



## **Attendance Policy**

**September 2014**

**Review September 2016**

## **When do students need to be in school?**

Students should be in school for registration at 9am and 1pm. As student's timetables differ from each other and they attend different sessions at different times throughout their placement, this is altered to fit with their timetable on occasions. On these occasions the parents / carers and student will be informed in writing and should confirm their agreement by telephone or in writing to the child's school.

As most students will be arriving in taxis the taxi companies are in possession of the timetable for each student on their contract. If a student misses a taxi it is essential that parents / carers / students contact school immediately to inform us of whether the student will travel to school in another way or whether this means that the student will not attend. Should the student not attend due to missing a taxi this will be recorded as unauthorised absence in the school register.

Students are expected to attend fully all allocated sessions. It is essential that, wherever possible, appointments (doctor, dentist etc) are made outside school.

### **Notification of absence.**

If a student is to be absent because of illness it is essential that parents / carers notify school by telephone on the morning of the first absence with the reason for absence. It is helpful if parents could let school know how long the absence is likely to be for so the curriculum can be planned. Where the student is entered for external examinations on this day all effort should be made to encourage the student to come into school even if only for the duration of the examination as these cannot be rescheduled. In the event this is not possible due to illness the school will contact the examination board.

Where the school has not been notified of absence but the student does not arrive by the allotted time, the school will contact the parents / carers immediately by telephone.

Where it is known that the student has an appointment that cannot be arranged outside of school time, the school should be notified in advance.

### **School's response to absence.**

Where the school is aware of absence and the reason for the absence is illness or an unmissable appointment, we will record this as an authorised absence. Where other situations prevail we will discuss the recording of the absence with the parent / carer.

Where a student is regularly absent we will work with parents to ensure that the issues surrounding non-attendance are addressed appropriately. It is our legal duty to inform the Local Authority where there is a pattern of absence or regular absences for whatever reason. The Local Authority may decide to enlist the support of an Educational Welfare Officer in these instances.

**Illness whilst at school.**

If a student is ill whilst at school we will inform parents / carers immediately. If it is felt appropriate, the student may remain in our sick room for a period of time but prolonged illness or severe illness will result in the student being sent home. In the case of emergency it is essential that we can contact parents / carers immediately. Please ensure that school has your mobile number as well as home number and another two emergency contacts in case you can not be reached.

**Recording of attendance**

The school register is completed twice daily in line with legal guidelines.