routine medical appointments and dental appointments during the school day. In most cases, appointments can be made outside of the school day/during the school holidays.

Where appointments must be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Students are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy or screen shot of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

### **Reintegration of Long-Term Absentees**

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

### **Key Principles**

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Head of School, Attendance Champion and SENDCo can consider a phased return to school, for a time limited period, only where they deem it appropriate.

Consideration needs to be given to any special needs the student may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)

Class Teachers should ensure that the student feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

### **Other reasons for absences:**

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

### **Religious Observance**

The Coleshill School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to

the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

### **Traveller Absence**

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Where Traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a Year and are not attending school, the absence will be investigated in the same way as that for any student.

### **Requests for Leave of Absence (exceptional circumstances)**

- The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Student Regulations) (England) Regulations 2006 as amended by Education (Student Regulations) (England) (Amendment) Regulations 2013
- The Head of School shall not grant any Leave of Absence during term time unless they consider 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 of School will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result

in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/Studentnonattendance>).
- If a Fixed Penalty Notice is issued and is 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.
- Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

**The resident parent should complete a Leave of Absence Request form available from the school or the school website. The Head teacher may ask parents to provide supporting evidence when assessing a parent's case for exceptional circumstances.**

### **Attendance, Safeguarding and Children Missing Education**

A child missing from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered Student who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Student Registration) (England) Regulations 2006 regulation 12).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Student Registration) (England) Regulations 2006 as amended by the Education (Student Registration) (England) (Amendment) Regulations 2016.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed

to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

In September 2016, the Department for Education updated the [statutory guidance](#) to reflect the 2016 amendments to the Education (Student Registration) (England) 2006 Regulations.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a student's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations (as amended).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the student's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii).

**Appendix 3** details the local Procedures that School follows

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

### **Alternative Education Providers**

On rare occasions, a small number of students may be accessing an alternative education provider agreed by the school for all or part of their timetable. In this instance the student remains on roll at school. Attendance to approved alternative providers is monitored and reflected on school registers. The responsibility of ensuring students are safeguarded and receiving appropriate education remains with School.

### **Registers**

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations

Every half day of absence from school must be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the Head of School has either approved in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher [see The Education (Student Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].

There are procedures in place to resolve unexplained absences within two weeks. School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 4).

### **Use of Attendance Data**

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of the annual publication of school statistics.

We collect, use and store attendance information about our Students and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Head teacher and Attendance Champion will analyse attendance data half termly for whole school and groups of students. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Student progress reviews and parents' evenings and to target interventions.

