



The Windsor Boys' School

Attendance and Lateness

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for pupils to maximise their chances of success. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance.

Attendance

- 1 The electronic register should be completed by the form tutor at am/pm Registrations using the appropriate code. This is a legal document.
- 2 Attendance rules apply to the Sixth Form in the same way as all other year groups.
- 3 Registers are to be completed by the form tutor no later than 9.00 am and 2.05 pm.
- 4 If a pupil is absent Pupil Services will contact with home via text or telephone call to discover from a parent the reason for the pupil's absence.
- 5 Directors of Year will monitor year group attendance weekly.
- 6 Letters of absence should come to Pupil Services.
- 7 EWO will liaise with Pupil Services on a regular basis regarding attendance and to follow-up recommendations after discussion.
- 8 Random checks of attendance will be carried out by the Senior Management Team.
- 9 All subject teachers are expected to complete lesson monitor for each lesson.

Lateness

- 1 Late is defined as arriving after 8.40am.
- 2 If a pupil is late to school, he will be issued with a Late Slip, informing him that he needs to arrive at Pupil Services during Short Break in order to complete a Late Form, explaining why they were late.
- 3 If a pupil fails to complete a 'Late Form', they will be placed into detention for 30 minutes after school on the same day.
- 4 If a pupil fails to attend this 30 minute detention, they will be issued with a one hour detention the following day and their Year Director or Leader will contact home.
- 5 Failure to attend the one hour detention will result in a more serious sanction such as an Internal Exclusion; parents will also be expected to attend a meeting with the Director of Year.

- 6 A boy, arriving to school after Registration must report to Pupil Services before attending a lesson. Pupil Services will then complete the registers as follows:–
- a) If a pupil reports to Pupil Services after the am/pm registration period is over, an 'L' code is recorded; "U" is used to record the pupil's arrival in school, if after close of Registration.

Attendance and Lateness Policy

Reviewed: September 2017

Reviewed by: Mr Mike Rooke

To be reviewed: September 2018