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Attendance & Punctuality Policy

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Review October 2026

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Updated By K Le Marrec

Reviewed By K Le Marrec

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Haute Vallée School Attendance Policy

Principles:

Haute Vallée School is dedicated to providing the best educational experience for all students, and we believe that regular school attendance is key to student success. We are committed to working in partnership with parents and carers to ensure that every child attends school regularly. We recognise the strong link between consistent attendance and academic achievement and therefore encourage all students to attend school as much as possible. This policy follows the framework set out by the Government of Jersey; School Attendance Policy for Pupils of Compulsory School Age, which outlines the shared responsibilities of schools and parents/carers.

As stated in Article 12 of the Education (Jersey) Law 1999:

“A parent of a child of compulsory school age shall ensure that the child receives a full-time education appropriate to the child’s age, ability, aptitude, and any special educational needs, either by regular attendance at a school or otherwise, in accordance with Article 13 of the Education (Jersey) Law 1999.”

Aims:

We strive to promote and reward excellent attendance and punctuality, recognising that these factors directly contribute to students’ academic progress. We regularly highlight the importance of good attendance during form time, through teacher recognition and in end-of-term assemblies, where we celebrate students who consistently achieve high attendance rates.

While we focus on positive reinforcement, we will also apply sanctions where necessary for lateness, truancy, or missing lessons, to help students make better choices and understand the importance of regular attendance.

Attendance Expectations:

- **98-100%:** Expected
- **96-97%:** Satisfactory
- **90-95%:** Concerning
- **85%-89%:** Serious Concern; Intervention likely
- **Below 85%:** Possible referral to the School-Based Education Welfare Officer (SBEWO)

It is important to note that any absence from school can negatively impact a student’s learning and development. To illustrate:

- 90% attendance equates to approximately one day of missed school every fortnight over a school year.
- 90% attendance over five years in secondary school amounts to half a school year missed.
- 80% attendance over five years equates to missing one whole year of school.



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Punctuality:

- **Morning Registration:** 8:25 AM – 8:30 AM
- **Afternoon Registration:** 2:00 PM

Students must be in their form rooms or lessons by these times.

School Day Overview:

- **8:25 AM:** Students go to form classes for registration.
- **8:30 AM:** AM registration is taken. Students arriving after 8:30 AM will be marked as late (L) and will be required to attend a 'Late Gates' detention after school that same day.
- **9:00 AM:** Students arriving after 9:00 AM will be marked as "U" (unauthorised absence) for the morning registration and will be expected to make up this time after school.
- **2:05 PM:** PM registration and Lesson 5 begins.

Teachers will monitor lateness to individual lessons, and parents/carers will be contacted if a student is missing from class without prior notice (see Truancy section below).

Persistent Lateness:

At Haute Vallée School, we consider the following to be persistent lateness:

- More than one late arrival in a week
- One late arrival per week over a three-week period

Students who arrive after 8:30 AM but before 9:00 AM will be recorded as "L" (late) in the register and will be given a 'Late Gates' detention at the end of the school day. The detention will be as follows:

- **1-10 minutes late:** 10-minute detention in the Canteen after school.
- **10 minutes or more late:** Detention for the number of minutes they were late in RTL (Ready to Learn) after school.

Parents/carers will be informed of late arrivals via SMS messaging.

Students arriving after 9:00 AM will be marked as "U" (unauthorised absence), which counts as a half-day absence.

If students are late multiple times in one week, they will automatically receive a 30- minute detention each time.

If a student fails to attend their 'Late Gates' detention more than twice, they will be required to stay for a one-hour detention in RTL.



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For students with persistent lateness, the following steps will be taken:

- 1. Initial Contact:** The form tutor will contact the parents/carers to discuss the situation and explore potential solutions.
- 2. Attendance/Punctuality Plan:** If no improvement is made, the student will be referred to the Head of Year (HOY) and placed on an Attendance/Punctuality Plan for 2-4 weeks, with regular updates. Meetings with parents will be arranged if necessary.
- 3. Referral to SBEWO:** If there is still no improvement, the student will be referred to the School-Based Educational Welfare Officer (SBEWO), who will hold fortnightly meetings with the HOY to track progress.
These meetings will be documented. The SBEWO will create a further improvement plan, which may involve referring the case to the Education Department.

