School Attendance and Punctuality Policy

Published Date:	August 2026
The Policy will be reviewed annually, or more regularly, in the light of any significant new developments. The next anticipated review date will be:	August 2027

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, emphasising 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 maximises learning time and allows for positive socialization to start the day.

Expectations of parents around drop off and pick up

Reasons for Punctuality:

Maximising 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.

Socialisation: 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. Our attendance and punctuality ladders show the process we follow for monitoring and intervention in secondary and primary (see appendix 1 and 2)

Attendance monitoring and intervention cycles 26/27

Our monitoring and intervention cycle operates on a termly basis. Within this cycle, three intervention thresholds are applied. Each threshold is outlined below, together with the corresponding parent communication and intervention.

Intervention 1: Students with attendance under 96%, concern email to the parent.

Intervention 2: Students with attendance 90% or lower, pre-warning letter emailed to the parent.

Intervention 3: Students with 85% attendance or lower, warning letter issued, meeting and support plan for student.

You can see further details of these interventions in appendix 4.

Responsibilities

Parents: Parents and caregivers play a vital role in ensuring their child maintains excellent attendance and punctuality. To support this, parents are expected to:

- Ensure their child attends school every day and arrives on time.
- Inform the class teacher/form tutor by 7:30am if their child is unwell or unable to attend school, providing a clear reason for absence.
- Provide medical documentation or other relevant evidence if requested by the school for extended or repeated absences.
- Avoid scheduling family holidays or non-urgent appointments during term time.
- Work in partnership with the school to address any barriers to attendance.

Student Responsibility for Attendance: Students are expected to take responsibility for their own attendance and punctuality. This includes:

- Attending school every day and arriving to lessons on time.
- Being prepared for the school day with the correct uniform, equipment, and a positive attitude to learning.
- Reporting to their **class teacher/form tutor** promptly if they experience any issues that may affect their attendance.
- Catching up on any missed work following an absence, with support from their teachers.
- Understanding that excellent attendance is directly linked to academic progress, wellbeing, and future opportunities.

Form/Class Teacher: Form Tutors are responsible for encouraging students to attend the school daily and ensuring they have a high readiness for learning. Form Tutors/class teachers will be present inside their tutor room for 7:15am every day to welcome all Students. AM registers must be taken every morning by staff during the registration period. Tutors must have regular conversations with students regarding their attendance and punctuality and have their G4S homepage set up to track their class attendance daily.

Subject teachers: 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** (in Secondary only).

Attendance Officer: Is responsible for promoting regular school attendance and supporting student wellbeing. They monitor daily attendance records, identify patterns of absence or lateness, and work closely with students, parents, teachers, and external agencies to address attendance concerns. The Attendance Officer works closely with the Data and Academic Teams to identify students with poor attendance and highlight emerging attendance concerns. By analysing

attendance data and trends, the Attendance Officer provides timely and accurate information to both Primary and Secondary Academic Teams, enabling pastoral staff to implement appropriate interventions. This includes ensuring that students and families are followed up promptly through meetings, communication, and support strategies aimed at improving attendance, engagement, and overall student success.

Data Manager: Is responsible for sending out the GO4Schools absence notification to parents that have not provided a reason for their child's absence by 7:30am. Data managers will support leaders in tracking attendance on a weekly basis.

Leaders: Must ensure the AM registers are taken by 8:15am. They review attendance weekly with their teams and ensure our monitoring and intervention cycle is followed. Heads of Year monitor attendance trends identifying issues and create strategic plans for improvement. They provide day to day support to Form Tutors/Class Teachers where needed. 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 in scheduled tutor meetings.

Consecutive days of unauthorised absence will be tracked carefully and followed up on by relevant leaders and safeguarding team (See appendix 1). Attendance will also be tracked in accordance with the rewards approach in our Behaviour Policy, together with the attendance intervention thresholds (appendix 4)

Seating Plans for Distance Learners

Students who participated in approved distance learning during Term 3 of the 25/26 academic year will be subject to enhanced attendance and engagement monitoring. They will be highlighted by the school seating plans. The purpose of this monitoring is to support a successful reintegration into school life, identify any barriers to attendance or engagement at an early stage, and ensure students are accessing the full educational experience.

Managing Lateness to School

- Gates open at 7:20am.
- Registration begins at 7.40am and we expect students to be inside their tutor room by 7.40am.
- Registers will be taken by form tutors and students will receive a late mark if they are not in class by 7.40am.
- 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 meetings, 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 attendance office, admin and Data Manager generating a weekly report which captures students who acquire 5+ lates in one week
- 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.

