



Pupil Attendance and Punctuality Policy

Policy History

Date of adoption of this policy	December 2024
Date of last review of this policy	December 2024
Date for next review of this policy	December 2025
Policy owner (SLT)	Alex Hands - Deputy Head
Policy owner (Chair of the Board)	Board



Table of Contents

Policy History	1
Table of Contents.....	2
Times of the School Day	3
Absent from school procedure.....	3
Types of Absence	4
Sickness.....	4
Unauthorised Absence.....	4
Medical Appointments.....	4
Approved Absence	4
Procedures for children excused from PE/Sport.....	4
Monitoring Attendance Procedure	5
Punctuality policy.....	5
Truancy.....	6
Appendix 1 Attendance Procedures for Reception.....	7
Appendix 2 Attendance Follow Up Letters	8
Frequent lates	8
Punctuality Letter 1	8
Punctuality Letter 2 (IGCSE).....	9
Absence Letter 1.....	10
Absence Letter 2 (IGCSE).....	11
Frequent absence – wellbeing check.....	11

This policy applies to all staff, pupils and parents in the school

Times of the School Day

Year Group	Beginning of the Day	End of the Day
Pre-Prep	7:00am - Before school care* 7:15-7.40 am – Arrival	2:00 pm – Lessons Finish 3:00 pm – Extra Curricular Activities 4:00 pm – After School Care*
Prep, senior and sixth form	7:00am - Before school care* 7:30 am – Arrival	3:00 pm – Lessons Finish 3:45 pm – Extra Curricular Activities 4:00 pm – Academy or After School Care*

Attendance policy

Pupils need to be present at school to make the most of every learning opportunity available to them. Put simply, a pupil who is not present is not learning. Absence of any kind impacts on every child's learning potential. Prolonged absences can be detrimental to a child's schooling.

All pupils should have at least 95% attendance for the academic year. Pupils who fall below this expectation may have certain privileges revoked and may be prevented from participating in extracurricular activities, or from representing the school at events and competitions. Pupil attendance will be reviewed every two weeks. If attendance levels fall below 95%, parents will be contacted. The Principal may authorise absence for extenuating circumstances – these will still count in the pupil's overall attendance record for the year. Examples of such authorised absence are as follows:

- Illness of medical reasons supported by medical notes and certificates
- Religious observances
- Family emergencies

Absent from school procedure

If a pupil is unable to attend school on a given day due to a family emergency or illness, the parent should email reception@cheltenhammuscat.com and the class/form tutor before 7:30am on the day of absence.

An indication of the duration of the absence should be given and contact should be made by the parents on each subsequent day of absence. If the school receives no notification for a pupil's absence the school will send a message informing parents that their child is not at school. For medical absences to be excused, a medical note must be provided upon the pupil's return to school. This must



be handed in to the Nurse in the clinic.

In situations where parents know that a pupil will be absent from school, written notification should be provided. It will be at the discretion of the Principal whether the absence is authorised or unauthorised. Term dates are published on the school's website and it is expected that these are adhered to. Excessive levels of absence may lead to pupils being placed on attendance report or not being allowed to progress into the next school year.

Types of Absence

Sickness

If for any reason your child is sick and unable to come to school, it is important that you contact the school to let them know. Please notify the school of your child's absence by 7.30am on their first day of absence via an email to the school reception at reception@cheltenhammuscat.com and your child's class or form teacher.

Unauthorised Absence

An unauthorised absence is when children are absent but are not ill, not receiving treatment, on an authorised holiday or any other reason without gaining prior approval from the Principal. Unauthorised absences can be avoided by communicating with the school and being careful about keeping your child away from school unnecessarily.

Requests for non-educational absence during term time (including holidays) will not usually be approved and will be recorded as 'non-approved'.

Medical Appointments

Where possible, all appointments e.g., dentist and doctors, should be made outside of school hours. If time does need to be taken during school hours, an email should be sent to reception and the class teacher or tutor notifying them of the details. Children who must leave during school time will be collected from their classroom by a member of the reception team and taken to the main reception where parents can collect their child.

Approved Absence

Approval for any planned absence for your child should be applied for in writing to the Principal at least 14 days before the planned absence. Any authorised absence is at the discretion of the Principal. Absence during term time is strongly discouraged. Holidays in term time will not routinely be authorised. Activities that may be included:

- International sporting events in which the child is competing

Procedures for children excused from PE/Sport



Any request to be excused from PE or swimming must be explained in a note from the parents.

A member of staff may use their discretion when a pupil requests to be excused from a lesson, but who does not have a parental note. Ordinarily, a pupil who has become ill during the day will have been sent to the nurse.

