



TRRS ATTENDANCE POLICY

Updated September 2026

INTRODUCTION

At The Roman Ridge School (TRRS), we believe that regular, punctual attendance is a cornerstone of academic success, holistic personal development, and effective pastoral care. Every pupil is encouraged and supported to maximise their learning potential by engaging fully with our curriculum and vibrant school life. This policy should be read alongside the TRRS Child Protection & Safeguarding Policy and the Behaviour Policy.

This policy seeks to:

- **Foster a Culture of Regular Attendance:** Ensure that all pupils attend school regularly and arrive punctually.
- **Proactive Safeguarding:** Recognize that attendance monitoring is an integral part of our duty of care and child protection procedures.
- **Supportive Intervention:** Identify early patterns of absence or tardiness to offer timely, supportive pastoral intervention in partnership with parents.
- **Promote High Expectations:** Instill lifelong habits of punctuality, accountability, and self-discipline.

SCHOOL HOURS & DAILY TIMINGS

- **Supervision Period:** 7:30 AM – 4:00 PM (Supervised drop-off from 7:00 AM; After-School Games/Activities from 4 – 5pm and supervised late stay until 5:30 PM).
- **Morning & Afternoon Registration:** Form Tutors take register at 7:50 AM and 3PM daily
- **Instruction Ends at 2:50 PM**, followed by Prep & Tutorials (45 mins) and optional extra-curricular activities for Middle & Senior School students from 4:00 – 5PM.

CATEGORIES OF ABSENCE & PUNCTUALITY

Late Arrival & Tardiness

- Pupils arriving after **8 am** are registered as late and their arrival is logged at the Front Gate before proceeding to class.
- Pupils arriving after **8:30am** must report to the Main Office to have their late arrival logged. Follow-up calls are placed to parents to notify them of late arrival.
- Persistent unexcused tardiness (3 or more in a week) will trigger a detention for Middle/Senior School students. Form Tutor/Sectional Head will address root causes and offer practical guidance.

Authorised Absences

Absences are authorised only by the Principal or Sectional Head upon receipt of formal communication from a parent/guardian. Approved reasons include:

1. **Medical Illness/Appointments:** Request may be made for a medical report or excuse duty
2. **Religious Observance**
3. **Compassionate Leave:** Family emergencies or bereavement.
4. **Official School/External Representation:** Participation in endorsed academic, sporting, or extra-curricular activities.

Unauthorised Absences

Any absence without prior approval or a valid explanation from a parent/guardian will be classified as unauthorised. Leave of absence for family holidays or non-urgent personal business during term time is strongly discouraged.

ROLES AND RESPONSIBILITIES

- **The Principal & Management:** Oversee policy implementation, monitor whole-school attendance trends, and ensure consistency across Junior, Middle, and Senior sections.
- **Form Tutors & Teachers:**
 - Record accurate daily morning/afternoon attendance on iSAMS in real time
 - Act as primary caregivers by noticing changes in attendance patterns and initiating warm, supportive dialogues with pupils and parents.
- **Parents & Guardians:**
 - Ensure their child arrives at school reliably by **7:50 AM** in complete regulation uniform.
 - Notify the school by 8am on the first day of an unexpected absence via email or telephone.
 - Submit formal leave requests well in advance to the Sectional Head for any planned absences.
- **Pupils:** Take pride in being punctual, prepared, and active participants in their learning journey.

SAFEGUARDING & UNACCOUNTED ABSENCES

Attendance is directly linked to child protection:

- **First-Day Contact:** If a pupil is absent at morning registration without prior notification, the Main Office/Sectional Admin will begin contacting parents/guardians by **10 AM** to ascertain the child's whereabouts and safety. If parent/guardians are unavailable, the school will contact the Emergency Contact on file.
- **Unexplained/Persistent Absence:** If the Main Office is unable to reach the Parent/Guardian or Emergency Contact on file by close of the school day, the Sectional Head is informed. If after 48 hrs the child has not reported to school and attempts to call the Parent/guardian or Emergency Contact are unsuccessful, an email is issued to the Parent/Guardian and Management/Safeguarding Team is informed.

CELEBRATING & REWARDING GOOD ATTENDANCE

Consistent with our positive behaviour and pastoral model:

- Pupils achieving 100% attendance throughout the school year are recognised at our annual Speech & Prizegiving Ceremony
- Pupils who demonstrate marked improvement in punctuality and attendance are also celebrated for their effort and positive choices

MONITORING AND REVIEW

Attendance data is reviewed termly by Management and Safeguarding Team, with updates provided to the Academic Board of Governors.