

ATTENDANCE POLICY

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Designation: Head of School	Designation: Head of School
	Signature: 
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1. Introduction

- 1.1. This policy informs practice in the Primary and Secondary phases.
- 1.2. We expect all pupils to attend every day when the school is in session so long as they are fit and healthy enough to do so. The research is clear: students who attend school regularly are able to learn more, have fewer discipline problems, develop better study habits and often are more successful than students who do not. We do all we can to encourage pupils to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for every child, and we look to parents to support this objective. We will make the best provision we can for those pupils who, for whatever reason, are prevented from coming to school.

Authorised Absence

- 1.3. An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or guardian. Legitimate reasons for absence include sickness, injury (accompanied by medical note) or family bereavement. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a pupil out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

- 1.4. An absence is classified as unauthorised when a pupil is away from school without the permission of the school. This means an absence is unauthorised if a pupil away from school without good reason, even with the support of a parent.

2. Absent Pupils

- 2.1. When a pupil is absent unexpectedly, the school will record the absence in the register and the School Office will endeavour to contact a parent. When the pupil is absent, the parent should contact the school by email or telephone before 8.00am on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned (e.g. dental appointment).
- 2.2. If there is any doubt about the whereabouts of a pupil, the teacher will take immediate action to notify the School Office which will contact the parent in order to make sure the child has not suffered an accident.

3. Requests for Leave of Absence

- 3.1. We believe that pupils need to be in school for all sessions so that they can make the most progress possible. Requests for absence must be made in writing and reach the school at least 7 days in advance (except in an emergency, when parents are asked to telephone the school before 8.00am). Requests for exceptional absence (e.g. absence for days other than Religious Festivals, medical or dental appointments) should be sent to the School Office at least two weeks in advance.
- 3.2. We always send parents the term dates in advance so that holidays can be arranged without disrupting your child's education. It is school policy usually not to allow holidays to be taken during term time.
- 3.3 Please note that we will support our students upon their return to school after an absence, but we are unable to provide online classes.

4. Long Term Absence

- 4.1. When pupils have an illness that means they will be away from school for over 5 days, the school will do all it can to send material home via Google Classroom, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the parents to establish if arrangements can be made for the pupil to be given some tuition remotely.

5. Repeated Unauthorised Absences

- 5.1. The school will contact the parent or guardian of any pupil who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem. The school reserves the right to consider taking action against any parents who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.
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