



## ATTENDANCE POLICY

### INTRODUCTION

1. This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. We expect all pupils to attend every day (or when registered in the Nursery) when the school is in session so long as they are fit and healthy enough to do so. 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 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 your child, and we look to you 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.

2. Under the *Education (Pupil Registration) Regulations 1995* the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. Attendance records are kept for a minimum of 3 years.

3. **Authorised absence.** 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. For example, if a pupil has been unwell and the parents writes a note or telephones the school to explain the absence. 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.

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

### ABSENT PUPILS

5. When a pupil is absent unexpectedly, the teacher will record the absence in the register or on ISAMS and inform the school office which will endeavour to contact a parent. When the pupil is absent, the parent should contact the school by email or telephone before 8.30 am on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned (eg dental appointment).

6. 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.

### REQUESTS FOR LEAVE OF ABSENCE

7. 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 14 days in advance (except in an emergency, when parents are asked to telephone the school before

8.30 am. Requests for exceptional absence (eg absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the Headmaster or the Prep Head at least two weeks in advance.

8. We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

### **LONG TERM ABSENCE**

9. 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 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 support services so that arrangements can be made for the pupil to be given some tuition outside school.

### **REPEATED UNAUTHORISED ABSENCES**

10. 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. If the situation does not improve, the school will then contact the LEA support services who will visit the home and seek to ensure that the parents understand the seriousness of the situation. 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.

### **SENIOR SCHOOL DAY PUPILS**

11. All pupils are required to be in school before 8.25 a.m. The school day ends at 4.30 pm, although many pupils remain later for tea and toast and take part in extra curricular activities under the supervision of a member of staff. Pupils are normally expected to leave by 6.00 pm.

12. With the exception of pupils in Years 12 and 13, pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for trips or visit a sporting fixture, the dates of which will have been notified to you in advance. Pupils of Year 10 and above are allowed town leave between 4.30 pm and 5.00 pm providing they sign out/in with a prefect on duty.

### **SENIOR SCHOOL BOARDING PUPILS**

13. Your son/daughter's boarding house is the centre of his/her life at Battle Abbey School. All pupils are cared for by a House Master/Mistress and a team consisting of Matron and House staff. Together, they will be responsible for your child during term, including ensuring that he or she is safely occupied outside normal school hours. We expect your son or daughter to live with you or his/her guardian when he/she is away from school on exeat and half term during term time. We ask you to give written authority to your child's House Master before he/she leaves the school to stay with another family.

14. Please telephone the school if he/she is taken ill during an exeat. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. We will always telephone the home if your son/daughter is late in returning from an exeat.

15. Boarders have town leave after the school day has finished and at weekends and are required to sign out and back in again. Times are specified by the House Parents and will be changeable.