



Salvatorian College

PARENT GUIDE: ATTENDANCE & PUNCTUALITY

We expect all pupils (including Sixth Form pupils) to have attendance in excess of 95% unless there are extenuating circumstances such as an ongoing medical condition.

The school does not support holidays during term time, although leave may be granted in exceptional /extenuating circumstances e.g. bereavement. Parents should write to the Deputy Head of School, Mr Coker, in good time to request leave. In addition, we do not expect pupils to be kept away from school due to minor ailments such as a common cold or a minor cough.

Significant unexplained absences may lead to parents being issued with a Harrow Education Penalty Notice (£80 fine). In worst cases, unexplained absences, (Missing in Education), for extended periods of time may lead to students being taken off roll.

We expect punctual attendance at or before 08.45am each day and will detain pupils for up to 30 minutes each day on the day of being late. Persistent lateness can be a barrier to learning and may be addressed through a placement in the Learning Support Centre.

Pupils with serious attendance and punctuality concerns will be referred to the Educational Welfare Service (EWS) which may result in fines being imposed and parents/carers being prosecuted.