

ATTENDANCE & PUNCTUALITY POLICY

Date	Review Date	Contact
01.03.20	01.03.21	Head of School & Education

This policy is underpinned by Newbury Hall's core values as stated in our aims & ethos.

Aims

To ensure all our students take their studies seriously and do not miss any classes or arrive late without a good reason such as 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; to encourage self-discipline and time management.

Acceptable absence or lateness from lessons or activities

All students should attend all registrations, roll calls, assemblies, lessons, activities, events, meals, etc unless they are not feeling well enough to participate or have an authorised absence agreed with the school.

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

Teachers inform the office immediately if a student is absent from lessons without notice. Office staff will then ascertain the student's whereabouts.

Students who are late and have not had authorisation will be asked to see the head of school & education or head of boarding, who will decide if they can join the lesson or be set copying work.

Procedures

- Students must inform a member of 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 follow-up action.
- The staff member dealing with the matter informs the duty team that the student is unwell, who will cascade the information to teachers and other relevant staff members.
- Provision is made for one member of staff to supervise the student during class and activities time.
- Students who are ill are normally expected to stay in a designated sick bedroom to be monitored.

Patterns in attendance are monitored quarterly as part of behaviour and/or boarding reviews and follow-up actions taken where patterns are noticed, e.g. safeguarding concerns, discipline, etc.

Signed:



Alex McNish, Head of School & Education, on 01.03.20