



ATTENDANCE POLICY

This policy applies to all School departments, including EYFS

1. Regular attendance is extremely important if pupils are to take full advantage of the educational opportunities available to them at Loughborough Amherst School. Attendance is also required at whole School events outside the academic timetable but within the School day, for example, communal acts of worship, sports day and house events, as these are regarded as an integral part of School life. Attendance may also be requested at whole School events outside the School day, for example, Open Evenings or Showcase Events at the weekend.
2. A register is taken every lesson, including at the beginning of the morning. All pupils must attend registration. If a pupil is unavoidably late he/she must report to the School office on arrival and be entered in the Late Book.
3. Parents should always contact School by 09:30 at the latest if their child is going to be absent. In order to ensure a child's safety, if no message from the parents of a Preparatory Department child has been received by 09:30, the parents will be contacted. For pupils in the Senior School, if no message has been received by 10.30, parents will be contacted. Additionally, in the case of a Tier 4 Sponsored Pupil, the Authorising Officer (Company Secretary/Business Manager) must be informed.
4. Absences of Overseas Pupils, attending under the Tier 4 Sponsorship Scheme, lasting 10 days must be reported to the Borders Agency. This is the responsibility of the Authorising Officer (and, in their absence, the Level 1 user).
5. Pupils and teachers have to work within a very strict timetable particularly at Key Stage 3, GCSE and A Level. There is rarely an opportunity to repeat work that has been missed. It is, therefore, vital that all pupils are absent as little as possible. Any attendance figure below 90% is classed as "persistent absence" and is therefore a serious concern. This may be referred on to the Local Authority.
6. Authorised absence, other than illness, is granted only in exceptional circumstances with prior permission of the Headteacher. Parents are requested to keep routine medical and dental appointments during School time to a minimum and to arrange holidays to coincide with School holidays. Holidays taken during term time constitute unauthorised absence and we are required to notify the Local Authority. Please see appendix 6 – It is not within the Headteacher's authority to authorise such absences in line with Local Authority Guidelines.
7. The School requires a letter or a phone call to explain absence. Unauthorised absence, absence without permission, is regarded as truancy and will be dealt with at the discretion of the Headteacher. If parents telephone the office to inform that a pupil is absent, a message is recorded and passed to the Form Tutor.
8. The form tutor carefully monitors absences and any unexplained, excessive or repeated pattern absences are brought to the notice of the Head of Year. If a pupil is absent without explanation parents will be contacted on the same day.
9. Parents will be informed in writing should there be leave of absence for studying/revision granted before examinations.

10. Year 12 students are expected to be in School for the whole of the School day. They may leave the School premises at lunchtime. Year 12 and 13 students may be granted study leave before exams. Year 13, on receipt of a letter of permission from parents, may be granted permission to work at home if they have a block of study time in an afternoon. This is always at the Headteacher's discretion. They must sign in on arrival at School and sign out when leaving before the end of the School day.

This policy was approved by SLT

Date: 2 February 2021

Review date: February 2022

Point of contact (Reviewer): Senior Deputy Head

NOTICE OF LEAVE OF ABSENCE



Child's name: Class/Form:

Reason for absence.....
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.....
..

Single day absence: Date:

Time (if less than whole day): From: to:

Signed: Date:

OR

More than one day:

From: To: (inclusive)

Signed: Date:

Please note that Headteachers can only authorise absence in exceptional circumstances:

Notice of leave of absence must be made:

- in writing (on this form, with a covering letter if necessary)
- to the Headmaster (via the School Office or Class Teacher)
- with as much notice as possible

N.B.

- By law, all pupil absences have to be recorded and submitted to the DfES
- **Government guidelines prevent Headteachers from authorising any leave of absence during term time, because of the inevitable disruption caused to a child's education and the possible adverse affect on their academic progress and attainment. We are obliged to report all unauthorised absences to the Local Authority**

Total of authorised absences so far this academic year: /

Total of unauthorised absences so far this academic year: /

Absence authorised

Absence unauthorised

Signed:.....(Headmaster) Date: