



## **STUDENT ATTENDANCE POLICY**

1. Parents have a legal responsibility to ensure their children attend school. Therefore students are expected to be in school during school hours and to be punctual.

### **Late arrival in school**

2. All parents of St George's students have made a conscious decision to send their child to the school. Even students coming from some distance are therefore expected to be on time. Students are marked late if they arrive after 0840 or after 1415. All students arriving after registration ends at 0850 must report to the school office on arrival. Students who are late on three occasions in a half term are set a late detention. Students who arrive more than one lesson late are recorded as absent for the session and a note must be brought in from home to allow the school to consider if the absence is to be authorised.
3. School hours are from 0840 until 1540 Monday to Thursday, and 0840 to 1455 on Friday. The school does not take responsibility for students on site prior to 0830. Day pupils must not stay on site after 1550 (Monday to Thursday) or 1505 (Friday), unless they are taking part in an organised school activity supervised by a member of staff, or are signed in as a guest in the boarding houses.

### **Absence due to illness**

4. The School Office should be telephoned or emailed before 1000 on the first morning of absence. A written note explaining the absence should be brought to the Tutor when the student returns to school – the Prep Book contains proformas for this purpose. Any absence not approved by the school is an unauthorised absence.
5. Students in years 7 to 11 must not leave the school premises during the school day without permission from parents and the Head of House. Years 12 and 13 have special arrangements for signing out when not attending lessons or studying in school. Routine medical or dental appointments are discouraged in school time because of the disruption that they cause.

### **Illness during the school day**

6. Students taken ill in lessons should inform their teacher who will, if they consider it necessary, send them to the School Office. Students who feel unwell at break or lunchtime should report to the School Office. The nurse will inform the parent if the student needs to be collected from school. The nurse will liaise with Tutors or Heads of House where a student repeatedly presents to the School Office as being ill.

**Leave of absence**

7. Effective education relies on regular and uninterrupted attendance at school. Parents should consider this before making any request for leave of absence. Any request must be made 3 weeks in advance in writing, and must be addressed to the Head of Day House. Under Herts. and DfES guidance, permission to miss school can only be given by the school and not by the parent. Requests from parents are only granted in exceptional circumstances, and parents should expect to give details of these exceptional circumstances.

**Missing Games**

8. Permission to be excused from PE or Games should be requested in writing from the teacher concerned and should only be for medical reasons. An explanatory note from a medical professional may be required should PE staff see it as necessary to confirm and endorse the request.

**Tuancy**

9. Tuancy from school or from class is a serious offence leading to a Friday detention. Subject teachers are expected to take a lesson by lesson register to deter and reveal tuancy.

**Chapel Attendance**

10. All pupils are expected to attend weekday Chapel services with their house. Sunday chapel services are an integral part of the life of the school for both boarders and day students. A minimum attendance of three services a term is expected.

**Students with long term absence due to illness.**

11. The school is able to apply for a limited amount of home tuition from the Hospital and Home Tuition Service where a student is off sick for more than two weeks. This can be arranged by Heads of House. Where such long term absence can be predicted, e.g. to convalesce following surgery, the Head of House should be made aware at the earliest opportunity.

**Equalities**

12. The Deputy Head Responsible for Attendance will review the attendance statistics for groups of students who may be vulnerable to not maintaining good attendance and take action where necessary to ensure their attendance can be returned to a satisfactory level.