



## ATTENDANCE (201)

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This policy has been drawn up with due regard to the following requirements:

The School Attendance Regulations 2024

DfE Statutory Guidance: Working Together to Improve School Attendance August 2024

### Termly Attendance

Term normally starts on a Sunday evening and pupils should arrive under normal circumstances as follows:

Pupils in years 7, 8 and 9 between 5.00 and 6.00pm

Pupils in years 10, 11, LVI between 6.00 and 7.00pm

Pupils in the UVI between 7.00 and 8.00pm

Term ends officially on the last Friday of term after the final assembly. Pupils may be collected as follows:

Pupils in years 11, LVI and UVI from 11.00am

Pupils in years 7 to 10 from 12.00 noon

Parents with daughters starting or finishing at different times should adhere to the later time in both cases.

Parents may, if they wish, collect their daughter at those times or at any time during the remainder of the day. Pupils who are dependent on flight schedules may when necessary and with express permission, leave at any time on the Friday and return a day late. All special circumstances should be referred to the pupil's Head of House.

Occasionally the Lent term finishes or the summer term starts on a different day, depending on the timing of Easter Sunday.

### Attendance

Attendance in School is an important requirement and the School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment and well-being. The Senior Deputy Head is the School Attendance Officer and in conjunction with the Heads of House is responsible for managing and tracking pupil attendance and keeping the policy up to date and compliant.

All requests for absence from school and especially any absence impacting lesson attendance, must be sent to the Head of House at the earliest opportunity and the Head of House may consult the Senior Deputy. In the case of persistent non-attendance with safeguarding implications, the Pastoral Deputy Head will liaise with the RBWM Attendance Officer in the termly meeting with the School.

The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

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Minor illnesses are cared for in the Health Centre by the school medical staff but absence from school because of illness and on compassionate grounds may be necessary in some circumstances. Certain other exemptions may be permitted if requested in advance.

## **Biometrics**

The School uses FastVein technology which uses biometric data as the most efficient way to register the presence of each pupil in school. Pupils are required to scan in and out on every occasion when they arrive in school or depart from school for whatever reason that may be. Failure to do so may result in a sanction for the pupil. Pupils are required to scan into all meals, when they go to the Health Centre and for Tennis and Music lessons, and this data is then available for staff to view on SMAPP.

## **Punctuality**

The School day begins at 8.15am with movement to Chapel, House meetings or tutor meetings. Pupils should ensure that they are punctual at the start of each day and for every class and other timetabled activity. Lateness wastes time and pupils should try to think ahead and show consideration for others (see the School Punctuality Policy (313)). The morning register is open from 7am and closes at the relevant year group times for each boarding pupil. Day pupils must arrive in school by 8.15am. A Day boarder will be recorded as Late if they arrive after 8.16am and Absent (N) if they have not arrived after 8.31am. The absence will be followed up by the School Reception team and the record will be updated when the reason is explained on that day. The afternoon register opens at 11.15am and closes at 13.46pm. The School will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, the safeguarding and behaviour policies.

The School Reception team will work alongside the Heads of House and pastoral team to monitor absence and record reasons for absence on the school system. This includes:

- monitoring calls and/or emails from parents;
- liaising with pastoral leads when valid reasons for absence are unclear; and
- should there be a question about the whereabouts of any pupil marked absent (i.e. no telephone message received from the parent giving a reason for the absence), communicating with parents when a pupil arrives late or is unexpectedly absent from school.

## **Absence for Illness/Medical Appointments**

Parents are asked to contact the School Reception team if a pupil is unable to return to School because of illness or a medical appointment and follow up with an email to their daughter's Head of House as early as possible and preferably before 8.15am. Routine medical appointments should take place during the holidays or outside lesson timings, where possible, to minimise absence from academic lessons.

If a pupil is absent from a lesson the member of staff in charge will try to ascertain her whereabouts, before reporting her absence to reception. Reception staff will follow up on absent pupils by checking the Health Centre lists, the fire lists and with Heads of House and Year Coordinators. If a pupil cannot be located reception staff will inform senior staff.

If a pupil is unwell during a lesson the member of staff will send her, accompanied if necessary, to the Health Centre and later check that she has been attended to.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of

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sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

### **Absence for Exceptional Circumstances**

The school sets high expectations for the attendance and punctuality of all pupils and communicates this regularly to pupils and parents. School attendance is important to pupil attainment, wellbeing and development. As a boarding school, parents are reminded of the importance of adhering to the term dates, ensuring pupils do not miss lessons at the beginning and end of terms, and also arranging departures for exeat weekends at the designated time to minimise disruption to learning.

Only exceptional circumstances warrant a leave of absence from school. The Senior Deputy Head, on behalf of the Headmistress, may in exceptional circumstances grant a leave of absence for a specified length of time. As a general rule, pupils may not be absent from school because of family holidays but in very exceptional circumstances the Headmistress will consider a written request before any commitment or booking has been made.

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for 'unable to attend due to an exceptional circumstance' is not appropriate. Examples include a holiday that has not been authorised by the School or is in excess of the period determined by the Head or the reason for absence has not been provided.

### **Special Circumstances**

Exemption from games or physical education, other than for a limited time, will be granted only on the advice of the School's medical team, or on receipt of a medical certificate if the pupil has consulted a doctor other than a member of the School's medical team.

### **Exeat Arrangements**

Detailed information concerning exeat regulations appears in the section entitled Exeats and Outings (206) in the Boarding Life section of this School Handbook. Parents are asked to abide by all exeat regulations, and to refer all relevant matters to their daughter's Head of House.

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