



ATTENDANCE POLICY

This policy is applicable to Senior School Pupils only

All pupils must observe term dates, and parents/guardians should ensure that travel arrangements are made to avoid clashing with term time. Details of term dates are always sent out a long time in advance, and it is important that flights/crossings are booked in good time.

Any request for a pupil to miss a school day should be made in writing, with good notice, from the parent/guardian to the Head of College for his consideration. This should only occur in extreme circumstances (e.g. family wedding, funeral, etc.). In addition, parents and pupils should note that pupil attendance at Speech Day is compulsory and should be in formal dress.

Pupils must attend all time-tabled lessons, and failure to do so seriously harms their academic programme. Any such absence without good reason will be regarded as a serious breach of school discipline.

During Examinations:

The school believes that the exam period is a time when pupils particularly need guidance about work habits and revision techniques and it is the school's wish to offer as much teaching support to all examination candidates as possible.

Timetabled lessons continue for all Upper 6th and 5th Form pupils in each subject until the final exam for that subject has been sat. It is compulsory for all boarders to attend these lessons. Day pupils are strongly recommended to avail themselves of these lessons as well, although some day pupils may choose to study at home. They may only do this, however, by prior agreement between their parents and their Housemaster/Housemistress.

Commitments to school activities:

The staff are aware of their commitment to the pupils, and will make every effort to honour them. Equally, if a pupil is to enjoy the privileges, facilities and benefits of being at St. Lawrence College, he/she must also accept that there are commitments. If a pupil is required to represent, or perform for the school, that is a commitment which should be fulfilled.

Acceptance of school's authority:

All parents seek a well-disciplined school. Such a school will be run by the Head of College and the Staff, with the support of the Governors. It is hoped that parents who wish to discuss a decision or policy will feel they can approach the Head of College, Housemasters, Housemistresses and Staff who will always listen and make every attempt to be flexible. However, if there is no consensus, the Head of College will be the final arbiter.

Reporting Absence

The school will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

This policy will be reviewed annually in accordance with the Policy Review Schedule

REVISION HISTORY

Version No.	Revision Date	Summary of change	Approved by	Updated by
1.1	20/2/18	Amended Examinations paragraph to clarify study leave arrangements	DJJ	PJW
1.2	19/04/21	Changes to titles (Principal)	TM	TM
1.3	01.09.24	Addition of section on reporting absence to the LEA.	TM	TM