Parents who request a longer period for their child to be excused from PE/Sport, i.e., more than 2 weeks, must produce a formal letter from their doctor. This serves to verify the illness/injury and so prevent self-determined absence from physical education, whilst enabling the school to understand and assist with the child's recovery. If appropriate, a member of teaching staff will call parents to establish the nature and extent of injury and in some cases request a case conference with the child and/or their parent.

In most cases, a child who is excused from a lesson will be required to attend and watch the lesson with the rest of the class. Parents are expected to support this protocol. This protocol allows children to observe the work they are missing and recognises the limits of their illness but allows children to assist in a way that is inclusive.

It is our policy that any child considered to be well enough to attend school is well enough to take part in PE and outdoor playtime. If you're too sick to go swimming then you are too sick to be in school and will need to be sent home unless there are specific circumstances which will require a doctor's note.

Monitoring Attendance Procedure

Reception send attendance and punctuality data to phase leaders every Thursday. Phase leaders will direct form tutors and class teachers to contact parents by email for any children whose attendance or punctuality is below 95%.

If the child is still below 95% after two weeks then the phase leader will contact the parents.

If attendance falls below 75% a parent meeting will be arranged with a member of SLT and it will be at the principal's discretion if they will progress to the next academic year.

100% attendance will be rewarded at the end of each term.

Punctuality policy

Children who arrive at school after 7:40am are asked to report to main reception where they will be recorded as late on the school register.

Being on time to school and class is an important aspect of being an effective learner. Lateness to school and class disrupts learning, both for the pupil who is late, as well as pupils who are already in class. As with attendance, punctuality will be reviewed every four weeks and, if necessary, sanctions will be issued to pupils who are excessively late. Pupils who arrive late to school must sign in before proceeding to class. Pupils who are late for a genuine reason, such as a medical appointment or a family emergency, must bring a written note with them when

Pupil Attendance and Punctuality Policy

signing in. Wherever possible, this should be an official appointment card.

In Pre-Prep, most of the core subjects are studied first thing in the morning, so it is particularly important for pupils to be on time if they do not want to miss out on important learning. Families are responsible for getting their children to school on time.

Cheltenham Muscat takes punctuality seriously and a careful record of will be kept for each child. For parents, it is worth considering the following number of minutes missed over a month:

Number of minutes Late each day:	x 180 (number of school days in the academic year)	Number of Hours of Learning missed:	Number of full school days missed:
0-5	900 minutes	15 hours	3 full days
5-10	1,800 minutes	30 hours	6 full days
10-15	2,700 minutes	45 hours	9 full days
15-20	3,600 minutes	60 hours	12 full days
25+	4,500+ minutes	75 hours+	2 weeks+

At the end of the school day, children will only be dismissed to their parent or a named, authorised adult in lower and prep. If there is a change to the routine for any reason, it is essential that you let reception know by email, so that staff who are dismissing can be advised of changes. If an adult not known to the school is to collect your child, details must also be given in writing to his or her class teacher and identification may be requested.

Truancy

If students truant lessons the first step should always be to establish what the reason for this is and ensure that the child is given appropriate pastoral support. This is likely to involve a 1:1 meeting with the school counsellor.

Duration/Description	Consequence	Who is responsible for this
Missing 1 lesson, remaining in school Arriving more than 15 minutes late for class despite being in school (with no reason such as visiting the nurse)	Parents contacted, lunch time reflection with the teacher whose lesson was missed (this is also likely to include catching up on work) Truancy, communication and consequence recorded on isams	Class teacher whose lesson was missed
Repeatedly missing (more than twice), or being more than 15 minutes late for a particular subject, despite being in school	Parents contacted, lunch time reflection with the HOD (this is also likely to include catching up on work) Truancy, communication and consequence recorded on isams	Head of Department
Missing two or more lessons in a row, within the same day	Parents contacted, lunch time reflection with the Phase Leader (this	Phase Leader

	is also likely to include catching up on work) Truancy, communication and consequence recorded on isams	
Leaving the school site without permission	Parents contacted, lunch time reflection with the Phase Leader (this is also likely to include catching up on work). Break and lunchtime privileges suspended for 1 week (or other privileges such as trips or sports fixtures) Truancy, communication and consequence recorded on isams	Phase Leader
Repeated or ongoing truancy that develops into a pattern following the above steps being taken	Face to face parents meeting and risk assessment/action plan put into place.	SLT

Appendix 1 Attendance Procedures for Reception

Parents are asked to contact reception if their child is going to be absent from school. Each morning the reception team check emails from parents and update isams with the information provided. This is usually completed by 8:45.

