

ATTENDANCE AND INCLUSION POLICY

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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 life at 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 register at reception so that their attendance is recorded. Private study is compulsory and students are expected to be on-site during all sessions.

At the start of the day, students should register on entry. The afternoon registers are also taken at Reception. In addition to the statutory registers, class teachers are expected to take a register during every lesson.

2 UNPLANNED STUDENT ABSENCE

- On each day of an absence, parents and guardians should email office@haringtonschool.com or send a message via Xpressions. This should be done before 8.30am.
- 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.

- Parents may be contacted retrospectively to clear previously unexplained absences.

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 teachers and form tutor to ensure that all work is caught up.

If a student requests to leave School during the school day for any reason they must inform a senior member of staff (Mr Gumbeer, Mr Teasel, Mrs Henry-Oliver or Mr Raine) before they leave. Parental consent will always be sought before the student is permitted to leave unless there are legitimate reasons not to do so.

3 PLANNED STUDENT ABSENCE

As per the Pupil Registration Regulation legislation (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.

- All planned absences must be agreed in writing with the Head of School via the completion of an absence request form, available from Reception or the School website.
- 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 (proof is required).
 - To attend the funeral of a relative.
 - To participate and represent the School in a significant academic, music or sporting event.
 - To attend University applicant days.
 - To attend a post-18 interview linked to a chosen career path.
 - A driving test.
 - Planned work experience during private study. The period of time taken to do work experience is not to exceed more than five consecutive days.
- Authorisation for absence may be declined at the discretion of the Head of School if the student's current attendance is deemed to be unacceptable; typically, below 92%.

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 in Year 12. In Year 13 driving lessons are permitted during private study periods but only where there are no concerns around attendance and progress.

4 MONITORING ATTENDANCE AND PUNCTUALITY

Form tutors are responsible for monitoring the attendance of students within their form. Overall responsibility for attendance lies with the Attendance Lead and Head of School.

Where attendance is lower than 92% (without a strong reason or pre-agreed), or where student punctuality causes concerns, form tutors should intervene in the first instance.

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%

Where attendance falls below 92% the following stages are likely to be followed:

- Attendance within School will be monitored closely by the form tutor and the Student Support Advisor. Where appropriate, they will meet with parents, place the student on report, or in the case of punctuality, apply sanctions.
- The Attendance Lead will meet students and parents to discuss the nature of the absence and a further period of monitoring will follow. Support may be provided from the Student Support Advisor. A formal letter will be sent home to parents which outlines actions and agreed targets.
- The parents and students may meet with the Head of School where they will remain on attendance report. Unless there are exceptional circumstances the absence will be managed through the School's Behaviour Management Policy.

6 STUDENTS WHO DO NOT ATTEND SCHOOL DUE TO MEDICAL REASONS

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, the School will aim to provide work to match that which is covered within the lessons (e.g. by uploading lesson materials to Show My Homework). However, this should only be for a short period of time, because without specialist teacher input students inevitably progress at a different rate to their peers. Once an absence extends for more than a few lessons, it becomes increasingly difficult to plan and assess work, as well as provide effective feedback.

7 APPENDIX 1: 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:

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 / evenings or weekends.

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

Signature of Parent/Guardian _____ Date _____

Please leave completed forms at Reception.

For office use only:

Current attendance	%	Number of unauthorised absences	
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