

STUDENT Absence and Lateness Policy

including SCIS Policy on sending work home for students who cannot come into school

This policy is designed to help all stake holders understand what to do if a student cannot attend school or will be late to school.

Students are expected to return to school at the beginning of the term and complete each term in full. *Parents should look carefully at the term dates that are published well in advance to ensure this happens.*

All absences no matter how short must be explained by way of a note in the planner or email to the Class Tutor. If you use email please copy in the Assistant Head Teacher responsible for your child.

It is understandable that on occasion children will miss school due illness or other family reasons.

Children should not be in school when they are unwell as it causes anxiety for them and increases the risk of spreading infection (See Infectious Diseases Policy)

A short note or email explaining absence is sufficient. Absence as a result of repeated illness should be accompanied by a doctor's letter.

Long-term absence from school (many weeks of absence) may lead to your child *not* being moved up to the next class at the end of the year if there are concerns that they have missed a significant part of the curriculum and moving up a year group would be detrimental to them.

All students are expected to arrive in school **punctually** and should not leave school before the end of the school day unless it is absolutely necessary.

It is vital we know which students are in school. Students arriving on time will be registered with their class or form tutor in Registration (7.50 am – 8 am).

Students arriving after registration 7.50am MUST go to Reception and register there.

One of the Heads of School must sign out any student leaving before the official time.

PLEASE Note: for the safety and security of our students our Security Guards are instructed **not** to let students out of school – even with parents – without a **permission slip** from a senior member of staff.

Morning registration is at **7:50 am**, but students can be in school from 7.30am. *If you arrive before this time students should stay in their car or bus until 7.30am.*

The school day ends at **3:30pm** on Monday to Thursday and at **3:00pm** on Friday.

SCIS Policy on sending work home for students who cannot come into school

There are basically four types of school absence

1. Short term and temporary (e.g. short illness; day off for important family event)
2. Longer term and planned
3. Students excluded for poor behaviour under our Behaviour policy
4. Students excluded for lack of fee payment

Not all absences will necessarily fit neatly into one of the first two categories so a common sense, case by case basis will be applied; this will be led by the relevant Assistant Head Teacher.

However, in the main:

1. *Short term and temporary absences* (e.g. illness; day off for a religious ceremony)
Teachers are **not** required to send work home. However, they will want to liaise with the student on his / her return to provide some catch up as necessary; e.g. a photocopied work sheet, inform the student of on an ongoing homework etc. In other words they will help the student catch up - having some student notes copied and stuck into a book.

Teachers who are emailed by a parent for work should pass it on to Head of Secondary who will deal with it, quoting our policy and / or making a decision into which category an absence falls.

2. *Longer term and planned absences (including 3. Students excluded for poor behaviour)*

Where a student has paid fees but cannot attend school over a longer period – e.g. recovery from an operation, 10-day quarantine for coronavirus-like symptoms etc or where a student is excluded for poor behaviour teachers will provide work for the absent student.

This work will take the form of what the teacher believes is most useful to help the student. Teachers might find using the Google classroom can work most effectively.

Possible catch up methods:

- ✓ Staying in touch with the student – a zoom / WhatsApp call every few days, (referring them to work in the google classroom)
- ✓ Providing feedback to the student on work done at home
- ✓ Reference to an educational You Tube video that covers the material missed;
- ✓ Copies of pages from a book;
- ✓ Photocopied notes from another student
- ✓ The setting of questions used in class;
- ✓ Reference to the class text book;
- ✓ A podcast from the teacher summarising the lesson missed;
- ✓ Allowing the student to zoom into the lesson so they can watch it live;
- ✓ Recorded copy of the lesson or part of the lesson (e.g. opening PowerPoint presentation or lesson plenary);
- ✓ Work sheets to be completed.

In all likelihood it may be a combination of some of these pedagogical ideas.

In case 4. (unpaid fees) work will not be sent home.

See also Infectious Diseases Policy.

These guidelines are subject to updates from time to time as may be necessary.

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