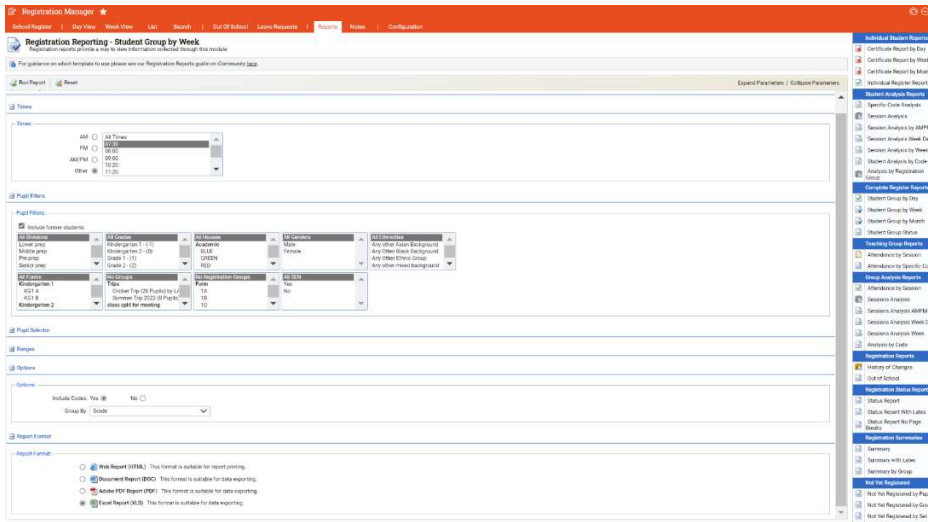
Students who arrive in school after 7:35 sign in at reception and these are updated on isams with the code L – late.

The receptionists then check the registers completed by the teachers at 7:30 and contact the parents of all students who are absent (unless there was an email regarding sickness the previous day).

Any student who has been absent for more than three days, for any reason, is contacted by the school counsellor. Any student who is late for more than three days is contacted by either the reception team or the counsellor.

Each day the reception team check the absence list against the previous day to identify any children who have been absent for more than one day with no contact from home. If this occurs and there is still no response from home then the phase leader is contacted.

On Thursday lunch time the pastoral team will run a report to summarise the attendance for the week using: Student Analysis report -> session analysis -> time 7:30 -> excel



The report will separate each year group into different tabs and will be uploaded into the attendance folder on share point [Attendance](#) and shared with phase leaders and deputy head (Sara Harrison, Aneka Scarth, Kim Hirrel, Emily Quinlan, Sean Williams and Alex Hands) by the reception team. Phase leaders will contact the parents of any student whose attendance falls below 80%.

Appendix 2 Attendance Follow Up Letters

Frequent lates

To be sent to parents if a child is late to school (after 7:40) 3 consecutive days in a row or 5 times within a two week period with either no excuse or a repeated excuse such as "traffic"

Punctuality Letter 1

Dear XXXX

I am writing to inform you about XXX's punctuality to school. Over the last two weeks they have arrived late to school on the following days XXXXX.

Pupils need to be present at school to make the most of every learning opportunity available to them. Put simply, a pupil who is not present is not learning. Absence (of any kind) impacts on every child's learning potential. Being on time to school and class is an important aspect of being an effective learner.

Lateness to school and class disrupts learning, both for the pupil who is late, as well as pupils who are already in class.

For parents, it is worth considering the following number of minutes missed over a month:

Number of minutes late each day	Minutes of learning missed in a year	Number of hours learning missed	Number of full school days missed
0 -5	900 minutes	15 hours	3 days
1-10	1800 minutes	30 hours	6 days
10 -15	2700 minutes	45 hours	9 days
15-20	3600 minutes	60 hours	12 days
25+	4500 minutes	75+ hours	2 weeks+



It is a family's responsibility to ensure that children get to school on time each day but if there is any way in which we could support with this, please let me know.

A polite reminder that our school day starts at 7:30am with a 10 minute window for arrival before a pupil is formally marked as late.

Yours sincerely

XXXXX

Punctuality Letter 2 (IGCSE)

Dear XXXX

Following the letter you will have received from XXXX, I'm afraid that we have not seen an improvement in their punctuality in the mornings.

Over the last two weeks they have arrived late to school on the following days XXXXX.

Key data from the UK indicates higher attainment at GCSE for pupils who have a lower level of absence.

Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

Generally, the higher the percentage of sessions missed across key stage 4 (Grade 9 and 10), the lower the level of attainment at the end of the key stage.

