

ATTENDANCE & PUNCTUALITY POLICY

Date	Review Date	Contact
01.02.19	01.02.20	Head of School & Education

Aims:

- To ensure all our students take their studies seriously and do not miss any classes (or arrive late) without a good reason e.g. illness or authorised absence.
- To provide appropriate care to any student who feels unwell and to ensure they return to class and activities as soon as they are well enough to do so.
- To ensure the safety of our students at all times.

Roll call:

- All students must be in the Forum each day for roll call at 08.50, 13.20 and 19.00.

Acceptable absence or lateness from lessons or activities:

Our policy is that all students must attend all lessons and activities unless they are not feeling well enough to participate or they have an authorised absence agreed with the school. No other reason for absence is normally accepted.

We expect all students to arrive fully prepared and on time for every lesson and activity.

Procedures:

- Students must inform a member of residential staff if they are feeling unwell. The staff member will decide if the student is unwell enough to miss class or activities and take the appropriate action.
- The staff member dealing with the matter informs the Student Services Manager and Academic Manager that the student is unwell, and they will inform the relevant teachers and other staff members.
- Provision is made for one member of staff to supervise the student in the boarding house during class and activities time.
- Students who are ill are normally allowed to return to their bedroom or to a designated sick bedroom with a plan to be monitored and an estimated time for return to school.
- Teachers must inform a member of staff in the office immediately if a student is absent without notice.
- Students who are late and have not had authorisation will be asked to see the Academic Manager who will decide if they can join the lesson or be set work outside the class for that period.

Signed:

Alex McNish



Head of School & Education
Date: 01.02.19