

RUGBY HIGH SCHOOL

ATTENDANCE POLICY

1. All students are required to attend regularly and punctually.
2. Form tutors will monitor attendance and punctuality and take swift action if they suspect truancy or underlying problems.
3. Persistent lateness (with the exception of school bus problems) will be investigated and parents asked to support the school in its efforts to obtain punctuality.
4. Students with health problems will be supported in their attendance and given every possible assistance in keeping up work during unavoidable absence.
5. References for employment and higher education will include statements on punctuality and attendance - this will be drawn to the attention of all students.
6. A record of attendance will be included in the student's annual report.

Procedure

1. Where absence is anticipated, the student must receive permission from the school beforehand. This permission must be sought with a note from parents or appointment cards for interviews or medical appointments.
2. The school operates a first-day call system. Parents/carers are required to telephone the school before 9.30 am on any day when their daughter is absent. If the absence is expected to last more than one day, the parent/carer should indicate the date of return. Parents will be contacted if they fail to do this as the school needs to be certain that the student is safe.
3. The Headteacher may authorise absences for the following reasons:
 - a) ill health
 - b) medical/dental appointments
 - c) interviews for employment/further or higher education
 - d) agreed attainment tests e.g. music grades, driving test etc.
 - e) compassionate grounds e.g. bereavement
 - f) religious holidays.
 - g) **The Government has asked schools to actively discourage holidays in term time.** The Headteacher has the discretionary power to authorise up to 10 days' leave in any one academic year. Holidays will only be authorised in the most exceptional circumstances. Notice must be given well in advance and a holiday form filled in.
4. Students may occasionally be absent from school with staff permission to attend a conference, conduct research etc. Such permission will be clearly recorded and the form tutor informed.
5. In cases of school refusal, persistent truancy or repeated or lengthy unauthorised absence, the Education Social Worker will be called in to help restore full attendance.