Among pupils with no missed sessions over Key Stage 4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

Pupils need to be present at school to make the most of every learning opportunity available to them. Put simply, a pupil who is not present is not learning. Absence (of any kind) impacts on every child's learning potential. Being on time to school and class is an important aspect of being an effective learner.

Lateness to school and class disrupts learning, both for the pupil who is late, as well as pupils who are already in class.

For parents, it is worth considering the following number of minutes missed over a month:

Number of minutes late each day	Minutes of learning missed in a year	Number of hours learning missed	Number of full school days missed
0 -5	900 minutes	15 hours	3 days
1-10	1800 minutes	30 hours	6 days
10 -15	2700 minutes	45 hours	9 days
15-20	3600 minutes	60 hours	12 days
25+	4500 minutes	75+ hours	2 weeks+

It is a family's responsibility to ensure that children get to school on time each day but if there is any way in which we could support with this, please let me know.

A polite reminder that our school day starts at 7:30am with a 10 minute window for arrival before a pupil is formally marked as late.

Yours sincerely

XXXXX

Absence Letter 1

To be sent to pupils whose attendance falls below 75%.
85% for G9 and G10

Dear XXXX

I am writing to inform you about XXXX's attendance at school. Attached you will find a summary of their attendance at school over the past month.

[the following report should then be attached the letter, complete register report -> student group by month, see sample below]



Student Registration Report by Month - Group By: Year 01-Sep-2024 - 30-Sep-2024

September	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	Present	Absent	%	%	%	%					
Grade 11	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:25	R#	AM	PM	L	A	U	NR	P	L	A	NR	
ALASADY, Sammy							N	/	N	N	N	N	N	N	N	/	N	18	3	0	1	0	8	7	16.7	33.3	44.4	38.9	
Group Totals																													
Pupils: 1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	3	0	1	0	8	7	16.7	33.3	44.4	38.9

September	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30
Present	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A. Absence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. Absence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Present %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late %	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na
A. Absence %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. Absence %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NR %	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Present Codes	Not included in Statistics
/ Present AM \ Present PM / Late AM \ Late PM	
Unauthorised Absence Codes	

The expectation set by the school is that pupils need to be present at school to make the most of every learning opportunity available to them. Put simply, a pupil who is not present is not learning. Absence of any kind impacts on every child's learning potential. Prolonged absences can be detrimental to a child's schooling.

For parents, it is worth considering the following impact of regular absences:

Number of days missed per month	Days per day school year (x9)	Weeks of school
0.5	4.5	0.9
1	9	1.8
2	18	3.6
3	27	5.4
4 (once a week)	36	7.2

We know that everyone is unwell from time to time, but it is important that we work together to ensure that our children are present in school for as much of the teaching time as possible. Please let us know if there's any way that we can support.

Yours sincerely
XXXXX

Absence Letter 2 (IGCSE)

Dear XXXX

I am writing to inform you about XXXX's attendance at school. Attached you will find a summary of their attendance at school over the past month.

[the following report should then be attached the letter, complete register report -> student group by month]

Key data from the UK indicates higher attainment at GCSE for pupils who have a lower level of absence.

Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

Generally, the higher the percentage of sessions missed across key stage 4 (Grade 9 and 10), the lower the level of attainment at the end of the key stage.

Among pupils with no missed sessions over Key Stage 4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

[In some cases a copy of the progress report here might also be beneficial to support the links with attendance and progress]

The expectation set by the school is that pupils need to be present at school to make the most of every learning opportunity available to them. Put simply, a pupil who is not present is not learning. Absence of any kind impacts on every child's learning potential. Prolonged absences can be detrimental to a child's schooling.

For parents, it is worth considering the following impact of regular absences:

Number of days missed per month	Days per day school year (x9)	Weeks of school
0.5	4.5	0.9
1	9	1.8
2	18	3.6
3	27	5.4
4 (once a week)	36	7.2

We know that everyone is unwell from time to time, but it is important that we work together to ensure that our children are present in school for as much of the teaching time as possible. Please let us know if there's any way that we can support.

Yours sincerely

XXXXX

Frequent absence – wellbeing check

Dear XXXX

We have noticed a pattern of poor attendance/punctuality to school from XXX and I wanted to get



in touch to find out if there was any reason for this? If there are any circumstances that are preventing XXXX from being in school, please do let us know so that we are better able to support them with this and ensure that they still have full access to their learning.

I have copied in the summary of their attendance below to indicate why we are concerned.

[the following report should then be attached to the letter, complete register report -> student group by month]

If you would like to meet in person to discuss support for XXXX moving forward. Please do let me know.

Kind regards

XXXX

Form tutor/phase leader/School counsellor/Deputy Head