

Attendance Policy

Approved by:	Rachel Thompson	Date: February 2023
Last reviewed:	June 2025	
Next review due by:	June 2026	

Aims:

At Queensmill College we believe in equality of opportunity. We also believe that our students benefit from regular attendance so that they can experience the full range of activities on offer. We feel it is important that our students have the continuity of a regular routine. We therefore encourage full attendance from 9am-3pm where feasible.

Expectations:

We support parents and carers to ensure that students attend College regularly and to let us know of any problems that are preventing this.

We expect parents/carers to:

- Encourage their child to attend College every day
- Contact trust by 10.00 if their child is unable to attend
- Let us know the reason for any absence
- Provide us with current home, work and emergency contact numbers
- Try to arrange holidays outside of term times

Parents/carers can expect the College to:

- Provide a good quality of care and education
- Keep accurate records of attendance and punctuality
- Contact parents/carers when students fail are absent without good reason
- Deal discretely with any problems
- Encourage good attendance
- Follow LEA procedures before removing a child from the trust roll.

The College believe in promoting good attendance by

- Maintaining good contact with parents/carers
 - Getting in touch with families on the first day of absence
 - Class teachers contacting families of students who are sick
 - Class teachers completing registers accurately and on time
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