Appendix 1 - Attendance procedures– Primary and Secondary

Persistent Absence

Stage	Occasion	Required Action
Action 1	Day 1 Absence	Parents email the Form / Class Teacher. The teacher must complete registration by 8:00 am using the correct attendance code.
Action 2	Day 1 Absence	Class Teacher updates Go4Schools. An Absence Notification is sent to students who are absent and unaccounted for.
Action 3	Day 2 Absence	Class Teacher calls parents of students with two days of unaccounted absence. If there is no phone response, the teacher emails and copies in the Head of Year (HOY).

Action 4	Day 3 Absence	HOY calls and emails parents to arrange a meeting with the student. If there is still no response, the HOY informs the DSL/DDSL and the SLT link.
Action 5	Day 4 Absence	The Senior Leadership Team (SLT) link initiates a call and email to the parents.
Action 6	Day 5 Absence	No response is treated as a Safeguarding matter. The Class Teacher or tutor must add the incident to "Guard."

GO4Schools Codes

P- Present

A- Absent (unaothorised)

I – Ill (authorised absence, notified by parent and approved in line with policy)

O-Authorised absence -other (notified by parent and approved in line with policy, e.g. bereavement, national competition).

X- Externally excluded (in line with behaviour policy)

M-Internally excluded (in line with behaviour policy)

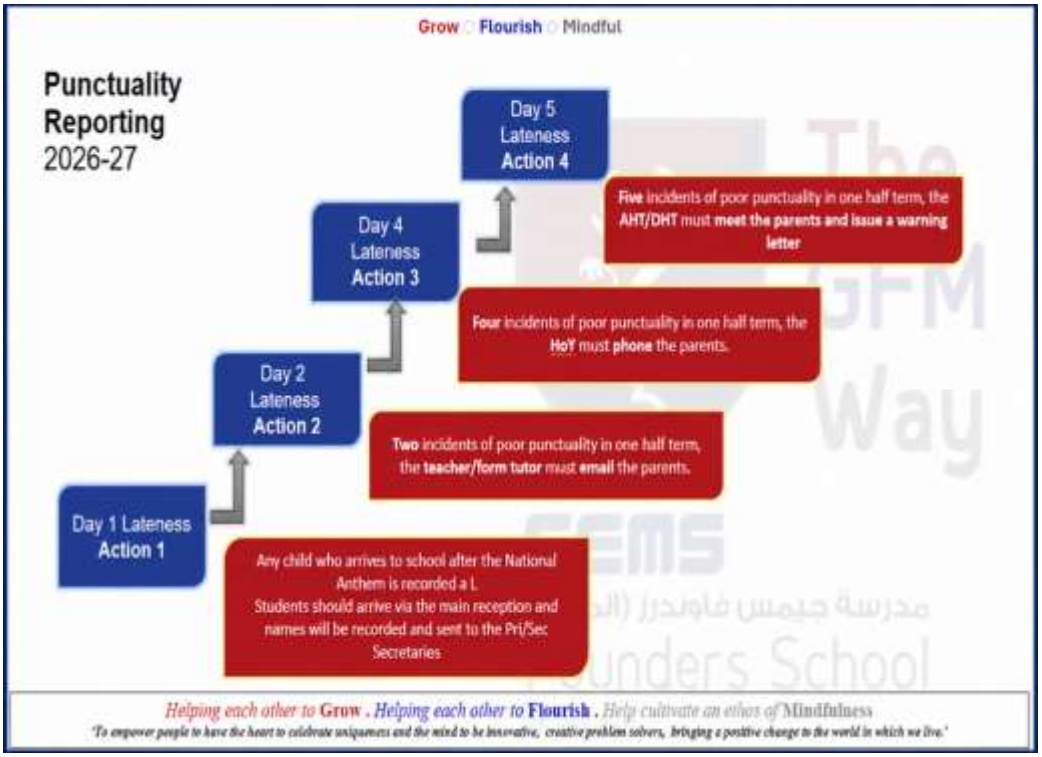
E- Educated offsite (e.g. school trip or approved other educational related absence, in line with policy)

Appendix 2 – Punctuality to Lessons Ladder – Secondary

Incident/Threshold	**Action Taken**
Late to Lesson	Teacher marks the class register with an 'L' mark.
5+ Late marks in 1 week	HOY adds an Improvement Point on Go4Schools. Student is informed by the tutor and an after-school detention is issued.
6+ Late marks in any given two-week period	Student is placed on a Punctuality Report to the Form Tutor for a 2-week period. The Tutor contacts parents by phone.
Student acquires 3+ Late marks while on report	An after-school detention is issued. The Punctuality Report is escalated to the SLT Link. The Head of Year (HOY) phones the parents.

