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## *Attendance and Punctuality 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. Sanctions for truanting include a Saturday detention.

We are aiming, as a minimum, for targets of 98% attendance and punctuality. 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. Any student with attendance under 95% will be closely monitored.

Students are encouraged to check their weekly attendance percentage on their student page of the VLE.

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

Trophies are presented weekly in year group assemblies to reward tutor groups for excellent attendance and punctuality. Students are encouraged to have a collective responsibility towards each other in a bid to win the weekly trophies for their tutor group.

## *Family Holidays*

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

Any leave of absence can only be agreed by the Headteacher and in exceptional circumstances will be considered. In no case should students be absent during examination periods.

## *Absence*

**Students should only be absent from school when absolutely necessary.**

In the event of absence, all parents are asked to contact the school via text, telephone, the MyEd app or via the VLE for each day of absence.