Truancy:

If a student is not in class and cannot be located on school grounds, parents/carers will be contacted immediately to ascertain the student's whereabouts. If no valid reason is provided for missing all or part of a lesson, the student will face consequences:

- **Internal Suspension:** For in-school truancy.
- **External Suspension:** For truancy that involves leaving school without permission.

In cases of prolonged truancy, the Head of Year will collaborate with the SBEWO to offer support and interventions tailored to the student's needs



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Expectations - Students

We expect that all students will:

- **Regularly Attend:** Attend school as regularly as possible and ensure arrival by 8:25 AM.
- **Arrive on time**
- **Sign In/Out:** If you arrive after 8:30 AM, sign in at the school office, as the main gate will be closed. If you need to leave school for an appointment, please sign in and out at the office.
- **Be punctual to Lessons:** Attend all lessons on time throughout the school day. If you arrive after 8:30 AM, you will be required to attend a 'late' sanction after school that same day for the time indicated.
- **Feeling Unwell:** If you're unwell, inform your teacher. A referral to the medical officer will be made if necessary.

If you are facing difficulties attending school regularly or on time, speak to a member of staff, such as your Form Tutor or Head of Year (HOY), to discuss the issue.



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Expectations – Parent/Carers

We expect that all parents/carers will:

- **Support Regular Attendance:** Ensure your child is on time every day and maintains the highest standards of attendance.
- **Notify the School of Absence:** If your child is unwell and unable to attend school, please inform the school by phone at 736 524 or by email at enquiries@hv.sch.je before 9:00 AM. This should be done each day your child is absent.
- **Engage with School Meetings:** Attend any meetings regarding your child's attendance and/or punctuality when invited and engage with support from external agencies as needed to improve your child's attendance.

Confidential Communication: While we understand that occasional illness is a part of life, if there are other issues affecting your child's attendance, please inform the school in confidence. This will allow us to provide the appropriate support. If necessary, the School-Based Education Welfare Officer (SBEWO) will become involved at an early stage to assist both the student and their family.

Exceptional Circumstances: In rare cases, exceptional circumstances beyond the control of both the student and the parents can affect attendance. In these situations, we are committed to working with families to provide the necessary support and ensure the best possible outcome.



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Expectations – Headteacher

The role and responsibility of the Headteacher.

The Headteacher is responsible for ensuring that all teachers accurately record student attendance.

All staff are fully informed of their legal obligations regarding these procedures.

Senior leadership will oversee and support the school's efforts to promote good attendance and will line manage the Attendance Administrator and the School-Based Education Welfare Officer (SBEWO) to ensure consistent and effective monitoring.

Under the Education (Pupil Registration) Act, schools are legally required to take an attendance register twice daily: once at the start of the morning session and once during the afternoon session. The attendance register may be requested in a court of law as evidence in a prosecution for non-attendance. Additionally, it may contribute to students' end-of-term reports, records of achievement and references upon leaving the school.

An accurate and consistent registration system is essential for tracking poor attendance and punctuality within the school. It is important for students to understand that registration is a significant part of the school day and a legal requirement that must be adhered to.



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Expectations – Staff

Parents/carers can expect that the school will:

- **Promote Whole School Attendance:** All staff are committed to implementing strategies and initiatives designed to improve overall school attendance. We will work proactively to support all students in maximising their attendance.
- **Accurately Record Attendance:** Teachers are required to accurately complete attendance registers at the beginning of each session using the Class Charts system.
- **Recording Late Arrivals:** Late arrivals must be recorded accurately in Class Charts, and the school's Attendance Policy should be followed in assigning late sanctions after school.
- **Contact Parents:** If a student's absence has not been verified by the parent by 10:30 AM, staff must make every reasonable effort to contact the parent the same day.
- **Handle information with discretion:** Any attendance-related problems notified by parents will be dealt with discreetly and effectively, ensuring confidentiality and support for the student.
- **Discuss Attendance:** Teachers will discuss attendance expectations with students and parents to ensure understanding and commitment.
- **Encourage Good Attendance:** Staff will actively encourage all students to maintain good attendance and punctuality through positive reinforcement and support.

Illness During the School Day

If a student becomes ill during the day, the school will contact the parent to inform them. Parents will be expected to collect their child if they are too unwell to remain at school.

Independent research has shown that first day response is the single most effective initiative in improving rates of attendance – in some schools by as much as 10%.



