THE DUSTON SCHOOL	**The Duston School** **Policy**	The Duston EDUCATION TRUST

Policy Title	Attendance & Punctuality	**Version No**	1

Rationale	The Duston School is a 4-19 mixed, all-through School, with designated Specialist College status in Business & Enterprise, and Science. It is the legal responsibility for the parents of all registered students to secure regular attendance of their children, under Section 39 of the Education Act 1944. It is the legal responsibility of the school to register attendance & to help secure regular attendance of its students. "A school's rate of attendance can be regarded as a significant indicator of its effective performance" (**Education Observed – Attendance at School, DfES**). It is important to instil the habit of good punctuality in order to promote the smooth running of the school, maximise students' chances of educational success, prepare students for the requirements of post-school experience.
Policy Statement	**Registration** In an effort to enforce regular attendance, it is essential that registers are taken carefully & accurately as they are legal documents & may be required in a court of law. **Absence** All absences will be followed up quickly & covered with a note/telephone call from the parents. If an absence is not covered with a note & there is no adequate explanation from parents, then an Absence letter will be sent. If still no communication is received, the Head of Year will be informed. **Reasons for Absence** Reasons for absence include: illness of the student; a death in the immediate family; It is recommended that medical or dental appointments are arranged out of school hours. The Duston School does not authorise holidays taken during term time. **Action** Cases of student absence causing concern or not being covered by parents will be discussed at the weekly meetings between the Attendance Officer & Head of Year. Serious cases of student absence will be referred to the Local Authority **Attendance Targets** Targets for whole school attendance are set by NCC & the Governing Body.

	Punctuality Punctuality will be encouraged by all staff through reminders in registration, assemblies & lessons. Students should be marked as late if they arrive after the start of morning registration. Secondary Phase students arriving after 8.45am should sign in at Student Reception. Primary Phase students arriving after 9.00 am should sign in at the primary phase office. At afternoon registration, students arriving late should be recorded as such. **Consequences for Lateness** **(Secondary Phase only)** Two instances of unauthorised lateness to school will results in students being placed in a D30 detention. Persistent lateness should be referred to the Head of Year via the Attendance Officer & offending students may be placed on a punctuality report. **Primary Phase** Persistent lateness in the primary phase should be reported to the Vice Principal (Primary) who will monitor lateness through a punctuality report.		
Staff Responsible	NAD		
Date approved by GB:	15/10/15	**Review Date**	October 2017