



## **Ribston Hall High School**

### **Attendance Policy**

**Date: September 2016**

**Person responsible: Headteacher**

**Date of next review: September 2019**

The School believes that students do not do well unless their attendance is at a consistently high level. This is especially so in the case of older students following examination courses, where many subjects not only have modular examinations throughout the year, but also have controlled assessments which have to be done in school and which cannot be easily repeated.

Students may not take holidays in term time. However, the regulations give the Head Teacher discretionary power to grant up to two weeks' (ie ten school days') leave of absence (in one calendar year) in exceptional circumstances, provided written application is made well in advance of the proposed absence.

In the case of illness or any other absence for which prior permission has not been granted, a letter from the parent or guardian explaining the absence must be given to the Form Tutor when the student returns to school. Absence of more than one week must be covered by a medical certificate. If the student is absent the school must be notified by telephone on the first day of absence. If a message is not received the attendance officer will telephone the parents of absent students.

Attendance is recorded electronically both through morning registration and lesson registration. Regular checks of attendance will be made by the Key Stage Administrators in their role as Attendance Officers and they liaise with the relevant Director of Learning and Support or Head of Year. (*See School Attendance Procedures*).

Full Attendance Certificates are awarded at Speech Day or other celebrations.