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Expectations – Governors

Parents/carers can expect that the school Governors will:

- Ensure that the school has a comprehensive whole-school attendance and punctuality policy in place.
- Receive regular reports from the Headteacher regarding attendance data and trends, ensuring that the school's attendance efforts are being effectively monitored.
- Monitor and evaluate the effectiveness of the school's attendance and punctuality policy and its implementation.



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Expectations – Form Tutors

Parents/carers can expect that Form Tutors will:

- Accurately register all students each morning on Class Charts, marking attendance as Present (/), Absent (N), or Late (L), and recording the number of minutes late for late arrivals.
- Work with their form group to encourage 100% attendance and punctuality.
- Dedicate time each week to review attendance and punctuality using Class Charts reports and promote the importance of good attendance and punctuality at least once a month.
- Engage with students and parents/carers of tutees whose attendance and punctuality falls below school's expectation.



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Expectations – Subject Teachers

Parents/carers can expect that Subject Teachers will:

- Accurately complete the attendance register for each lesson they teach.
- Immediately inform the 'on call' system and the school office if a student is unexpectedly absent from a lesson - If the issue is not resolved, office staff will contact the student's parents.
- Inform the Attendance Administrator, Form Tutor, Head of Year (HOY), or Education Welfare Officer (EWO) if there is an instance of truancy or a concern with absence.
- Liaise with Form Tutors and Heads of Year if patterns of absences or frequent lateness to specific lessons are noted.
- Ensure a list of students is left at the school office both before the group departs and after their return, when taking a group of students off-site for an activity.



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Expectations – Heads of Year

Parents/carers can expect that the Head of Year (HOY) will:

- **Monitor Attendance and Punctuality:** Regularly track and review the attendance and punctuality of students within their year group.
- **Support 'Late Gates':** Supervise the 'late gates' process in the morning and monitor student attendance at the after-school 'late gates' sanction.
- **Work with the School-Based Education Welfare Officer (SBEWO)** to communicate changes in attendance patterns to parents whose attendance falls below 96%. For students with attendance between 85% and 90%, place them on an attendance plan, reviewing it every two weeks with parents/carers for up to six weeks, or until improvement is observed.
- **Work with Parents/Carers:** Collaborate with parents/carers to identify and address both home and school-based interventions to improve attendance and punctuality.
- **Refer to Support Services:** Refer families to appropriate external support services such as Targeted Youth Support, Skills Jersey, Jersey's Children First, and 16 plus pathway, based on the individual case.
- **Regularly meet with SBEWO:** Meet fortnightly with SBEWO to discuss the attendance and punctuality of their year group(s), with clear action points for both parties.
- **Refer for Persistent Issues:** Refer cases where attendance falls below 85% or students have accumulated 15 or more lateness marks in the academic year.
- **Monitor Vulnerable Groups:** Keep track of attendance and punctuality for specific groups such as Looked After Children (CLA), Special Educational Needs (SEN), and English as an Additional Language (EAL) students.
- **Promote Good Attendance:** Highlight the importance of good attendance through attendance reward assemblies and other initiatives to celebrate and encourage positive attendance.



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Expectations – Jersey Premium

Parents/carers can expect that the school will:

- **Monitor Jersey Premium Students:** Regularly monitor the attendance of Jersey Premium students within their year groups. Work with tutors, Heads of Year, and parents to improve attendance where necessary.
- **Provide Support for Attendance Issues:** Where attendance or punctuality is an issue, provide guidance and support for both students and parents, ensuring strategies are in place to improve overall attendance.



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Expectations – Completion of Register

In cases where registers are not completed as expected...

- **First Reminder:** Staff will receive an email or phone call reminding them of the importance of completing the register.
- **Follow-Up Conversation:** A face-to-face conversation will be arranged to discuss the significance of registering students accurately.
- **Formal Warning:** If the issue persists, staff will receive a letter from the School- Based Education Welfare Officer (SBEWO) and, if necessary, from the Designated Safeguarding Lead.
- **Final Consequence:** Continued non-compliance will result in a letter from the Headteacher outlining the seriousness of the issue.



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Expectations – Attendance Administration

Parents/carers can expect that the school will:

- **Monitor Timely Registers:** Ensure that all teachers take attendance registers within 10 minutes of the start of each lesson.
- **Follow-Up on Suspicious Absences:** Investigate suspicious absences and report concerns to the on-call system. If necessary, inform parents within 10 minutes of the investigation.
- **Notify Parents of Late Arrivals:** Send SMS messages to parents of students who arrive late to school, informing them that the student will need to attend the 'late gates' sanction after school, staying for a minimum of 10 minutes or for the duration of their lateness.
- **Monitor 'Late Gates' Attendance:** Oversee students attending the 'late gates' sanction after school each day and follow up with students and parents if they do not attend as required.
- **Record Late Arrivals:** Ensure that students who arrive after 9:00 am are marked with a 'U' code for the session and accurately update attendance records.
- **Coordinate with the Medical Officer:** Communicate with the medical officer when a student is sent home due to illness, ensuring proper documentation and follow-up.



