

Norton College Attendance Policy

Review date: November 2020

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2018) 'School attendance'
- DfE (2016) 'Children Missing Education'
- DfE (2019) 'Keeping children safe in education'
- DFE (2019) 'Independent School Standards'

2. Definitions

2.1. The school defines an "authorised absence" as:

- An absence for a family emergency, sickness, medical or dental appointments, religious or cultural observances.

2.2. The school defines an "unauthorised absence" as:

- Absences which have not been properly explained.

3. Roles and responsibilities

3.1. The board of Directors has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of the school.
- Having regard to 'Keeping children safe in education' (2019) when making arrangements to safeguard and promote the welfare of children.

3.2. Designated members of staff will take the attendance register at the start of each school day and 12pm during the day.

3.3. Parents/carers will be expected to promote good attendance and ensure their children attend school every day.

4. Absence procedures

4.1. Parents/carers are required to contact the school as soon as possible on the first day of any absence; preferably before 8:15am if the student is accessing Norton Transport.

4.2. A telephone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.

4.3. The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
 - Ensure that proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data onto the school census system.
- 4.4. In the case of persistent absence, arrangements will be made for parents to speak to College staff in order to establish an effective and supportive way forward. The student's package may be changed in order to meet their educational needs.

5. Contact information

- 5.1. Parents must provide accurate and up-to-date contact details.
- 5.2. Parents are responsible for updating the school if the details change.
- 5.3. Parents must provide the school with more than one emergency contact n

