

Review Date: June 2024 (annually)

Review Officer: SLT

Pupil Attendance Policy – Primary School

Introduction

For a child to succeed in the school environment, a high level of attendance and punctuality is essential. RGSGQ believes regular and uninterrupted attendance and punctuality will allow our students to achieve the greatest progress and the best results. Punctuality is a crucial personal characteristic valued by the school and employers alike. It has been proven that there is a strong correlation between success and attendance. Evidence from the UK shows that a pupil's progress and attainment is affected if their attendance falls below 90% and statistics show that if pupils miss just 17 days of school, their GCSE attainment is likely to drop by an entire grade.

Our target student attendance rate is 92%. RGSGQ works for approximately 180 days per academic year. At RGSGQ we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's Pastoral committee.

Purpose of the Policy

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

Rights and Responsibilities

- Improving attendance at RGSGQ is the responsibility of everyone in the school community – pupils, parents and all staff.

Students

- All students are expected to attend school and all their lessons regularly

and punctually.

- Attendance will be celebrated weekly during assemblies.
- At the end of each term students who have 100% attendance will be presented with certificates. Full attendance on a yearly basis will also be acknowledged in the form of an award.

Parents

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending school, or is late, parents are required to notify the school before 7:15 am via email at attendance@rgsgq.com. A student's absence from school will be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will receive a text message on the first day of unauthorised absence as outlined in *Appendix 1*. Parents will be informed promptly of any concerns which may arise over a child's attendance, in line with the procedures outlined in *Appendix 1*, to support the student's attendance at school. Parents should avoid, if possible, making medical/dental appointments for their child during school hours.

Staff

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). RGSGQ will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

Registration and Punctuality

Gates open at 7:00 am. From 7:00am, students will enter the school and make their way to their classroom for morning activities. Registration will commence at 7:15 am and will close at 07.25 am. If a pupil fails to arrive before 7:25 am they will be marked as 'late'. Pupils who arrive after the registers have closed at 7:25 am should report to the reception desk and sign in, giving the time of arrival and reason for being late. This will be added to ISAMS by teaching assistants. Parents will be informed promptly of any concerns which may arise over a child's punctuality, in line with the procedures outlined in *Appendix 1*, to support the student's attendance at school.

End of Day and Early Leave

Pick-up for primary students will begin at 1:15 pm and end at 1:45 pm. If your child has not been collected by 1:45 pm they will attend the 'after-care' room (primary library). Teachers will call to inform at 1:45pm that their child is in the after-care room. If your child is registered in the room more than 3 times, parents will be contacted in line with the procedures outlined in *Appendix 2*.

Parents/guardians must provide details of adults for authorised pick-ups. The authorised adults will be given a white lanyard. This must be worn when collecting the students at 1:15 pm. If your child is getting collected by an adult not on the authorised pick-up list, you must message the class teacher via Class Dojo with their full name and picture of their QID. This adult should present their QID to the class teacher and take a red visitor lanyard from security prior to entering the building.

If your child is collected before the designated pick-up time, it will be registered on ISAMs and monitored by staff. All parents/guardians must email attendance@rgsgg.com to inform the school that the student is leaving school early and provide a reason for authorised pick-up. Unauthorised reasons for early pick-ups will follow the procedures outlined in *Appendix 3*. Children may only leave early if the following steps are followed -drivers/nannies cannot authorise early leave. The parent or guardian must inform attendance@rgsgg.com via email.

Holidays and Traveling

Holidays, other than school related will be registered as an absence and count towards unauthorised absences. Special consideration may be authorised based on individual circumstances. Please contact attendance@rgsgg.com with relevant support evidence to submit your request.

