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RUNNYMEDE COLLEGE

Delight, Ornament, Ability

ATTENDANCE POLICY

2025-2026

Reviewed by:	Annabel Hawkins
Last reviewed:	June 2005
Next reviewed:	June 2006



Attendance Policy

Attendance plays a fundamental role in safeguarding pupils, fostering academic success and personal growth.

This policy outlines the school's procedures and expectations for:

1. Promoting positive attendance
2. Monitoring attendance to ensure all pupils have access to full time education to which they are entitled and addressing attendance, and sets clear expectations for pupils, parents, and staff.
3. Addressing persistent absence

1. Promoting positive attendance: Expectations for Parents/Guardians

- Parents are expected to notify the school of any planned absences in advance via the iSAMS Parent Portal. Requests for extended leave during term time must be submitted well in advance and will be approved at the discretion of the Headmaster or relevant Head of Year.
- In the case of unplanned absences (such as illness), parents must notify the school by 8:30 AM on the day of absence.
- For absences exceeding three consecutive days, a medical certificate or relevant documentation must be provided.
- Parents are expected to actively support their child's attendance by ensuring absences are kept to a minimum and by working with the school to resolve any concerns related to absenteeism.

1. Promoting positive attendance: Expectations for Pupils

- In the Senior School as pupils have more responsibility, pupils are responsible for attending all lessons punctually and regularly, recognising that attendance is key to academic continuity and success.
- Pupils must ensure that any planned absence is communicated in advance through their parents, and they are responsible for catching up on missed work in collaboration with their Form Tutor/ Head of Year.
- Pupils are expected to engage fully in their education and prioritise attendance, particularly during critical stages such as IGCSE and A-Level examinations.

1. Promoting positive attendance: Support for Pupils

- Pupils facing challenges that impact attendance, such as health or personal issues, will receive support from the school's pastoral team. The Form Tutors and the HoY will work closely with the pupil to address any barriers to attendance.
- Pupils who have missed significant amounts of school will be offered additional support to catch up on missed work, wherever possible, including subject-specific interventions.

2. Monitoring Attendance

- In Pre-Prep and Prep School, attendance is registered every morning via iSAMS to ensure daily tracking from the start of the school day.
- In the Senior School, attendance is recorded for every lesson, ensuring continuous and accurate monitoring throughout the day, specifically to record lateness and trends in data.
- Parents are required to use the iSAMS Parent Portal to report absences. Planned absences must be requested in advance, and unplanned absences (such as illness) must be reported by 8:30 AM on the day of the absence.
- Form Tutors manage absence requests, reviewing and approving those submitted via the Parent Portal. Pupils are responsible for following up on any missed work upon their return.
- A Missing Pupil Policy is in place to safeguard pupils. If a pupil is unaccounted for during the school day, immediate steps will be taken in accordance with safeguarding protocols to ensure their safety.

3. Addressing Persistent Absence

Runnymede College expects pupils to maintain the highest levels of attendance throughout the academic year. The expectation is for 100% attendance, however if a pupil's attendance falls below 90%, intervention will be initiated. This will include communication with parents and follow-up actions by Form Tutors or the Heads of Year (HoYs) to identify the causes of absenteeism and provide appropriate support. Studies indicate that pupils with attendance rates below 90% are significantly more likely to underperform in their examinations (Department for Education, 2016). Gaps in attendance can result in missed learning opportunities, affecting both immediate assessments and long-term academic outcomes, limiting our pupils ability to excel and exceed.

- Heads of Year (HoYs) will monitor attendance weekly using iSAMS data. When a pupil's attendance drops below 90%, an email will be sent to parents/guardians, highlighting the attendance concern and encouraging improvement.
- If no improvement is observed, the HoY will arrange a meeting with the pupil and their parents to discuss the reasons for absence and provide necessary support.
- Continued absenteeism, despite intervention, may result in a formal meeting with senior leadership, and in some cases, external agencies may be involved to address chronic absenteeism.
- In addition to attendance, punctuality is also monitored. Persistent lateness will result in follow-up actions by the HoY. After two instances of lateness in a week, parents will receive a notification and the pupil may be required to attend a detention. Further instances of lateness may result in detentions or other consequences.

This policy should be read in conjunction with the following additional policies:

- Safeguarding & Child Protection Policy
- Pupil and Parent Handbook
- Missing Pupil Policy