



ST. DOMINIC'S GRAMMAR SCHOOL

GIRLS AND BOYS 2 - 18

Headmaster: Mr Peter McNabb BSc Hons PGCE

Bargate Street, Brewood, South Staffordshire, ST19 9BA, Tel +44 (0)1902 850248
enquiries@stdominicsgrammarschool.co.uk, www.stdominicsgrammarschool.co.uk

Attendance and Punctuality Policy

This policy follows the Department for Education's guidance in "Working Together to Improve Attendance" (August 2024) and applies to all pupils of compulsory school age, as well as, where relevant, children in the Early Years Foundation Stage (EYFS).

Aims:

- Clearly state the school's expectations for attendance and punctuality.
- Define the responsibilities of parents.
- Maintain accurate daily attendance registers.
- Monitor attendance and punctuality, identify patterns, and understand reasons for absences.
- Provide support, advice, and guidance to families.
- Collaborate with the Local Authority to improve attendance where needed.

Responsibilities of the Governing Body:

- Recognise and promote the importance of regular school attendance and punctuality.
- Ensure that school leaders meet both expectations and statutory requirements.
- Regularly review attendance data, challenge trends, and guide school leaders to focus on pupils or groups needing the most support.
- Ensure staff receive adequate training on attendance management.
- Share best practices across schools to manage and improve attendance and punctuality.

School Expectations:

- Every child of compulsory school age is entitled to full-time education that is appropriate to their age, ability, and any special needs.
- The school expects high standards of attendance and punctuality and works closely with families to achieve this.
- Foster a school-wide culture that highlights the benefits of good attendance and punctuality.
- Meet legal responsibilities for completing pupil registers.
- Maintain and strive for high attendance and punctuality rates (95%+).



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- Address any attendance concerns by working with families and the Local Authority to ensure all children access a quality education.

Parental Responsibilities:

- Ensure their child receives a full-time education either by regular school attendance or otherwise, starting the term after their fifth birthday.
- Aim for at least 95% attendance and punctuality.
- Notify the school on the first day of any absence, providing a valid reason. The school ultimately decides whether to authorise the absence based on the explanation provided.
- Submit a written note for absences, along with medical documentation when possible.
- Avoid requesting term-time holidays, as these will generally not be approved.
- Work in partnership with the school, ensuring their child arrives on time, wears the correct uniform, and is prepared to learn (e.g., well-rested, fed, clean).
- Encourage respect for education and school staff, ensure homework is completed, and that their child follows school rules and codes of conduct.

Registration:

Attendance must be recorded at the start of each morning and afternoon session. The register must indicate if the pupil is:

- Present.
- Absent.
- Attending an approved educational activity outside of school.
- Unable to attend due to exceptional circumstances (e.g., school closure, unavailable transport).
- Taking authorised absence (e.g., illness, religious observance).
- Taking unauthorised absence (e.g., if no valid reason is provided).

Registers are managed electronically, with detailed codes listed in Appendix 1.

School Hours:

- **Whole school:** Opens at 8:00 am, closes at 3:45 pm Monday to Thursday. Friday, school closes – 3:15 Prep, 3.30 KS2, 3:45 KS4/KS5.
- **After school clubs:** 3:45 pm to 4:45 pm.

St. Dominic's Grammar School Ltd. Company Registered No.10826337
17 Lichfield Street. Stone, Staffordshire ST15 8NA



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- **Morning Registration:** 8:45 am for all pupils.
- **Afternoon Registration:** 1:10 pm for all pupils.
- Pupils arriving after registration will be marked as late.

Reporting Absences:

Parents must inform the school office of any absence at the start of the first day, providing the reason and, if possible, the expected return date. If a reason is not given, the school will contact parents to confirm the absence. Multiple emergency contact numbers are kept for each pupil, and safeguarding measures are in place if contact cannot be made.

Leave of Absence:

Applications for leave of absence must be made in writing and will be reviewed by the Headmaster, who will determine the duration of any approved absence. Absence will only be granted in exceptional circumstances.

Authorised vs. Unauthorised Absence:

Authorised absences are granted when the school agrees that the reason for the absence is valid. These include attending school trips, religious observances, medical appointments, or family emergencies. Unauthorised absences include situations such as holidays during term time or family events that do not qualify as exceptional.

Monitoring Attendance and Punctuality:

Teachers and the Pastoral staff monitor attendance and punctuality. If a pupil's attendance or punctuality falls below 90%, the school will work with the family to address barriers and offer support.

Legal Intervention:

The school prioritises providing support before pursuing legal action. If absences persist despite intervention, the school, together with the Local Authority, may use legal measures such as attendance contracts, supervision orders, or, as a last resort, prosecution.

For further details, refer to "Working Together to Improve Attendance" (August 2024).

Admissions Register:

The school maintains an electronic admissions register for all pupils. It is regularly updated to reflect changes in pupils' addresses or schools. Names can only be deleted from the register under specific conditions outlined in regulation 9 of the School Attendance Regulations 2024. All changes and deletions must be reported to the Local Authority.



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Maintaining and Amending Registers:

Attendance and admissions registers are stored electronically for six years. Any amendments must show the original and corrected entries, including the reason for the change, the date, and the name of the person who made the correction.

Reviewed: September 2024

Next Review: September 2027

Head Teacher: Peter McNabb

Chair of School management Committee: Sir Mike Griffiths

Appendix 1: Attendance Register Codes

The Attendance Register Codes to be used are as follows:

- / Present (morning session)
- \ Present (afternoon session)
- L Late arrival before the register is closed
- K Attending education provision provided by the local authority
- V Educational visit or trip
- P Participating in a sporting activity
- W Attending work experience
- B Attending any other educational activity
- C1 Leave of absence for the purpose of participating in a regulated performance
- M Medical/Dental appointments
- J1 Attending an interview for admission to another educational institution or for employment
- S Study leave for a public examination
- X Not required to be in school (used for sessions for children of non-compulsory school age are not expected to attend)
- C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable
- D Dual registered at another school, ie pupil referral unit, hospital or special school
- C Leave of absence for exceptional circumstances

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- T Parent travelling for occupational circumstances
- R Religious observance
- I Illness – communicated to school (not medical or dental appointments)
- E Suspended or permanently excluded
- Q Unable to attend school because of a lack of access arrangements
- Y1 Unable to attend due to transport normally provided not being available
- Y2 School fully or partially closed to pupils or widespread travel disruption
- Y3 Unable to attend due to part of the school premises being closed
- Y4 Unable to attend due to the whole school site being unexpectedly closed
- Y5 Unable to attend as pupil is in criminal detention
- Y6 Unable to attend in accordance with public health guidance or law
- Y7 Unable to attend because of any other unavoidable cause
- G Holiday not granted by the school
- N No reason yet provided for absence
- O Unauthorised absence in other or unknown circumstances
- U Arrived in school after registration has closed
- Z Prospective pupil not on admissions register
- # Planned whole school closure

NB If no reason has been provided then an 'N' is first entered and this is later corrected (no more than 5 working days after the session) to the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.