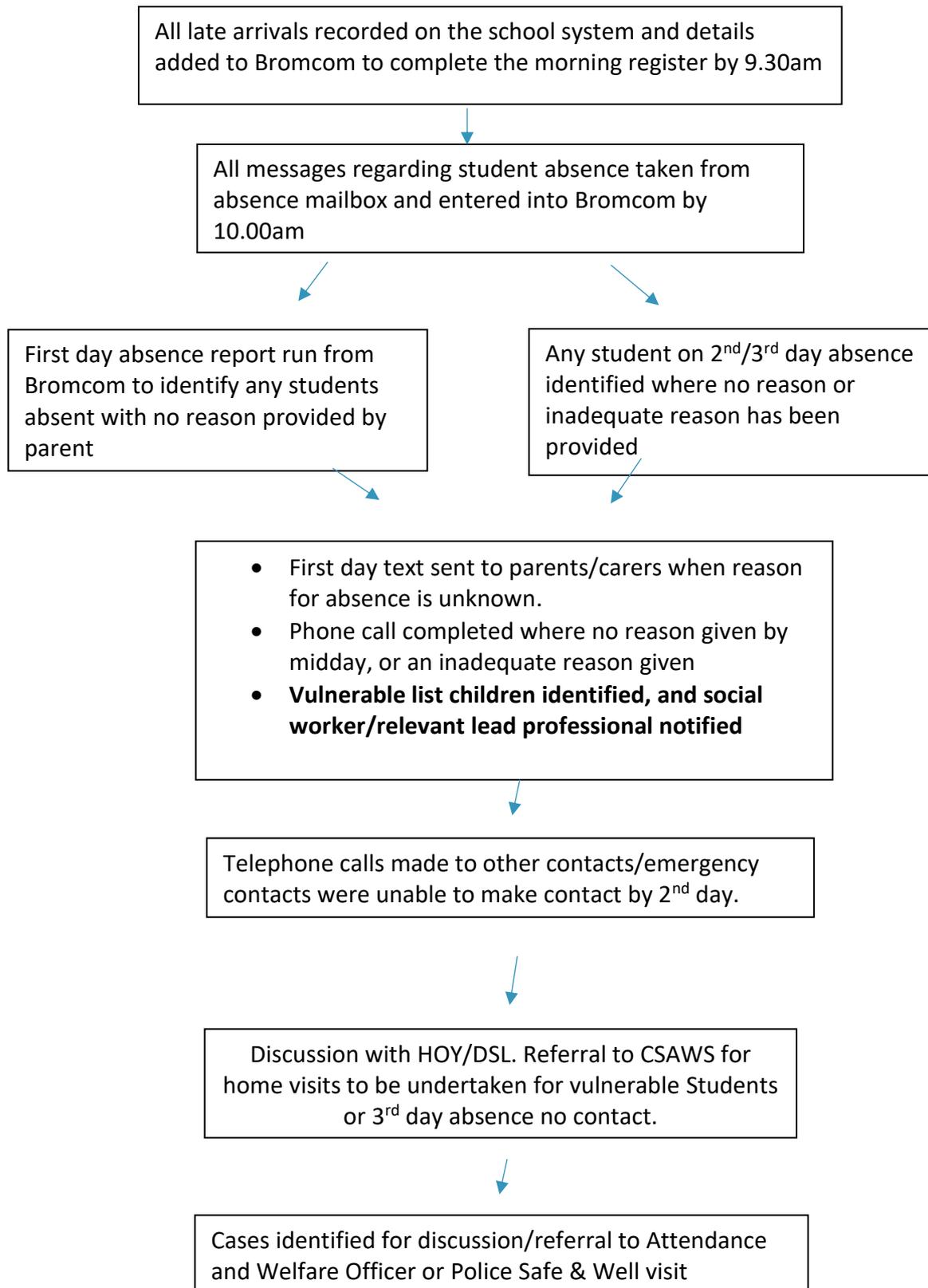
Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentives.

**Appendix 1**  
**Role and responsibilities for attendance**

Role	Responsibilities
Schools Governors	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation (e.g., Student registration, attendance registers)</li> <li>• Reviewing school attendance</li> <li>• Agreeing and Reviewing School Policy</li> </ul>
Head of School and Attendance Champion	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Data analysis and Strategic Plan for attendance.</li> <li>• Implementing school policy and leading on whole school approach.</li> <li>• Authorising/authorising absences</li> <li>• Leave of absence request</li> <li>• Line management</li> <li>• Overview of clear and escalating interventions</li> <li>• Evaluation of interventions</li> <li>• Promoting school attendance.</li> <li>• Responsibility for links with CSAWS and the LA Statutory Team.</li> </ul>
Class Teachers /Form Tutors	<ul style="list-style-type: none"> <li>• <b>Take a register every lesson</b> and report any concerns immediately to the Student Support Office.</li> <li>• Promoting importance of regular school's attendance</li> <li>• Providing early warning of attendance concerns</li> <li>• Positive role modelling</li> <li>• Following policy and procedures consistently.</li> <li>• Point of contact for parents to discuss concerns</li> </ul>
Attendance Manager /Head of Year/ Phase Leaders	<ul style="list-style-type: none"> <li>• Plan and co-ordinate strategy for raising attendance for whole school attendance (years 7 – 11)</li> <li>• Liaise with staff regarding attendance concerns and absence issues.</li> <li>• Attend Attendance panels</li> <li>• Provide additional support on individual student cases and monitor the effectiveness of that support through the Student Support Panels in conjunction with the Pastoral Manager.</li> </ul>
Attendance Manager Pastoral Team / Phase Leaders	<ul style="list-style-type: none"> <li>• Demonstrate to students' high expectations of attendance and model being punctual.</li> <li>• Support students where attendance has been identified as a concern.</li> <li>• Arrange meetings with parents to offer support to address attendance concerns and plan to improve attendance.</li> </ul>
Attendance Manager	<ul style="list-style-type: none"> <li>• Supports whole school attendance through close monitoring of weekly attendance to identify early non-attendance patterns and raise concerns with relevant Head of Year/ Head of Phase</li> <li>• Liaise with relevant internal departments and external organisations to support students where attendance has been a concern</li> <li>• Working with CSAWS to plan interventions for PA and SA students</li> </ul>