Student acquires 3+ Late marks on report to SLT	Incident is escalated to the SLT link for the year group. A parent meeting is arranged and the report continues
Student acquires 3+ Late marks on report to SLT (Further)	A Parent Meeting is arranged by the SLT link and an undertaking is issued.
Failure to improve (HOS / VP / Principal discretion)	A formal meeting with the Vice Principal is required.

Appendix 3- Punctuality to school ladder – primary and secondary



Appendix 4 – Pre-Warning Letter Email Template

Dear _____

Our records show your child's attendance is ____%. This is far below the level required for it to be in line with our Attendance Policy (at least 90%).

Please work with us to take immediate steps to improve this. If there is not a significant and immediate improvement in the next two weeks we will issue an Official Warning Letter.

Your child's attendance will be reviewed routinely by Senior Leadership.

Please do not hesitate to contact me if you have any questions about this.

Appendix 5 – Attendance monitoring and intervention cycles 26/27

Attendance cycles are termly.

Term 1 monitoring and intervention cycle

Intervention 1: Students with attendance under 96%
Term 1.1 **Students with attendance below 96% are to receive the attendance warning email**

Intervention 2: Students with attendance 90% or lower
Term 1.1 **Students with attendance below 90% are to receive the pre-warning email**

Intervention 3: Students with 85% attendance or lower
Term 1.2 **Students whose attendance is 85% or lower will receive a warning letter**, and a meeting will be arranged with the Attendance office & HoY. Students are placed on a support plan for attendance.

Term 2 monitoring and intervention cycle

Term 2.1 **Students with attendance below 96% are to receive the attendance warning email** from the class/form tutor.

Intervention 2: Students with attendance 90% or lower
Term 2.1 **Students with attendance below 90% are to receive the pre-warning email**

Intervention 3: Students with 85% attendance or lower
Term 2.2 **Students whose attendance is 85% or lower will receive a warning letter** and a meeting will be arranged with the Attendance officer & HoY. Students who are receiving their first warning letter are also placed on a support plan for attendance. Students who are receiving their second warning letter at this point are issued an undertaking contract and will meet with SLT.

Term 3 monitoring and intervention cycle

Term 3 **Students with attendance below 96% are to receive the attendance warning email**

Intervention 2: Students with attendance 90% or lower
Term 3 **Students with attendance below 90% are to receive the pre-warning email**

Intervention 3: Students with 85% attendance or lower
Term 3 Students whose attendance **is 85% or lower will receive a warning letter.** Students who are receiving their first warning letter will meet with attendance officer & HOY and placed on a support plan for attendance. Students who are receiving their second warning letter at this point are issued an undertaking contract and will meet with SLT. Students who are receiving their third warning letter will meet with the Head of School.

Appendix 5 – codes G4S

Attendance Code	Description	Staff member updating
P	Present	Teachers
A	Absent (unauthorised – school not informed by parent or carer)	Teachers
L	Late to school (after 7:40, but before 7:55) or late to lesson (student arrived after bell)	Teachers
G	Late to school (after the National anthem at 7:55)	Late gate leader/admin
I	Authorised absence due to illness (tutor/class teacher notified by the parent)	Teachers
O	Authorised absence -other (eg travelling due to a bereavement)	Leaders *Note: Approval given by Head of School/leader(s) assigned by Head of School.*
M	Internal exclusion (Active Classroom Support for 1 lesson or a full day internal exclusion)	Leaders/reflection room manager
X	External Exclusion	Leaders/reflection room manager
E	Educated offsite (whole school approved events such as trips, remote learning)	Data manager
S	Study Leave (Approved leave for exam students to study from home)	Data manager
Y	Early exit (Emergency or medical appointment requiring student to leave before the end of the day)	Front of House

Appendix 6 – Late Gate Missing Marks

Amending late gate marks

The staff on duty will correct the attendance on GO4Schools. A 'G' will be added to the child's attendance code for that session.

Checking any 'A' marks for AM and PM

Admin check A's and missing marks during P1 for their respective years amend AM session if child is marked P for P1 and P2. If/when there are discrepancies they physically go to the timetabled lesson to check.

The same process occurs P6/7, reminders are sent and visits to classes to ensure accurate PM

Appendix 7 – Trip guidance

Out of School Activities Policy 26-27.docx

"THREE DAYS prior to trip: Trip leader to share full list of students with correlating section with the EVC.
• ONE DAY prior to trip: EVC to share the list of students with Data Manager and instructs the Data Manager to input register code "E" for
Periods 1 to 7 on the day of the trip
NOTE:
All students attending a trip must first attend morning registration on the day of departure, with a "P" code recorded to prevent an
automatic absence email from being sent home. Trips should be scheduled accordingly, ensuring departure occurs after form time. Liaise
with EVC to obtain approval if departure is needed prior to form time"