



SILCOATES

Independent education for boys and girls aged 3-18

Attendance Policy

Attendance is compulsory:

- during the working day (Monday to Friday 8.35am-4.00pm for the Senior School and 8.35am-3.35pm for the Junior School);
- at team practices, etc., which, with due notice, take place after 4.00pm (seniors) or 3.35pm (juniors);
- at all school representative sports fixtures where selected, including reserves; team lists will be published 48 hours in advance;
- on all occasions when a commitment undertaken by a pupil, e.g. acting in a play, opting for a school trip, involves pre-arranged attendance out of normal school hours;
- at special events published in the calendar or with due notice.

Games

Attendance at games is excused only on presentation of a note, signed by a parent or the School Nurse, to the member of staff concerned. Depending on the reason for being excused, students will be expected to spectate from the touchline, or be sent to work in the library.

Because of last-minute injury or illness, pupils may be called upon at short notice to play in a team. We would be most grateful if you would do all that you can to enable us to field the best available teams, though we understand that it may not always be possible for other arrangements to be changed at short notice. Should a student become unwell once selected to play in a fixture, they should contact The Head of Games at the earliest opportunity so that a replacement can be found, even if this is on the morning of a match.

Illness

Any pupil who becomes ill during the School day must report to the Clinic or Reception. Contact with parents will be through the School Nurse or Reception. We ask that pupils do not communicate with parents directly, principally to avoid confusion, and we would appreciate your support in this. If a pupil is sent home due to illness, he or she must sign out at Reception. Many thanks for your cooperation.

Absence of Pupils

I would like to reiterate our request that absence within term time is kept to a minimum. You are particularly asked that holidays and excursions take place in the published school holiday periods. In exceptional circumstances, if parents wish their child to be away from school at any time during term, they should **email in advance** to request leave of absence for authorisation.

For routine matters, such as a dental or medical appointments, parents should inform school via the following email addresses/telephone numbers and pupils must follow the procedures for signing in and out at Reception.

Absence Reporting/Request via Email:

seniorabsence@silcoates.org.uk

juniorabsence@silcoates.org.uk

Absence Reporting via Telephone:

01924 291614, between 8.00am and 9.00am - choose either the Senior School or Junior School absence option

Absence of Parents

When both parents are absent from a pupil's home overnight or longer, the Form Tutor must be told in writing the name, the address and telephone number for twenty-four hour contact with the adult who has the care of the pupil.

Signing In and Out

There will be occasions during the School day when a pupil arrives at or leaves the School at times other than those scheduled. In order to ensure that our monitoring of the whereabouts of pupils is as complete as possible, we operate a signing in and out system. This is updated and recorded electronically via 'Lesson Monitor'.

If a pupil arrives after registration or if he/she comes into School once the school day has begun then he/she must report to Reception to sign in. Likewise, if a pupil leaves the campus before 4.00pm then he/she must sign out at Reception before departing. To ensure safeguarding, students will not be allowed off site without written permission by parents.

If a pupil comes into school during holiday time or official Study Leave, he/she must sign in and out at Reception so that we know who is on site in case of an emergency.

Registration

The registration of pupils in the morning is a legal requirement. All parents and pupils need to be aware that attendance at morning registration, between 8.35-8.45am, is therefore compulsory and all pupils must attend this registration punctually.

In addition, all pupils are registered electronically in every lesson.

Sixth Form students who earn the privilege of a late start must sign in upon arrival at reception.

Delivery/Collection of Pupils and Car Parking

In the interests of pupil safety and in order to minimise congestion, please comply with the following arrangements:

- Observe the one-way system which is clearly marked and the five miles per hour speed limit.
- Do not wait or park on Silcoates Lane. It is an offence to park or wait where there are double white lines and the police make periodic checks, imposing fixed penalties on offenders. Do not upset our neighbours by parking in the nearby cul-de-sacs or by blocking driveways.
- Ensure that you do not obstruct the parking area designated for the School coaches.
- There are two disabled parking bays in the lay-by near the science and technology building. Please do **not** park in these, unless you have a blue badge.
- On dark evenings or at quieter times the lay-by may be used for drop-off and pick-up. At peak times, queuing to enter the lay-by holds up the main flow and should be avoided.
- Do not drive in through the main school gates without permission.
- The roads inside the school grounds must not be obstructed. They are used by delivery vehicles and coaches and must be kept clear for emergency vehicles.

School Transport

Silcoates works closely with several transport partners to facilitate a range of bus route services to the school covering a wide catchment area. Parents who are interested in reserving a place for their son or daughter should contact the finance department on finance@silcoates.org.uk for further information.

A Transport Code of Conduct is provided to parents before a pupil first travels on one of the services. The Code of Conduct must be signed by both parents and pupil. The school expects both parent and pupil to understand and adhere to the Code of Conduct at all times. The Deputy Head (Pastoral) deals with any behavioural issues on transport to and from school. Sixth Form monitors are appointed for each bus route to help with supervision, but no staff member travels on the vehicles.

Information regarding current transport services can be found on the school website

Wearing Seatbelts in Vehicles

In order to ensure that all journeys by Silcoates pupils are undertaken in the safest possible manner, it is the School's policy that **seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches**. All staff and pupils are made aware of this and are asked to adhere to the policy strictly. We will do everything we reasonably can to enforce this policy.

Members of staff do not travel on the School buses to and from school each day so it is not possible for us to guarantee that seatbelts are worn by pupils. Depending on the age of the passengers, the current law does not insist that the coach driver is responsible for ensuring that everyone is wearing a seatbelt. We have asked the coach companies to make sure that all their drivers are aware of the School's policy, but ultimately each pupil is responsible for ensuring that he/she is wearing a seatbelt at all times.

We therefore ask parents to help us to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure their safety when they travel in vehicles.

Pupils Staying at School after 4.15pm

Senior 'late-stayers' wait in the School Library. These pupils **must** be collected from there – an essential safety precaution, especially in the winter months. Pupils staying late must register their names with the member of staff on duty and must sign out as they leave. Pupils are expected to work in silence until 5.15pm.

Please note that as we are a day school no pupil is allowed to stay on the School premises after 6.00pm, except for a supervised activity. We ask that parents make every effort to collect children by 6.00pm at the latest, because it is not fair that staff should have to remain in school beyond this time to look after those who are not collected. The School reserves the right to take appropriate action in cases where parents are persistently late in collecting their children.

In an emergency, duty staff can be contacted on 07774 773340 (Library) and 07585 335189 (Junior School).

Snow Routine

Every effort is always made to keep the School open, but in extreme weather, for example if there is heavy snow, it may be necessary to close the School. The decision about opening and closing is made by the Headmaster. Details about the School's opening and closure are sent out by text message at the earliest opportunity. Updates are texted and posted on the website.

If parents living in outlying areas wish their child to leave school early, they must telephone Reception to give details. Pupils are only allowed to leave school once parental permission has been granted and all pupils must sign out at Reception before they leave.

It is expected that pupils who live near to the School or in areas with good road and rail communications would only need to leave school early in exceptional circumstances and parents are asked to support the School with this matter.

In the event that pupils cannot be collected until after 6.00pm, arrangements are made for their care and supervision.

Reviewed by:	Mr Rowe – Headmaster Mr Coll – Deputy Head (Pastoral)		
Date of last review:	May 2019	Date of next review:	May 2020