



New Horizon Community School

Attendance Policy

Updated: January 2019

Date of next Review: November 2019

Introduction

Aims

1. To outline clear criteria by which absences are authorized or unauthorised in order to maintain registers in accordance with legal requirements.
2. To outline internal school procedures for dealing with absence.
3. To put into place initiatives for promoting and acknowledging good attendance.

Authorising absence

The following absences are to be considered authorised absences:

1. Illness/Medical
2. Approved holiday during term-time
3. Exclusion
4. Study leave (year 11 students only)
5. Special circumstances- permission given by Headteacher

All other absences are to be considered unauthorized

Holidays during Term-time

All holidays leave during term time is at the discretion of the Headteacher.

Provided the request is made in advance in writing (or a holiday form is completed), leave for up to 10 days per school year may be granted. Requests for leave beyond 10 days a year will be considered on a case by case basis. Holidays requests for day trips will not be granted. Holidays will not be authorised retrospectively, unless there is a particular reason. In cases where there is any uncertainty about the day of return, a student may be removed from the register and then re-enrolled on return (if a place is available).

Special Circumstances

In the case of special occasions, such as wedding, Parents are requested to contact the school to ask for leave of absence. In most cases one day may be allowed as authorised absence. The absence will not be authorised if leave is not requested.

Medical/Dental appointment

Pupils who have a medical or dental appointment should show an appointment card or letter to the Head/Deputy Head or secretary at morning registration /or the day before, who will allow the student to leave the school at the appropriate time. Pupils leaving the school should sign the signing out book in the office on their departure and again on their return.

Lateness

Pupils are to be registered twice a day, in the morning and again in the afternoon. The school day starts at 8:25am with registration taken at 8.35am. Pupils arriving after 8:45am are to be marked late. For afternoon registration, for pupils to be marked present, they must be present when register is called out.

Absence Notes

When a pupil returns from a period of absence, she must bring in a written note, signed by parents for each period of absence. Absences will not be authorized without an absence note. If a member of staff is uncertain about authorizing an absence, they are to refer to the Headteacher. It is the responsibility of the school admin staff to ensure that an absence note is received for each period of absence. Reason for absence must be entered into the register.

Procedure for monitoring attendance

- 1. Attendance registers:** The regular and accurate completion of the attendance registers is essential to all aspects of attendance monitoring. Pupils are to be registered twice a day, in the morning by the Admin staff, and in the afternoon by the Admin staff. All registers must be returned to the office, once registration is complete. Pupils who arrive after 8:45am must report to the office.
- 2. Telephone notification file:** The Admin staff answering the telephone and receiving a call explaining a pupil's absence should record the call on the telephone notification book.
- 3. First response:** Admin staff completing attendance registers should notify the head teacher of any pupil who has not attended school for three consecutive days and where no notification (either by telephone or by letter) has been received the school will then contact the parent/Guardian by telephone if the parent cannot be contacted by telephone, then a letter will be sent home that day by first class post.
- 4. Internal register checks:** The Headteacher and the Deputy Head will undertake regular checks on registers to examine attendance levels by class and by individual pupils.
- 5. End of term register checks:** To ensure and encourage regular attendance, at the end of each term a check will be made of each pupil to give a %age attendance. Were the attendance falls between 90% and 95%, the school will invite the parents in for a meeting.
- 6. Attendance/punctuality Report:** Students who are habitually late or absent will be placed on an attendance report. Any teacher who feels that the most appropriate course of action would be to place a student on report must discuss this with the Deputy Head /Headteacher. The student must report to the office each morning to the Deputy Head /Headteacher during the time she is on report. At the end of the week, the Headteacher will countersign the report and a copy of the report will be sent to the parents for signing.

Attendance award system

These are awarded under the following guidelines:

1. An individual gaining 100% attendance in any particular term within an academic year. Certificates to be presented in assemblies.
2. Highest attendance in a particular year group. Each group will be considered separately. In the case of year 11, attendance for the period August-May will be considered. Certificates to be presented at an annual awards assembly.