Designated Safeguarding Lead	<ul style="list-style-type: none"><li>• Working closely with Attendance Manager to identify vulnerable student</li></ul>
Attendance Team	<ul style="list-style-type: none"><li>• Maintaining registers</li><li>• First day calling/text messages</li><li>• Identifying students whose absence needs further follow up action in-line with the school absence procedure.</li><li>• Late arrivals to be recorded</li><li>• Process for clearing registers</li><li>• Administration of school attendance letters, leave of absence letters etc.</li><li>• Producing attendance reports</li><li>• Communication with CSAWS</li></ul>

## School Absence Procedure



## Appendix 3

### Children Missing Education

Where a student has 10 consecutive school days of unexplained absence and all reasonable steps\* have been taken by the school to establish their whereabouts without success, the school should make an immediate referral to Warwickshire County Council's Children Missing Education (CME) Service.

The Children Missing Education Service can be contacted on 01926 742036.

#### **Reasonable steps include:**

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits where safe to do so
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other service known to be involved with the student/family
- All contacts and outcomes to be recorded on the student's yellow file

Upon receipt of a referral from the school, the CME Service will then continue to attempt to track the child, for at least a further 10 school days, using access to additional contacts/services, e.g., housing. If this also fails to establish the student's whereabouts, the school will be informed by email and may then, but not before, remove the student from roll and report to the LA School-to-School database, entering Coleshill School in the box for destination. This will place the student on the list of Children Missing from Education.

Deletions from roll agreed with the CME Service will normally be backdated to the first day of absence.

If the CME Service is able to contact the student and her/his parents, arrangements will be made with the school and family for a return to education, including a re-integration programme where necessary. Where Students continue to be absent the non-school attendance procedures detailed in the school policy will be followed.

If the Student has registered at another school, the school will delete the child's name from our roll and transfer the child's educational records to the new school in the normal way. Any child protection records will be transferred separately and securely for the attention of the DSL in the new school and a receipt secured.

Students leaving the school for known destinations outside the maintained sector in England and Wales will be updated to the School-to-School database. This includes private/independent schools, schools in other countries (including Scotland and Northern Ireland) and Students moving into home education. The latter will be formally notified to the Home Education Team by the school as soon as written confirmation is received from the parent(s). If no confirmation is received the above Missing Children procedures will apply.

**Appendix 4**  
**Attendance codes, descriptions and meanings**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e., Student attending another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
X		
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to Students	Not counted in possible attendances

Consideration must be given to providing a mentor (staff member / student). All phased returns will be discussed at SSP (Student Support Panel).

**Subject Teachers and Subject Leaders** need to recognise a student's return and take any necessary steps to support their re-integration.

### **Coleshill Sixth Form**

#### **As a member of The Coleshill School Sixth Form, you will**

- Aim for 100% attendance. Anything below 90% (two sessions missed a fortnight) will lead to intervention. In case of illness, parental notification must be made on the first day of absence by phone to main reception before 8:45am and then on each subsequent day of absence.
- Students are expected to be present at registration at 8:40am. If students miss this registration by arriving after the bell at 8.45am, then they will be marked as late.
- For safeguarding reasons, in the case of illness during the school day, students will not be allowed to leave the site unless parental contact has been made. As far as possible, any medical or other appointments should be made out of school time.
- Any student leaving during the school day for any reason needs to obtain an Authorisation Slip from the Sixth Form Office and a note must be brought from home to confirm the absence.
- Holidays in term time will not be authorised unless there are exceptional circumstances.
  - You are required to sign in and out each day via the inventory system in the Sixth Form block.
  - Each student will be given a lanyard and an ID badge. This should be used to sign in on entering the site and to sign out on leaving and must worn and visible at all times.

The ID & lanyard remain the property of the school and if lost or damaged, students must buy a replacement. The cost of replacing the ID card, lanyard & card holder is £3. These must be returned to the school at the end of your A Level studies.

- It is vital that we know who is on the school site at any time for fire safety and safeguarding reasons. Therefore, students must scan in when they arrive on the school site and they must scan out if they leave school for any reason (such as for lunch) before 3.10 pm.
- Students may not leave the site at other times without gaining a authorisation permission slip from the Sixth Form Team
- Be punctual to tutor time and lessons
- Attend all tutor sessions, assemblies and enrichment as appropriate.

## **Policy Review: September 2023**