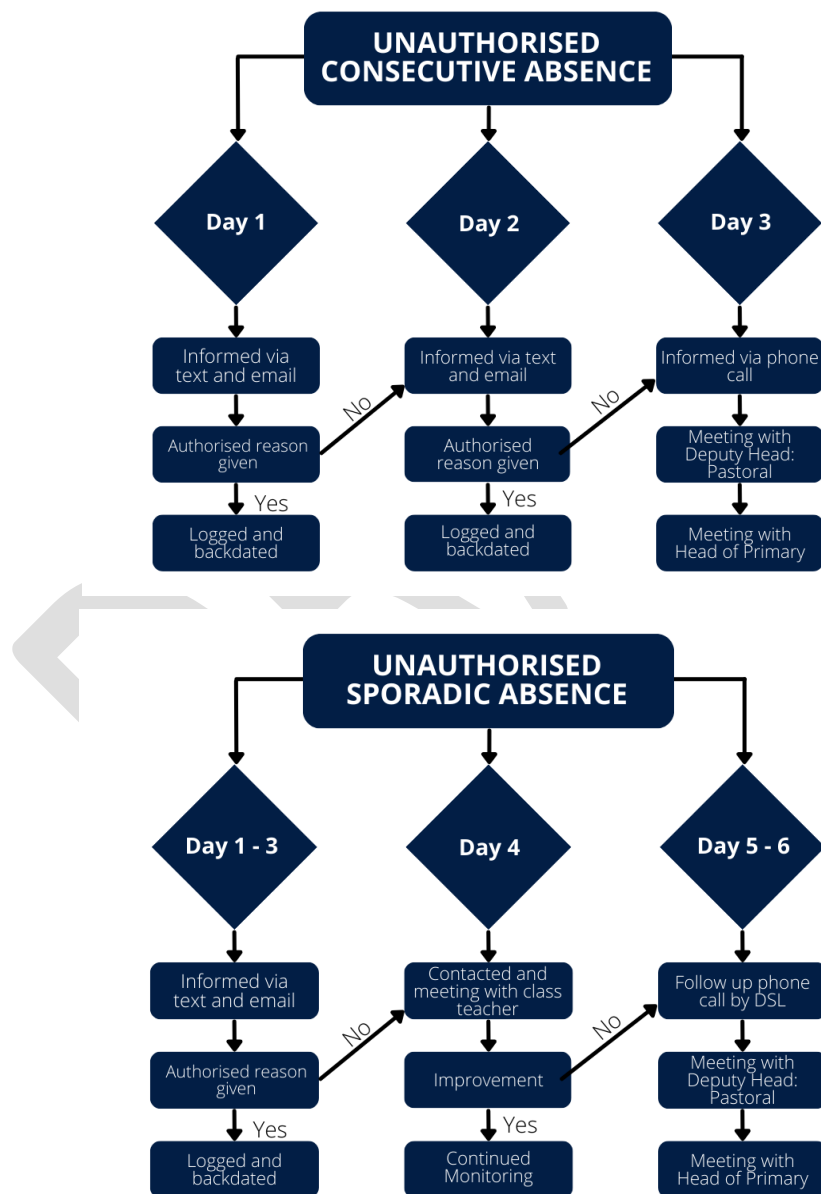
Illnesses

A parent may sign their child off school for the first day of absence without a medical note, however, please follow the attendance procedures by informing attendance@rgsgg.com in writing before 07:15 am. If the child is off for 2 or more days a medical note should be provided to the school nurse and attendance@rgsgg.com.

Religious observance absence

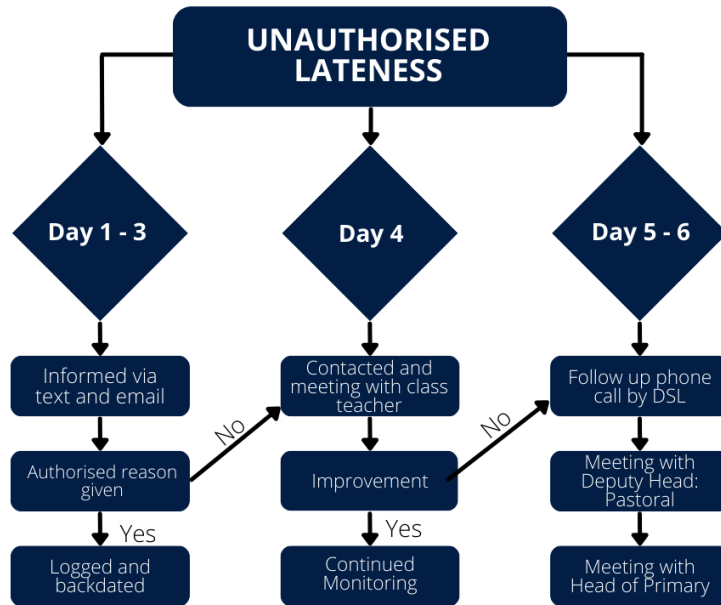
If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

Appendix 1 – Unauthorised Absences



Appendix 2 – Unauthorised Lateness

**text will be in the form of a class dojo message*



Appendix 3 – Unauthorised Early Collection

**text will be in the form of a class dojo message*

