ATTENDANCE AND INCLUSION POLICY

ORIGINATOR: Stephanie Preen
SLT LINK: John Harrison

July 2018

CONTENTS
1. PRINCIPLES .................................................................................................................... 1
2. UNPLANNED STUDENT ABSENCE ................................................................................ 1
3. PLANNED STUDENT ABSENCE ..................................................................................... 2
4. MONITORING ATTENDANCE ......................................................................................... 2
5. ATTENDANCE BELOW 92% ........................................................................................... 3
6. TERM-TIME ABSENCE.................................................................................................... 3

1. PRINCIPLES
The purpose of this policy is to clarify our expectations for post-16 students, parents and staff with regards to attendance and punctuality.

It has been proven that poor attendance and punctuality have a serious impact on the outcomes students achieve at the end of their course. This is particularly true at A level due to the intensive nature of a short two year course. A core purpose of the School is to prepare students for the world of work where strong attendance and punctuality is important.

We expect all students to aim for 100% attendance to maximise both their academic outcomes and enjoyment of the life of the School.

Students are expected to arrive promptly for the start of the day and remain on site throughout the day unless agreed beforehand with the Head of School. Students are expected to attend all lessons, including tutorial, academic enrichment, activities and private study. Where students have private study in the morning, it is their responsibility to sign in at reception so that their attendance is recorded.

Form tutors are expected to register their students daily and class teachers at the start of the day.

2. UNPLANNED STUDENT ABSENCE
   - On each day of an absence, parents and guardians should leave a message with the student’s form tutor giving a reason for the absence. Parents are encouraged to email form tutors directly, but can also email office@haringtonschool.com, or send a message via Xpressions. Parents can also ring the main reception on 01572 772579.
   - When a student returns to School we must be given an absence note, signed and dated. A note is always required whether handwritten, via email or Xpressions.
   - It is the Head of School who authorises the absence.
   - If there is no reason given for the absence it will be recorded as unauthorised.
Students must take an active and conscientious role in being responsible for their punctuality and attendance. If students are absent due to unforeseen circumstances they must contact their class teacher to ensure that all work is caught up.

3. PLANNED STUDENT ABSENCE

- All planned absences must be agreed in writing with the Head of School via the completion of an absence request form.
- Authorisation for absence will only be granted where absence is unavoidable or deemed in the best educational interests of the student.
- Acceptable reasons for planned absence may include:
  - A hospital appointment which cannot be arranged outside of School hours.
  - To attend the funeral of a relative.
  - To participate and represent the School in a significant academic, music or sporting event.
  - To attend a post-18 interview linked to a chosen career path.
  - Driving tests.
  - Planned work experience during private study.

Students may attend open days at universities during the School week only if visiting at weekends is unavailable. Students are not permitted time off School for driving lessons, this includes tutorial and private study.

4. MONITORING ATTENDANCE

- Form tutors are responsible for monitoring the attendance of students within their form. Overall responsibility for attendance lies with the Pastoral Lead and Head of School.
- Where attendance is lower than 92% (without strong reason or pre-agreed), or where student punctuality causes concerns, intervention as identified in the stages below is required.
- Where attendance issues are linked to long-term illness, we may request supporting medical notes from the GP or hospital. These notes are only valid for a set period of time and should be reviewed regularly. We recognise that there will be times when students need to be absent due to illness. When a student is too unwell to attend for a few days we do not routinely provide work. However, we do recognise that there are some exceptional circumstances, for example following an operation, when a student may be diagnosed as too unwell to be in School but well enough to complete work at home for a short period of time. During this period, we will aim to provide work to match that which is covered within the lessons.
5. ATTENDANCE BELOW 92%

- **Stage 1**: Attendance within School will be monitored closely by the form tutor. Where appropriate, they will meet with parents, place the student on report, or in the case of punctuality, apply sanctions.
- **Stage 2**: If there is no improvement, the Pastoral Lead will meet students and parents to discuss the nature of the absence and a further period of monitoring will follow. A formal letter will be sent home to parents which outlines actions and agreed targets. Actions will often include the removal of privileges such as private study.
- **Stage 3**: If there is no improvement, the parents and students will meet with the Head of School where they will remain on attendance report. Unless there are exceptional circumstances will be managed through the School’s Behaviour Management Policy, which may consider all sanctions including exclusion.

6. TERM-TIME ABSENCE

As by the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off from School in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing at least 10 working days in advance. We cannot authorise absence requests on the basis of cost, nor can we authorise a known absence retrospectively.
ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (name) _________________________________ in Tutor Group ______
should be granted an authorised absence from (start date) ______________________
to (end date) ______________________ this is a total of ______ School days.

The reason for the absence:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Please note that a signed letter on headed paper from an employer must be attached to
this request form if the absence is due to work commitments.

I understand that this will result in work being missed and may affect the learning and
achievement of my son/daughter.

I confirm that I have read the School’s Attendance and Inclusion Policy and it is not
possible to avoid this absence by using School holidays.

I understand that this absence cannot be authorised unless deemed to be an exceptional
event.

Signature of Parent/Guardian _______________________________  Date __________________

Please hand completed forms in to Reception.