ATTENDANCE AND INCLUSION POLICY

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PRINCIPLES

THE LAW STATES THAT ALL CHILDREN MUST RECEIVE A FULL-TIME EDUCATION FROM FIVE TO SIXTEEN YEARS OF AGE

We are very proud of the excellent attendance level achieved by our students within the Federation.

At the Federation, students who attend regularly tend to make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum.

The Federation works with outside agencies, including Rutland's Inclusion Officer, who may become involved in your child's attendance.

STUDENT ABSENCE:

1. At the College, on each day of an absence, parents and carers should leave a message with the reason for the child's absence on 01572 770066 or by emailing studentabsence@catmosecollege.com. At Harington School and Catmose Primary, they should contact Reception with the reason for the child's absence. Harington School: 01572 772579 and office@haringtonschool.com. Catmose Primary: 01572 772583 and office@catmoseprimary.com.
2. If there is no reason provided for the absence by 11am, staff will make contact with the family to establish the child's whereabouts.
3. When a student returns to the Academy there must be an absence note handed in, signed and dated. A note is always required whether handwritten or via email.
4. It is the Academy who authorises the attendance.
5. If there is no reason given for the absence it will be recorded as unauthorised.
6. The Social Inclusion and Development Officer (SIDO) at the Local Authority may be informed.

MONITORING AND FEEDBACK

1. Students will receive an attendance report at the end of each assessment cycle. Any student who has provided no reasons for an absence, coded N, will also receive a letter requesting an explanation. It may be that there are perfectly valid reasons for such an attendance level. However, this may be an opportunity for parents and guardians to raise any issues that may be significant and affecting their child at the Academy.
2. If a student has been absent regularly due to illness, the Academy may ask for a supporting medical note from the GP or hospital. These notes are only valid for a set period of time and should be reviewed regularly.

ACADEMY/SIDO RESPONSIBILITY

1. Each week the SIDO will be made aware of any student whose attendance has fallen below 92%.
2. The form tutor/class teacher and Federation Vice Principal will monitor the student's attendance closely, and targets will be set to improve attendance.

BELOW 92% ATTENDANCE

1. The Attendance and Inclusion Service will follow up each student according to their procedures.
2. Parents or guardians may be invited to an Academy and/or Local Authority Attendance Panel in order to explain and resolve the student's low attendance. If appropriate, an Attendance Action Plan will be produced.
3. If a student's attendance remains below 92%, the Attendance and Inclusion Service may be compelled to place the parent or guardian at Stage 1 of the Local Authority's Prosecution Procedure. An immediate attendance target will be set to avoid prosecution under Section 444 of the 1996 Education Act.
4. Failure to meet the Local Authority's target will result in further formal proceedings and possibly a fixed penalty notice being issued or court action.
5. Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

ONE OF THE MOST IMPORTANT THINGS YOU CAN DO FOR YOUR CHILD IS TO MAKE SURE THAT HE OR SHE ATTENDS THE ACADEMY REGULARLY

ACCEPTABLE REASONS FOR ABSENCE MAY INCLUDE:

1. My child is too ill to leave the house.
2. My child has a hospital appointment, which cannot be arranged outside of Academy hours.
3. My child has toothache and has an emergency appointment.
4. To attend the funeral of a relative.
5. To attend a significant event involving education, music or sport.

Where an appointment is unavoidable, try to ensure that the student is not absent for the whole Academy day.

UNACCEPTABLE REASONS FOR ABSENCE INCLUDE:

1. To look after other family members.
2. Sleeping in.
3. To avoid being late.
4. One child is ill, so all are kept off.
5. Minor ailments such as tummy ache or headache.
6. End of term.
7. To mind the house or take a delivery.
8. Holiday in term time.

TERM-TIME ABSENCE

As by the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off from the Academy in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing at least 10 working days in advance. The Academy cannot authorise absence requests on the basis of cost, nor can the Academy authorise a known absence retrospectively.

CHILDREN WHO DO NOT ATTEND THE ACADEMY 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; if they are well enough to complete work at home they should be attending the Academy. 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 the Academy but well enough to complete work at home for a short period of time. During this period, the Academy will aim to provide work to match that which is covered within the lessons. However, this should only be for a short period of time, because without specialist teacher input, students inevitably progress at a slower 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.

If you believe your child will be too ill to attend the Academy for a longer period of time, please:

- Contact the Academy at your earliest convenience to explain the nature of the illness.
- Provide medical evidence to the Academy in the form of a GP or hospital note.
- Refer to the Federation Supporting Students with Medical Conditions Policy.

AUTHORISED ABSENCES
FOR TERM-TIME ABSENCE

RUTLAND AND DISTRICT SCHOOLS' FEDERATION

Dear Parents/Guardians

Absences adversely affect the progress that students make. One of the most important things you can do for your child is make sure that he or she attends the Academy regularly and on time. It is only me, as the Executive Principal, that can authorise any absence from the Academy.

We are only able to authorise time off the Academy in exceptional, once in a lifetime circumstances. Any applications must be received in writing in advance. The Academy cannot authorise absence requests on the basis of cost nor can the Academy authorise a known absence retrospectively.

Unauthorised absence will form part of a student's record. It is often difficult for students to catch up with work as they miss out on the interaction with the teacher and other students.

If you wish to take your child out of the Academy for what you consider an exceptional reason, please complete the form below and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours sincerely

SP Williams

Stuart Williams

WARNING – A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised absence during term time. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid within 28 days. Where relevant this will apply to each child.

Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

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ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (name)……in form……should be granted an authorised absence from (start date)……to (end date)…… This is a total of ……Academy days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the Academy requires at least 10 working days' notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:

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I confirm that I am aware of the Federation policy and it is not possible to avoid this absence by using Academy holidays. I understand that this absence cannot be authorised unless it is deemed to be exceptional or an once-in-a-lifetime event.

Signature of Parent/Guardian:…… Date:……