

### **3. ABSENCE, ATTENDANCE & LATENESS**

#### **Absence During The School Day**

Absence during the school day must be authorised by:

- Years 7-11: the Raising Achievement Officer will contact parents/carers to make arrangements to collect the student from school.
- Years 12-13: the Sixth Form Administrator or Assistant Heads of Sixth Form will authorise student absence. In cases where this is the result of a medical issue they will liaise with the Medical & Communications Assistant. Parents/carers will be contacted by the school to make arrangements to collect the student, or to agree that they may make their own way home.

Students may not declare themselves unfit for school, and make direct arrangements with their parents/carers to return home. The school's medical team decides when it is appropriate to inform parents.

#### **Absence From School**

If your child is absent from school for any reason please notify the School on the first day of absence by:

- telephone, on 01296 424 781
- or by email to,
- Years 7-11: [absence@sirhenryfloyd.co.uk](mailto:absence@sirhenryfloyd.co.uk)

*If your child is unaccounted for, we may telephone you to check that you are aware they are not in school.*

- Years 12-13: [sixthformabsence@sirhenryfloyd.co.uk](mailto:sixthformabsence@sirhenryfloyd.co.uk)
- If the Sixth Form Administrator hasn't received notification of a student's absence by the end of the day, we will email you

#### **Absence - Day One**

Following the procedure above should ensure the absence is correctly recorded as 'authorised' and negate the need for providing a letter explaining your child's absence.

#### **Absence - Day Two and beyond**

If your child is away for **more than one day**, one of the following options should be used to inform the school:

Years 7-11:

- email to [absence@sirhenryfloyd.co.uk](mailto:absence@sirhenryfloyd.co.uk)
- phone on 01296 424 781
- a letter or a completed appropriate slip from the Student Planner to be placed in the post box on the office door of the Raising Achievement Office.

Years 12-13:

- email to [sixthformabsence@sirhenryfloyd.co.uk](mailto:sixthformabsence@sirhenryfloyd.co.uk)
- phone 01296 424781 and leave a message on the sixth form absence line
- a letter to be handed into the Sixth Form Administrator

The email/letter/slip must be written by a parent/carer and must acknowledge all dates of absence. Please note that **the reason for absence must be specific**. Please do not merely state that your child was 'ill'.

**If no confirmation in the form of one of the three options above is received, the student's absence will be recorded as unauthorised.**

## **Temporary Absence - Appointments During The School Day**

*(e.g. medical, dental, etc)*

Under no circumstances may a student in any year group leave the school site without following the procedure listed below.

Notification of an appointment should be provided to:

Years 7-11:

- the Raising Achievement Officer by the parent/carer
- via email to [absence@sirhenryfloyd.co.uk](mailto:absence@sirhenryfloyd.co.uk)
- via telephone on 01296 424 781
- or an appointment letter/card handed into the Raising Achievement Office.

Years 12-13: via email to [sixthformabsence@sirhenryfloyd.co.uk](mailto:sixthformabsence@sirhenryfloyd.co.uk)

- or an appointment letter/card handed into the Sixth Form Administrator.

*Prior to leaving school:*

Once the above notification has been completed a student must follow the procedure below before leaving the school site:

Years 7-11:

- Report to the Raising Achievement Office, where details will be listed in the Appointments Book at the time of leaving.
- Sign out using sheet outside Raising Achievement Office
- If the office is closed students should report to reception to complete the process.

Years 12-13:

- Sign out on the Temporary Absence sheets in G2, the Study Area.

**On Return To School:**

- Students should report back to the Raising Achievement Office, or the Sixth Form Administrator as appropriate to sign back in
- Sixth Form must sign in on the Temporary Absence sheets in G2, the Study Area.

If a parent/carer is collecting their child for an emergency appointment please ensure the reception team are informed. Arrangements between parents/carers and their children must take account of the school procedure to ensure all students are accounted for at all times.

Government guidance states that a **half day's absence** can be allowed for medical and dental appointments – any additional absence on that day would be unauthorised. This underlines our guidance for appointments to be made causing minimum disruption to students' education.

***The school reserves the right to suspend these procedures for individual students if abuse of this system is suspected.***

## **Attendance - Leave Of Absence Applications**

Granting leave of absence during term time is the school's prerogative and will only be authorised in exceptional circumstances.

Whilst each case will be considered on its merits, it will not be appropriate for permission to be granted for the following:

- holidays
- students who are already behind with their work
- students who have already had significant absence
- immediately before, or during periods of formal assessment.

If you do find it necessary to request leave of absence for any reason during term time you should complete a Leave of Absence Form (*Form 6 in this pack*) and forward it to the appropriate Head of Year (Y7-11) or Assistant Head of Sixth Form (Y12-13) with any further information you think applicable prior to booking arrangements for any such absence.

Forms should be submitted at least 4 weeks prior to the proposed absence. Copies of the form are also available from the reception area and on the school's website.

Leave of absence is not automatically granted and is always at the discretion of the Headteacher. A student's absence from school without permission will be recorded as unauthorised in their school records.

## **Lateness - Start Of The Day**

Students must be in school for the start of the school day by 8.45am but preferably by 8.35am to visit locker etc. Any child arriving after the tutor has marked the register is deemed to be late. Sometimes this is due to unavoidable transport delays and allowances are made for this.

It is vital that if students miss registration their movements are recorded.

Years 7-11:

- should sign in the Late Book located outside the Raising Achievement Office if they arrive in school after registration time.
- If students arrive during registration (before 9:05), they should go straight to their form room to be registered by their tutor.

Y12-13:

- Sixth Form students should sign in on arrival either with the Sixth Form Administrator in the library or on the sign-in sheets in G2 stating the reason for lateness.

## **Lessons**

All students will be recorded as present or absent for each lesson throughout the school day. Where students arrive late to a lesson during the school day they will also be recorded as late by the appropriate member of staff.

## **Attendance Information**

The information compiled through the registration process will be monitored and where concerns exist this will be discussed with student/parents/carers as appropriate.

Parents/carers are able to review their child's attendance online through use of the Parents Portal.

**Please remember that the registers, together with the late/temporary absence books, are key to ensuring that everybody is accounted for in an emergency.**

**Should the emergency services be on site and we have students unaccounted for they may need to enter potentially unsafe buildings to search for them, thereby placing their own lives at risk.**