



ATTENDANCE AND PUNCTUALITY

Mount House School is committed, to creating a learning environment which encourages and supports high levels of achievement for all students. It is important training for adult life to make sure that students/pupils are punctual for lessons and morning registration. It is also necessary for the smooth and efficient running of the school. All lessons should end punctually when the bell rings so that movement from one room to another may happen quickly and the following lesson may begin punctually. Students/pupils who come late to lessons should be reprimanded and if necessary sanctions will be applied. Students/pupils absent from school miss out on important teaching and learning that can never be retrieved. Students/pupils returning after absence are also disadvantaged by having to catch up on missing work and divert the teacher from teaching as work missed is explained. In particular refer to the Department for Education's Children Missing in Education; Statutory Guidance for Local Authorities.

It is of course, a recognised fact that the teachers' own punctuality is a powerful role model for students/pupils.

PARENTS CAN CONTRIBUTE TO EXCELLENCE IN ATTENDANCE AND PUNCTUALITY BY:-

- Emailing the school before 8.15 am on the first day of absence, to explain the absence. Address is absent@mounthouse.org.uk.
- Sending a note to cover all absences on the students/pupils return, even when there has been an email. This note should explain the details of the absence and should be dated and signed.
- Ensuring that their daughter(s) attend school regularly, unless there is a serious reason for them not doing so.
- Making appointments for the dentist and doctor outside of school hours.
- Ensuring that their daughter(s) leave home in plenty of time to get to school. Students/pupils are marked late if they arrive in school after morning registration at 8.25 am.
- Supporting all the efforts of the school to raise standards in attendance and punctuality.
- Absence Request forms may be collected from Reception and need to be authorised by the Housemistress and Head before the period of absence.
- Students/pupils are responsible for catching up missed work due to absence.
- Request for absence should not be made during exam week, unless in an emergency.

THE SCHOOL WILL SUPPORT PARENTS, STUDENTS AND PUPILS IN ACHIEVING EXCELLENCE IN ATTENDANCE AND PUNCTUALITY BY:

- Rewarding excellence in attendance and punctuality – 100% certificates awarded in February and June
- Getting tutors to monitor attendance and punctuality via log sheets
- Encouraging students to attend school regularly and on time
- Following-up on all absence and lateness

- Fulfilling the legal requirement for attendance and punctuality
- Reporting to parents on levels of attendance and punctuality
- Telephoning/contacting parents on day of absence if the parent has not telephoned/emailed.
- Recording attendance and punctuality on assessment, reports, references and UCAS applications.

PLEASE NOTE – only the school can authorise an absence of a student/pupil. Legitimate reasons for absences do NOT include family holidays. Please do not allow your daughter(s) to be absent from school except in extreme circumstances, particularly during exam periods in December and May.



MOUNT HOUSE SCHOOL

Attendance and Punctuality Policy

Adopted

1/09/2017

Signed by

_____ **Head** _____ **Date:** _____
_____ **Chair of the Board of Directors** _____ **Date:** _____

Next review date: 30/06/2018