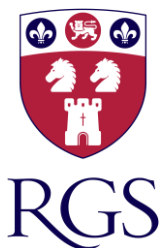




# **ATTENDANCE POLICY**



**RGS**



# ATTENDANCE POLICY

## Newcastle upon Tyne Royal Grammar School

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### INTRODUCTION

The Royal Grammar School Newcastle (RGS) shares with parents a commitment to ensuring progress and positive outcomes for all its students and recognises the importance of regular attendance at school in achieving this. In addition, monitoring attendance allows the School to enhance its care for the welfare and safety of students.

This policy outlines:

- The procedures in place to monitor attendance
- The procedures for following up absence
- How parents/carers should request leave of absence for their child.

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### REGISTRATION

Students of compulsory school age must have their attendance registered twice daily. RGS registers all its students, including those in the Sixth Form. In the Junior School, registration is at 8.30am and 1.20pm daily and in the Senior School registration is at 8.45am and 2pm each day. The register is taken electronically and stored on the school's secure database. All students must be accounted for by being either present, absent or attending an approved educational activity. If a student is absent, parents are expected to notify the School either before or on the morning of the first day of absence. When a student is absent and there has been no notification from home regarding the absence, then the School will contact a parent/guardian to confirm the reason for the absence, the whereabouts of the child, and who is caring for them. This procedure is repeated for every subsequent day of absence.

If a child has not attended school for three consecutive days (for example due to an illness) then a wellbeing check will be made by the child's form supervisor. Patterns of student absence are monitored by the Heads of Year / pastoral teams and regularly reviewed.

The School has a legal, safeguarding duty to report students to their local authority if they fail to attend school regularly or are absent without the School's permission for a continuous period of ten school days or more. If the School has reason to believe a child may be at risk, it may report a student before the ten-day threshold is reached. With this in mind, the level and pattern of absence is also monitored by the School.

In line with KCSIE 2022 guidelines, the School also requires parents/guardians to provide two up to date phone numbers on which they can be reached in an emergency e.g. if their child is missing from school. In addition, a further emergency contact of someone other than a parent should also be provided.

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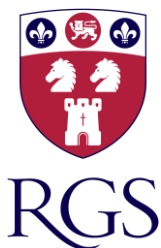
### PUNCTUALITY

Students who are late to registration are still required to register and arrangements are in place for students to register late. The School keeps a record of late registration, including the reason for the lateness. Persistent or regular lateness is discussed with students and parents to ensure that students can arrive at school in good time to get themselves ready for lessons. Persistent lateness has an impact on learning and attainment and students are expected, in an age appropriate way, to take responsibility for their punctuality. Sometimes, persistent lateness can be an indication of other pastoral, personal or medical issues and the

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This policy applies to the whole school and is published to parents

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School will support students where this is the case.

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## **REQUESTING LEAVE OF ABSENCE**

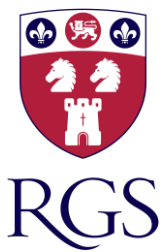
The School recognises that there will be times when a student will be absent on grounds of religious observance, bereavement, one-off special family occasions, visiting another school or university open days. The School does not encourage parents to take children out of school for family holidays, but recognises that occasionally this may be necessary.

If such absence is required during term time:

- Parents wishing to take their children out of school for a medical appointment, music exam or similar, should write a note or email to their son/daughter's Form teacher/supervisor to give the date and reason for the absence, no later than two school days before the requested absence. In the Junior School, this note may also be handed in to the Junior School office.
- Parents wishing to take their children out of school for half or a full day for unavoidable reasons (i.e. not a family holiday/occasion) should request leave of absence by writing a note or email to their son/daughter's Head of Year, giving the date and reason for the absence, no later than two school days before the requested absence. In the Junior School, this correspondence should be addressed to the Head of the Junior School. For planned family holiday/occasion requests, please see below.
- Parents wishing to take their child out of school for an extended period (i.e. half a day or more) for personal reasons (e.g. planned family holiday/occasions), must request leave of absence in advance, in writing or by email, from the Headmaster or the Head of the Junior School, setting out the dates and reason for the absence.

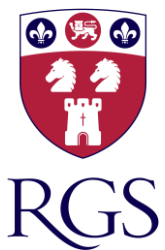
All students who miss school, for whatever reason, are expected to catch up with work missed. Where a student is absent for a prolonged period due to ill health, the School will work with parents to ensure that suitable work is made available for the student during their absence and support to catch-up is in place upon their return.

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This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy (appendix G Children Missing Education Policy)
- DfE Keeping Children Safe in Education (KCSIE September 2022)
- Supervision of students policy
- School closure and early finish policy
- Standard Terms and Conditions



## **CONTACT DETAILS**

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