

Anti -Truancy Policy

Mission Statement

We believe that in order to optimise the learning opportunities available to them, every student must attend lessons. Regular school attendance is essential for maximum academic and social achievement.

Aims:

- To build and foster a culture in the school where truancy is viewed as anathema to our collective educational goals.
- To ensure students are aware of support strategies and various avenues for communication with staff so that they do not resort to truancy.
- To monitor incidents of truancy and analyse when and why they occur in order to address them.
- To work in partnership with both parents and other agencies to offer students educational and behavioural alternatives to truancy.

Procedures for dealing with truancy

If a student is registered in school and a teacher cannot account for her/his absence during lesson the teacher should:

- Check with the nurse if the student has registered as ill and ask at Reception if she/he has legitimately signed out. If there is no indication that the student is in school i.e. the toilets, library and tuck shop, etc, the Head of Year/Deputy Head of Year should be informed.

If the student remains missing the Tutor/Head of Year/Deputy Head of Year will investigate by:

- Interviewing the student's peers.
- Consulting with the Assistant Principal (Guidance and Achievement)
- Contacting the parents/guardian (where necessary)
- Liaising with the subject teachers and following up with appropriate sanctions and/or counselling.

If the student has deliberately missed lessons and remained in school the Tutor/Head of year / Deputy Head of Year will:

- Interview the students to ascertain the motivation for truancy.
- Confer with the Tutor and subject teachers about work missed and general academic progress, attitude and behaviour.
- Communicate with the parents and meet with them, if deemed necessary.
- Organise an After School Detention, if this sanction is applicable.

If there is no justification for the absence, the Head of Year/ Deputy Head of Year ensures the student:

- Apologises to the teacher/s concerned and requests copies of work missed.
- Makes up time own missed from the lesson/s in her/ his own time after school or during lunch sessions.
- Undertakes an After school Detention (Head of Year to notify the parents by letter)
- Understands that the Head of Year will record the truancy and sanction in her/his student file.
- Parents will be asked into school for a meeting if there is a second offense.



If the student truants subsequently, the Head of Year will consult with the Assistant Principal (Guidance and Achievement) about managing the student. Probable options for student are:

- Whole day In-School suspension.
- An individual Contract.

If a student is found to have deliberately taken time off school without permission from parents, the Head of Year will interview the student with the Tutor, if possible.

Heads of Year in Years 7-11 to:

- Contact parents by telephone or e-mail.
- Requested parents contact the school and arrange an interview with the Tutor, if possible.
- Ensure the student makes up work and the number of hours of school missed after school or at lunchtimes(in school).
- Organises an After School Detention sanction.

Heads of Year for Senior School Students to:

- Contact the parents by phone or e-mail.
- Request the parents/ guardian come for school for a meeting.
- Ensure the student makes up the lesson time lost. This should be supervised.
- Cancel Study Morning/ Afternoon and document this with parents.
- Schedule an After-School Detention.

We view repeat offences very seriously. Internal suspension or an individual Contract may result from recidivism. Repeat offences may lead to exclusion.

Updated by CMR July 2006

