

Attendance and Punctuality policy

Introduction

The purpose of this policy document is to define the principles relating to attendance and punctuality at Melrose and to provide a framework which:

- promotes consistency.
- informs new staff, pupils, parents, governors and the wider community.

The policy was reviewed in the Trinity Term 2023.

The next review will be in the Trinity Term 2026.

Attendance

Pupils at The Ladies' College. Melrose should attend school daily, from the age of five, and absences should be with good reason. Parents and guardians have a legal responsibility to ensure that their child attends regularly and punctually.

Section 17 of the Education (Guernsey) Law 1970 (hereinafter referred to as the '1970 Law') places a legal duty on the parents/carers of every child of compulsory school age to ensure that they are receiving efficient full-time education suitable to their age, aptitude and to any special educational needs they may have, either by attendance at school or otherwise. The word 'otherwise' refers to educational provision that does not take the form of attendance at school. The majority of these cases will apply to students who are being home educated or receiving home tuition or having an individual learning programme as prescribed by a Determination of Needs.

Compulsory school age is defined by Section 16 of the 1970 Law, as amended by the Education (Guernsey) (Amendment) Law, 2009 and the Education (Compulsory School Age) (Guernsey) (No. 2) Ordinance 2008. Compulsory school age is defined as the start of the term commencing on or after the child's fifth birthday, until the last Friday of June in the school year in which they reach 16 years of age. An accurate record of attendance will be kept by the College.

Melrose is officially open from 08:10am. If girls are on site before this time, except attending an early morning club or individual lesson, then they are unsupervised. A member of staff will supervise the girls until 15 minutes after the school day ends, after that time they will wait for collection in the school office.

The times of mandatory attendance for Lower Prep pupils over 5 is between 08:40 and 14:45, Middle and Upper Prep pupils between 08:40 and 14:55 and Junior pupils between 08:40 and 15:30. In the interests of continuity and progression and the expectation that all girls will be encouraged to reach their full potential, full attendance at school is essential;

except when unavoidable through illness or specialist medical appointments or when furthering education e.g. Eisteddfod, Music, Ballet examinations, PE Competitions.

Pupils who do not attend school regularly are at risk from a range of factors that may lead to poor outcomes including low attainment and social exclusion. The link between poor school attendance and poor academic achievement and limited life outcomes has been well established in national research.

Punctuality

Registration is at 08:30am and girls should be in their classrooms by that time. The first lesson begins at 08:40. Afternoon registration is at 12:55 in the Prep Department and 13:05 in the Junior Department. Pupils not present when the register is taken will be marked by the Class Teacher as an 'N' (not in front of you). This will be updated by the School Secretary. Pupils arriving later than these times need to present themselves at Reception to be signed in, and will be marked late.

If the Class Teacher has been informed of the reason for absence they will fill in the appropriate attendance code (Appendix 1). If not this code will be filled in by the School Secretary.

If pupils are persistently late for registration, their Class Teacher will investigate the reasons for this. Serious difficulties may involve contact with parents. If there is no reasonable excuse for persistent or high levels of lateness, the Class Teacher will inform the Head Teacher who will send a letter home to parents.

In January, the Secretary runs a Mid-Year report highlighting students who have been regularly late. Cumulative totals of late registration from the start of the academic year are indicated. These reports are passed to Class Teachers who will decide on whether lateness needs to be discussed with parents at the Lent Term parent meetings.

If a pupil has more than 20 late attendances or less than 90 % attendance during the school year, a comment will be made on the pupil's end of year report.

Parent/Carer responsibility

If a pupil is to be absent on any day, the parent/guardian must contact Melrose as soon as possible, by email (melrose@ladiescollege.ac.gg) or by telephone (721338), giving a reason for the absence. The school should be informed before 9am. This should be repeated **for each day of absence**. The Melrose school secretary will contact parents of absent pupils by 9.30am if no reason for the absence has been received.

Medical and Dental appointments

As far as possible, these should be arranged outside College hours. Please advise with as much notice as possible by email or telephone. If a pupil does miss College for an appointment at the commencement of a morning or afternoon session, this will be recorded

as 'M' on the attendance database. If the appointment is during a session, then the pupil should be marked present and use the College's signing out system at Reception to record when they have left the premises. On their return, pupils must be signed in and handed over to a member of staff.

If a pupil has been absent due to illness, the class teacher will make every effort to help her catch up where necessary on her return.

Authorised absences

Permission for absence for special occasions should be sought in writing in plenty of time, from the Head Teacher, who will grant permission at their discretion: permission should not be assumed.

Family holidays should not be arranged in term time; any absences arising from these will be marked as unauthorised. Work may be given to children taking unauthorised holidays. A suggestion will be made for them to read or access the school online learning programs. Catching up with work afterwards is at the teacher's discretion.

If a pupil leaves the school for part of the day for whatever reason, she must be signed out with the School Secretary on leaving and sign in on her return.

Resources

Reminders in newsletters / weekly bulletin

Registers

Handbooks

Noticeboard

Sample punctuality letter

Dear

I am writing to you as it has been noted that **** has registered late at school on **** separate occasions since she started with us this term. A report showing the relevant dates is attached for your information.

It is important that **** registers each morning with the rest of her class and is organised for the day ahead. We would greatly appreciate your support in ensuring that her morning routine and journey to College allow her to arrive here in good time.

If you wish to discuss the matter further or there is a particular reason for ****'s lateness that we should be aware of, please do not hesitate to contact me. We are keen to support your daughter's education at Melrose.

Yours sincerely

Appendix 1: Attendance codes

The Class Teacher may fill in the appropriate attendance code if the reason for absence is known. Only the School Secretary will fill in any 'Late' attendance codes.

/ Present

N (Not in front of you). This is a temporary code and should be substituted by the relevant code by the School Office.

V Educational visit or trip organised by College
e.g. field trip, Teams for Eisteddfod entered by College etc.

P Approved Sporting Activity organised by the College
E.g. Hockey and Netball competitions as a College team etc

C Educational visit or trip not organised by the College or other suitable day absences
e.g. Representation at Island Games, Eisteddfod competitions, Festival of Dance competitions, taster days at another School, Music/Dance examinations, day off for a Wedding, Funerals etc

M Medical or dental appointments

H Family holidays (authorised absence)

I Illness

L Late (after 20 minutes)

U Late (after registration has closed)

X Absence due to Covid

Y Enforced closure

Codes which count as unauthorised:

G Family holidays (not agreed)

O Odd day absences e.g. Going to England for a concert, shopping, a birthday treat etc