



Attendance and Punctuality

Morning Registration begins at 9:00am and ends at 9:20am

Main School

All pupils arrive at school through the large blue gate by the bottom court/cemetery path. The inner quad green gates are open from 8:30am for the breakfast service served from the Snack Shack (pupils then take their food back to the outer quad). Pupils should remain in the outer quad and not enter the building.

From 8:55am the inner quad green gates are opened for pupils to move to their Form rooms.

The large blue gate is locked at 9:00am after which time pupils are now 'late' and should enter school through the reception.

Pupils should go directly to their Form rooms when gates and doors are opened.

Pupils who are late (between 9:00am and 9:20am)

Any pupil who arrives between 9:00am and 9:20am is classed as 'late' and they should enter school through the reception.

The reception team will collate pupils' names and enter the code 'L' onto their register.

The Form Tutor will inform the pupil that they have a late detention on the same day at break for 10 minutes.

If the pupil fails to attend then the Form Tutor will follow this up. If the problem persists the Form Tutor will inform the Head of Year.

Each Friday the reception team will produce a list of those pupils who have had two or more late marks that week for a further detention.

If this problem persists then the Form Tutor will liaise with the Head of Year and/or Attendance Manager.

Pupils who are late (after 9:20am)

The reception team will again collate pupils' names informing them that they will have a detention with the Head of Year the same day.

The pupil must report to the Head of Year office (located at the top of the stairs between S4 and S5) at 3:30pm for a 30 minute detention. The Heads of Year will cover the detentions on a rota basis.

Sixth Form ag6

Any student who arrives between 9:00am and 9:20am is classed as 'late' and the Form Tutor will liaise with ag6 Mentor, based in the main reception office should poor attendance/lateness patterns emerge.

EDULINK

If Parents',/Carers' have signed up to the EDULINK system then they will receive information in real time regarding all absences/late marks across the day.

Holidays in Term Time

As of 1st September 2013 Headteachers cannot authorise any leave of absence during term time unless there are exceptional circumstances. **In addition, any unauthorised absence which exceeds 4 school days is now liable for a Fixed Penalty Notice of £120 per child, per parent, or £60.00 per child per parent if paid within 21 days.**

With respect to the booking of holidays, we understand and fully appreciate the cost implications for families when bookings are made during school holiday periods. That said, we have no option but to follow Government Policy in this matter.

We hope that all parents and carers will support the school in its ambition for your child's future success through reducing unnecessary absence and therefore minimising the impact upon their education.

If you wish to ask under certain circumstances for leave of absence then please download and complete the '**Application for Leave of Absence**' form from the school website. This can be found in the '**Behaviour and Attendance**' section of the website. Completed forms can be returned to school by either:

- a) Dropping-off the form at the school reception
- b) Email to 'reception@aldergrange.lancs.sch

The Headteacher will then make a decision as to whether to authorise the request and you will be contacted in due course with regards to the outcome.