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## *Attendance Policy*

Excellent attendance and punctuality are vital in order to help students achieve their full potential and derive maximum benefit from school life. At The Grey Coat Hospital students, parents and teachers work together to achieve this.

We are aiming, as a minimum, for targets of 98% punctuality and attendance. Any student who arrives late to school/lessons twice in any five day period will have to do a 30 minute detention, with an additional 30 minutes being added for every additional late within the same period. Sanctions for truanting include a Saturday detention.

100% attendance and punctuality are recorded in each student's record of achievement file.

All students who achieve 100% attendance and/or punctuality will receive certificates and their names will appear in the parental newsletter.

Weekly attendance and punctuality trophies are presented in school assembly to tutor groups who have been rewarded for excellent attendance and punctuality. Students are encouraged to have a collective responsibility towards each other in a bid to win the weekly trophies.

## *Family Holidays*

**Family holidays should not be taken in term time.**

Any leave of absence can only be agreed by the Headteacher and only exceptional circumstances will be considered. At least one month's notice in writing should be given to the Headteacher. In no case should students be absent during examination periods.

## *Absence*

All parents are asked to contact the school via the school's e-communication network (VLE) or by telephone.