



School Times

Session	Secondary	Primary
Start of session	8:40am	8:50am
Morning registration closes (class registration)	8:45am	9:15am
Registers close (morning)	9:15am	9:20am
Afternoon session start	1:25pm	1:00pm (Mon–Thurs) 12:30pm (Fri)
Afternoon registration closes (class registration)	1:30pm	1:10pm (Mon–Thurs) 12:30pm (Fri)
Registers close (afternoon)	14:00	1:30pm (Mon–Thurs) 12:30pm (Fri)



Attendance Information

Strategic Lead

Mrs Fiona May
Principal

Attendance Admin

Rebecca Jones
Attendance and welfare lead



Expect

Aspire to high standards of attendance from all pupils and parents/carers and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

The school expects children's attendance to be at least 96%.



Promotion

- Assemblies and social media.
- Rewards for 100% attendance, most improved attendance and highest house attendance.

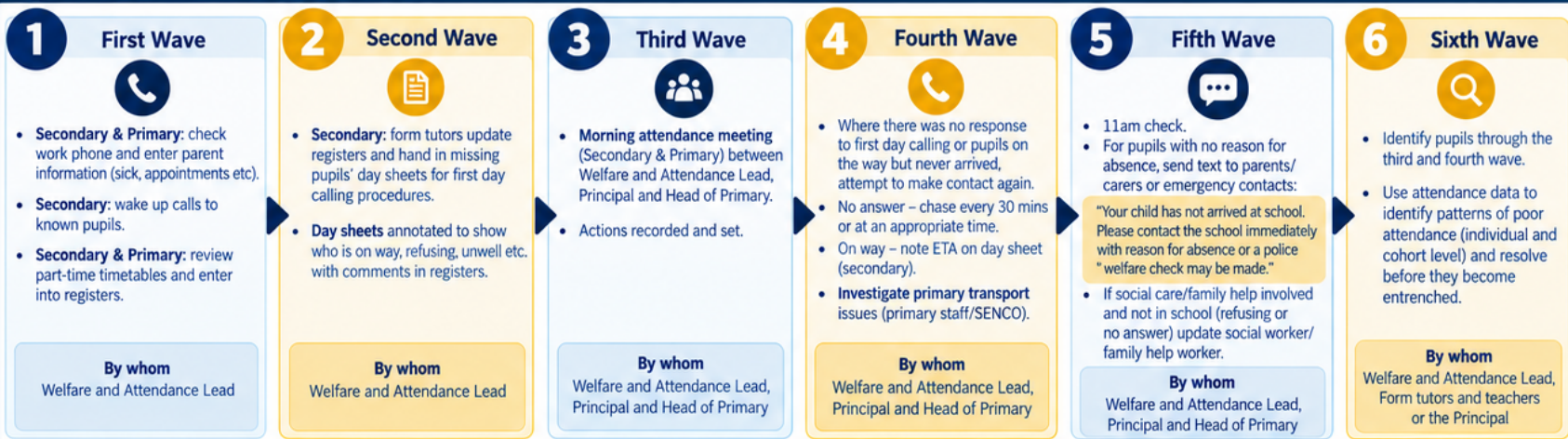


Signposting

- All new parents are signposted to the policy and Attendance information at preadmission and on the school website.



Pupil Absence Procedure



Key Responsibilities

All staff	Support and promote good attendance.
Office staff / Principal	Oversee and manage attendance systems.
Principal	Weekly analysis of persistent and severe attendance; overall responsibility.
Welfare and Attendance Lead / Principal	Analyse attendance in house teams, most improved week on week.
Form tutors	Monitor and update registers; weekly pupil form reports; contact parents where needed.
Welfare and Attendance Lead / Form tutors / Teachers / Principal	Identify patterns; use data to resolve issues.
Senior IT technician	Runs a missing marks check each week.



Ongoing Monitoring & Support

Weekly analysis	Persistent and severe absence (Principal).
House team analysis	Most improved week on week (Welfare and Attendance Lead / Principal).
Weekly pupil form reports	Share attendance information with parents, carers, encourage improvement.
Individual contact	Parents contacted where there is concern about attendance or punctuality.
Weekly attendance data	Used for dialogue and inclusion in weekly reports (Welfare and Attendance Lead / Form tutors / Teachers / Principal).



Additional Notes

- Pupil absence information is checked daily (including part-time timetables).
- Persistent and severe absence is rigorously monitored.
- Actions are recorded and set at key meetings.
- Swift action is taken if patterns of poor attendance emerge.
- Open dialogue with pupils and families throughout the process.
- Use of Arbor for pastoral notes and contact information.
- The school expects children's attendance to be at least 96%.
- Weekly attendance data provided to initiate dialogue and for inclusion in the weekly reports.