

Schedule for Development / Monitoring / Review

The Policy will be reviewed annually, bi-annually or more regularly in the light of any significant new developments. The next anticipated review date will be:	January 2026
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School Attendance and Punctuality Policy

Rationale

At GFM, we believe that regular attendance and punctuality are essential for students' academic success, personal development, and overall well-being. High attendance is directly linked to better learning outcomes, social integration, and the development of life skills crucial for future success. This policy outlines the expectations for attendance and punctuality, emphasizing their importance in fostering a positive and productive learning environment and the **GFM Way** culture of growth.

Attendance

Students are expected to attend school every day showing commitment to their education. Attending school daily ensures consistent learning, social development, and academic success. It fosters a sense of routine, builds life skills, and prepares students for future responsibilities. Regular attendance also strengthens peer relationships and contributes to a supportive and engaging school community.

Parents or guardians must inform the school of their child's absence as soon as possible on the day of the absence, providing a reason and an estimated return date. Upon returning to school, parents may have to provide medical documentation to explain the absence and to confirm wellness to return. Absences due to illness, medical appointments, family emergencies, and religious observances are generally authorized.

The school will monitor attendance and intervene when a student has frequent or prolonged absences. Interventions and escalation may include warning letters, meetings with parents, counseling, and involvement of external agencies if necessary. Please refer to the appendices and Parent Handbook for further details.

Punctuality

Expectation: Students are expected to arrive at school and be in their classrooms on time. Being punctual maximizes learning time and allows for positive socialization to start the day.

Expectations of parents around drop off and pick up

Reasons for Punctuality:

Maximizing Learning Time: Lateness causes students to miss important parts of the day, including lesson starters and instructional time, which are critical for understanding new concepts.

Socialization: Arriving on time allows students to engage with their peers, fostering a sense of community and belonging.

Avoiding Embarrassment: Late arrivals can disrupt the class and lead to feelings of embarrassment and anxiety for the student.

Life Skill Development: Punctuality is a valuable life skill that reflects personal organization, responsibility, and commitment, which are essential for achieving life goals.

Consequences of Lateness: Repeated lateness will be addressed through a series of escalating interventions which are covered in detail in appendices.

At GFM, by adhering to this **Attendance and Punctuality Policy**, students will be better equipped to succeed academically and personally, laying a strong foundation for their future endeavors.

Escalation – Four Tiers

Pre-Warning Letter Email & Phone call – comes from SLT for <80% attendance (Can only be sent from Term 1.2 onwards)

Warning Letter 1 – issued if 3 week ‘improvement window’ has not seen improvement

Warning Letter 2 (Term 2) – issued if 3 week ‘improvement window’ has not seen improvement

Warning Letter 3 (Term 3) - issued if 3 week ‘improvement window’ has not seen improvement and formal meeting outlining re-enrolment arranged

Notes/Appendices

Form/Class Teachers are responsible for encouraging students to attend the school daily and ensuring they have a high readiness for learning. Teachers will be present inside their classroom for 7:20am every day to welcome all Students. Registers must be taken every morning by staff during the registration period. No missing marks should be recorded by the school's systems administrator. Teachers must have regular conversations with students regarding their attendance and punctuality and have their G4S homepage set up to track their class attendance daily. The Data Manager will review attendance weekly and send an email to the SLT highlighting the students who have fallen below 94%.

In secondary **Subject teachers** encourage students to attend regularly through engaging lessons, good relationships and through ensuring plans are in place to enable students to catch up after they have been away. Subject teachers provide positive challenge for those who do not have high levels of attendance. Subject teachers must take a register on G4S at the start of **every lesson**.

Data Manager is responsible for monitoring the daily registers, ensuring the School has taken a full register by 8:20am and that communication is sent to parents who have not provided a reason for their child's absence by 9am.

Head of Year: Heads of Year monitor attendance trends identifying issues and create strategic plans for improvement. They report on a weekly and half-termly basis to their SLT line manager on latest attendance figures. Heads of Year create attendance and punctuality focus groups which include any

student whose attendance has fallen below 90%. The Head of Year works alongside the students in the focus group to address reasons for absences and puts actions in place to support the student and their families to improve attendance. Heads of year are responsible for sending letters of communication to parents regarding their child's attendance and punctuality data when no improvement has been made despite tutor interventions. They are also responsible for coordinating the communication of attendance and punctuality data within their teams.

*Staff removing students from classes for other events must communicate in advance with appropriate staff members including the Head of Year by providing a list of students and reasons for changes. Where circumstances occasionally mean a student is removed for an impromptu educational reason staff must let the Head of Year know immediately to ensure the student receives a registration mark.

Managing Lateness to School

In Secondary registration begins at 7.40am and we expect students to be inside their tutor room at 7.35am. Registers will be taken by form teachers and students will receive a late mark if they are not in class by 7.30am.

