

Attendance Policy 2024-24

The senior leader responsible for the strategic approach to attendance in our school is:
Kate Thackray, Deputy Headteacher.

Absence procedures

We monitor and review all pupils' absence, and the reasons that are given, thoroughly. If a child is absent from school the parent/ carer must follow these procedures:

If your child is absent, we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us.
- If we are unable to contact parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The times of the start and close of the school day for all pupils at Verulam are:

Gates open: 8:00am

- Registration starts: 8.35am
- Registration closes: 9.00am
- End of the school day: 3.10pm

How we manage lateness:

- The school day starts at 8.35am when children attend form time with their form tutors
- Registers are taken at 8:35am
- Children arriving after 8.35am are required to come into school via the school office and sign in via our electronic signing in system. A member of SLT is present to speak to pupils about why they are late.
- At 9.00am the registers will be closed. In accordance with our attendance policy, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark and it will mean that they have an unauthorised absence;
- The school may contact parents/carers regarding punctuality concerns; you may be asked to meet with your child's Head of Year or Deputy Headteacher, Kate Thackray,

but you can approach us at any time if you are having difficulties getting your child to school on time.

- We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality. Unauthorised lateness could result in the school seeking advice and guidance from the Local Authority.