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Expectations – School Based Welfare Officer

Parents/carers can expect that the School-Based Educational Welfare Officer school will:

- **Oversee Attendance and Punctuality Data:** Monitor and review attendance and punctuality data for each year group, ensuring trends are identified and addressed.
- **Liaise with Staff:** Work with staff to regularly discuss whole-school attendance and punctuality data, ensuring awareness and consistent follow-through.
- **Communicate with Parents:** Provide correspondence when a student's attendance falls below school's expectations.
- **Provide a First Day Call for Unexplained Absences:** Ensure that day 1 communication is made to parents/carers requesting an explanation for the student's absence.
- **Review Prolonged Absences:** Monitor and review cases of prolonged, unexplained absence, ensuring consistent communication with parents.
- **Provide Individual Support:** Work directly with students referred to the SBEWO to support improvement in attendance, offering tailored interventions and guidance.
- **Promote Parental Responsibility:** Encourage and support parental responsibility for student attendance. In cases of continued non-attendance, prepare reports for statutory action, including the Education Attendance Panel, Parish Hall or Magistrates Court.
- **Manage Reintegration Plans:** Coordinate the reintegration of students returning from extended absences, working with the HOY to develop and implement a suitable plan for their return.
- **Notify Staff of Reintegration:** Ensure that all staff are informed of a student's return after a prolonged absence, providing relevant details to support a smooth reintegration.
- **Raise Awareness of Support Services:** Promote available strategies and interventions, both in and out of school, to assist families in supporting their child's regular school attendance.
- **Support Attendance Reward Assemblies:** Attend year group assemblies that recognize and reward students for great attendance. Support Heads of Year in celebrating positive attendance achievements.



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Other Absences

Unauthorised Absences

Definition: Unauthorised absences are those deemed unreasonable by the Headteacher or the School-Based Educational Welfare Officer (SBEWO) and no leave of absence will be granted. Parents/carers cannot authorise absences without a valid reason, such as keeping a child off school without proper justification.

Leave of Absence During Term Time

Policy: In accordance with the Education Department's policy, Haute Vallée School does not generally support requests for leave during term time, except in exceptional circumstances. In these cases, the Headteacher has the discretionary power to grant leave.

Considerations for Leave Approval

Each request for leave will be carefully considered based on the following factors:

- The age of the child
- The timing of the request (e.g., during exam periods or key learning times)
- The nature and purpose of the trip
- Family circumstances
- The student's overall attendance pattern
- Any previous leave requests

Medical and Dental Appointments

Scheduling

Parents are encouraged to schedule routine medical and dental appointments outside of school hours whenever possible to minimize disruption to the student's learning.

In-School Appointments

If appointments during school hours are unavoidable, parents must inform the school in advance by phoning or emailing the Attendance Administrator at enquiries@hv.sch.je. Details should include:

- The date and time of the appointment
- When and how the child will be leaving and returning to school
- Ideally, this should be done before the appointment day.



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Attendance Recording

If a child attends part of the school day (e.g., arriving 30 minutes late due to an appointment), they will still be marked as "Present" for the day, with the absence recorded only for the appointment and travel time.

Summary

Haute Vallée School is dedicated to working collaboratively with students and parents to maintain high standards of attendance and punctuality.

- **Commitment:** The school is committed to ensuring that all students attend regularly and on time.
- **Legal Compliance:** Haute Vallée School acknowledges the legal requirements for both registration and regular school attendance, in line with Education (Jersey) Law.
- **Attendance Goal:** The school aims for all students to have an attendance rate of 98% or higher, with a minimum expectation of 96%.
- **Punctuality Expectations:** All students are expected to be punctual to school each day and to attend all lessons on time.
- **Same-Day Approach:** The school follows a same-day approach to address issues of attendance and punctuality, notifying parents promptly if concerns arise.
- **Leave Requests:** All requests for leave during term time will be declined unless there are exceptional circumstances. Holidays during term time will not be approved.



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Contacts

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