In Primary registration begins at 7.15 am and we expect students to be inside their classroom at 7:50 am. Registers will be taken by class teachers and students will receive a late mark if they are not in class by 7.55 am.

In secondary if a student is consistently late to tutor time and lessons even after intervention and parental contact, students will be placed on an HOY punctuality report. A report which will be issued and discussed in parent meeting, will need to be signed by parents daily and will be stored on the student's file.

If a student has an accumulation of persistent lateness parents will be asked to meet with the Senior Leadership Teams to resolve the problem, but parents can approach school at any time if they are having problems getting their child to the school on time.

Managing Lateness to Lessons in Secondary

A lesson is considered to have started when the teacher has started teaching and learning is underway

Students arriving late without a note will acquire an 'L' on the register

The above-mentioned processes will include PSMs and Data Manager generating a weekly report which captures students who acquire 5+ lates in one week and a detention is issued as a follow up.

If a student is consistently late to lessons even after intervention and parental contact, students will be placed on a punctuality report. A report which will be issued and discussed in parent meeting, will need to be signed by parents daily and will be stored on the student's file.

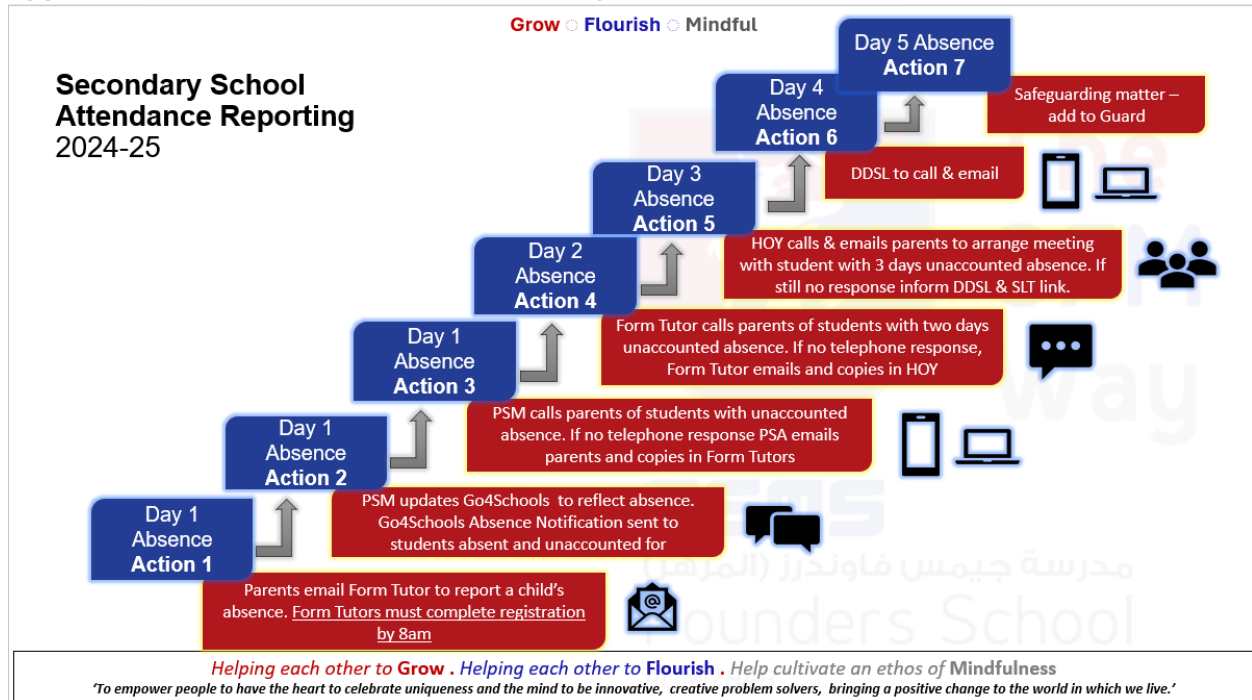
If a student has an accumulation of persistent lateness parents will be asked to meet with the Senior Leadership Teams to resolve the problem.

