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## Attendance and Punctuality Policy

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#### 1. Aim

- 1.1 At Swanlea School we expect all our students to have outstanding punctuality and attendance. The evidence is clear, students with poor attendance and punctuality underperform in their GCSEs & A Level examinations and their progress in school is poor.
- 1.2 Line up begins at 8:40am, therefore, in order for students to attend that on time, they are expected to be through the school gates by 8.35am.
- 1.3 The black gates in Durward Street, car park entrance & 6<sup>th</sup> Form entrance will be closed at 8.35am. Students arriving at school after 8.35am will enter the school by the Brady Street main entrance and will be classified as late.
- 1.4 All students from Years 7-11 should have arrived in school and be in their line up by 8.40am.
- 1.5 All students from Years 12-13 should be in lessons by 8.40am.
- 1.6 All students from Years 7-13 who arrive late to school will receive a same day detention.

#### 2. Sanctions

- 2.1 Arrival at school between 8.40am and 9.05am - students will receive a 20 minute lunchtime detention on the same day.
- 2.2 Arrival at lessons between 9.05am and 9.30am - students will receive a 20 minute lunchtime detention plus a 30 minute detention after school (same day)
- 2.3 Arrival at lessons after 9.30am - students will receive a 20 minute lunchtime detention plus a 60 minute detention after school (same day)
- 2.4 If your child arrives at school after 10.40am, without a valid reason (supported by a note from you, with a contact number), this will be classified as an unauthorised absence. The school will decide if the reason is acceptable. Arrival after 10.40am will also incur a 20 minute lunchtime detention plus a 60 minute detention after school (same day).
- 2.3 If a child fails to attend their lunchtime detention, then they will receive an automatic afterschool detention for 60 minutes
- 2.4 The school will endeavour to contact parents/carers if your child receives a same day, after school, detention. Therefore, please ensure we have up-to-date emergency contact details for you.
- 2.5 If there are good reasons for your child coming late to school, such as illness, please inform the school before 8.30am.

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- 2.6 Any student that receives 2 lates or more in any one half term will receive an automatic whole lunchtime detention.
- 2.7 Further sanctions as appropriate will be applied for repeated lateness including further detentions held after school.
- 2.8 In addition, repeated and persistent lateness could result in the issuing of a penalty notice and subsequent fine.

### 3. Promoting Attendance

- 3.1 To promote regular attendance, the school will reward students with outstanding attendance and punctuality in a number of ways including; Whole School Awards Evening recognition, regular achievement assemblies, individual, form group and year group rewards. The rewards will include trips, certificates, letters and postcards home and vivo miles awards.
- 3.2 The school also actively discourages term time leave and absence, unless in exceptional circumstances. Holidays during term time, in line with LBTH guidance is actively discouraged and will not be authorised.
- 3.3 Swanlea School adopts LBTH's penalty charge scheme and so unauthorised term time leave will receive a penalty notice and charge. Penalty notices can also be issued for persistent lateness. Further information regarding penalty notices and charges can be obtained by contacting the school's AWA (attendance and welfare advisor)
- 3.3 Exceptional leave can be granted in situations of serious family illness, bereavement and religious festivals. In such situations, an application form should be collected from reception, completed and then submitted to school's AWA who will assess each situation in conjunction with the Headteacher and respond individually to each request

### 4. Enrichment / Period 7

- 4.1 Students benefit from extra-curricular activities, at Swanlea enrichment is designed to introduce students to a range of activities and opportunities for learning beyond the classroom as well as supporting their learning. All students are encouraged to attend an enrichment activity.
- 4.2 Students selected for enrichment or supporting learning sessions in Years 7-9 are expected to attend these compulsory sessions.
- 4.3 We recognise that many students undertake enrichment activities outside of school arranged by themselves and families and will work with these students where there is an issue with them attending after school classes in school. At all times the key factor will be in ensuring that students have access to and attend a range of enrichment opportunities, whether in school or outside.
- 4.4 We believe that every student in Year 11 can achieve outstanding results. In order to ensure this, we will be running a series of extra after school lessons for all Year 11 students. All Year 11 students will study at school until at least 4.15pm every Monday, Tuesday, Thursday

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& Friday. All Year 11 teachers will be fully involved in the project and will be supporting Year 11 students to develop independent learning skills and excellent revision habits. We are organising a number of learning activities for every Year 11 student on these days with a single objective – that every student makes outstanding academic progress in Year 11.

- 4.5 Students in Year 10 will also study at school during 'Period 7'. The schedule for these and the students involved will be communicated to parents in advance of the sessions taking place.
- 4.6 In addition, mentored students will study at school most days, until 4.15pm. Parents / carers of these students will be contacted separately.