

Attendance and Punctuality

Attendance

All students must attend the school every day and on time. Students who attend the school regularly are able to keep up with school work and make better progress. They also find it easier to make and keep friendships.

There are times when students have to miss school through illness. The School operates a system of telephoning and texting the parent/carer of all students who are absent from the School. Please help us by telephoning the school on **0207 790 6361** or by emailing us at attendance@stepneygreen.towerhamlets.sch.uk on the first day of absence and each subsequent day of absence by 9:00am.

If you are leaving a message, please clearly state the following;

- Students full name
- Class
- The reason for the absence (please state the symptoms not just he/she is unwell or feels sick)

When your son/daughter returns to the school they should bring a note of explaining the reason for absences and hand this to the Attendance Office or Head of Year.

The school is only able to authorise absence for:

- Illness
- Immediate family bereavements or funerals
- Medical Appointments
- Religious Events

Any absence from the School reasons other than illness must be requested as far in advance as possible. Ongoing absences due to illness will require you to provide supporting medical evidence.

The following are not acceptable reasons for absence and will be classified as unauthorised:

- Shopping
- Taking responsibility for family
- Late night, oversleeping, tiredness
- Going to the airport

Punctuality

Students are expected to be punctual at all times. From Year 7 to Year 13 the school day starts at 8:35am with registration with the class tutor, students should be in the playground by 8:25am. Afternoon registration is taken between 13:50 – 14:00 on Monday – Wednesday and between 13:35 – 13:45 Thursday and Friday. All lesson attendance is monitored through the day.

Students whom arrive late to school will be given a late mark. Students are also expected to be on time for all lessons. Lateness will result in a detention at lunch time for half hour regular lateness will result in hour detention at the end of the week which is led by members of the Senior Leadership Team and parents will be contacted.

Most students have an excellent record of attendance and punctuality. This is recognised through certificates of achievements, prizes and student's names are displayed on the attendance boards.

The School will inform the Local Authority; Attendance Welfare Adviser assigned to the School, if there are unexplained or unauthorised/persistent absences or regular lateness to the school.

Holidays during school term time

Parents/Carers cannot take their son/daughter out of the school for holidays during term time. If you do, you are likely to receive a penalty notice from the Local Authority.

Holidays during the school term – The Law

Once your child is registered at a school, the law says you must send them to school every day and on time.

The law changed in September 2013 and schools no longer have the freedom to allow parents to take their children out of school for up to ten days during term time. Only in exceptional circumstances can you write to the Headteacher and ask to take your child out of school.

The Headteacher will consider any application carefully and look at:

- The reasons why you need to take your child out of school
- The effect on your child's education
- The number of days your child will be away
- Your child's attendance record.

If the Headteacher agrees he will tell you when your child must be back in school.

Penalty notices and fines

If you take your child out of school without permission, you may receive a penalty notice. If you receive a penalty notice you will have to pay:

- £60 per parent for each child - if you pay within 21 days
- £120 per parent for each child - if you do not pay within 21 days, but do pay within 28 days.

If you do not pay, legal proceeding can be taken and you could be taken to court.

If you require any further information, please do not hesitate to contact the school Attendance Support Officer.