Expectations of Staff

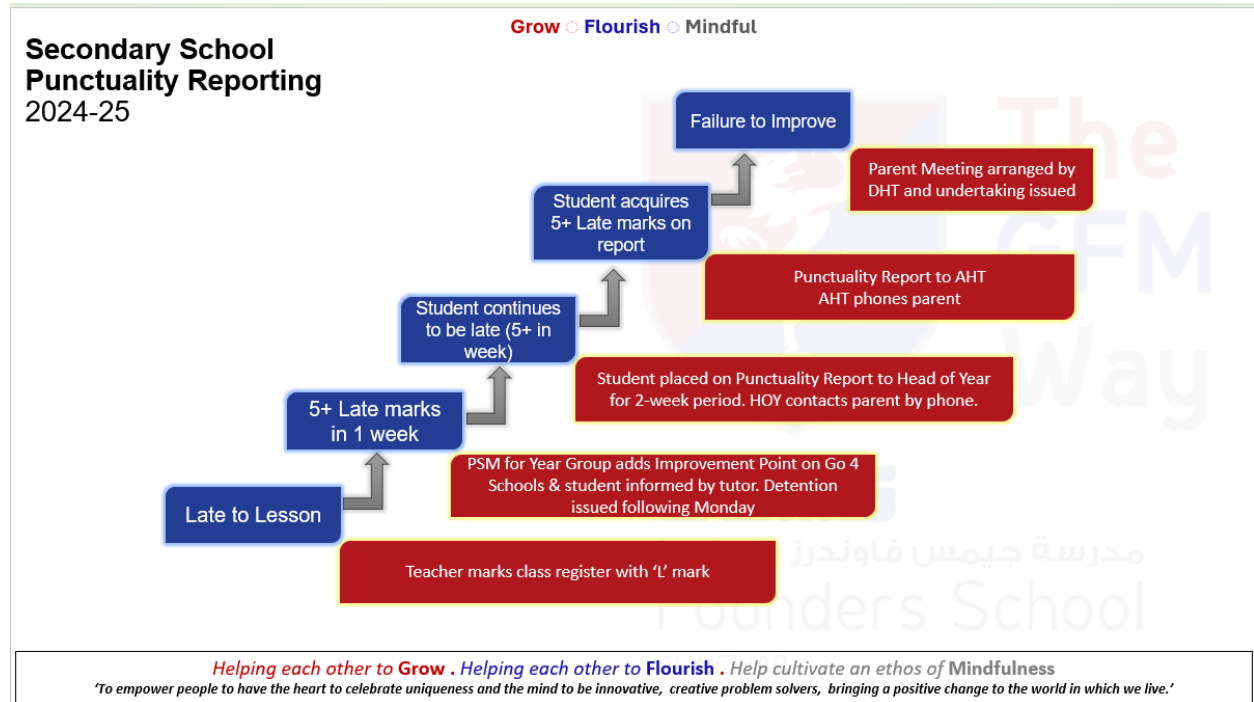
All staff are expected to adhere to the above policy

Staff who fail to adhere to the policy will be subject to formal follow-up and possible disciplinary processes.

Appendix 1 - Attendance Ladder – Secondary

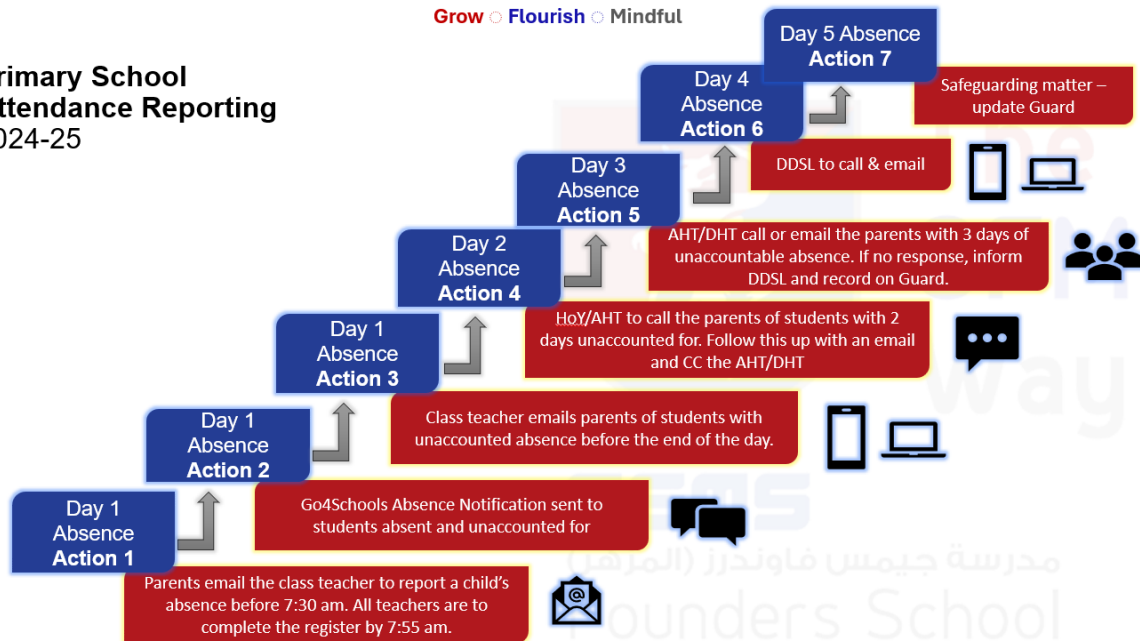


Appendix 2 – Punctuality Ladder – Secondary



Appendix 3 – FS & Primary Attendance Reporting

Primary School Attendance Reporting 2024-25



Helping each other to Grow . Helping each other to Flourish . Help cultivate an ethos of Mindfulness

'To empower people to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'