



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

## **Study for students absent from school policy**

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| <b>Coordinator</b>   | Charlotte Williams  |
| <b>Review Frequency</b>  | Every 3 years   |
| <b>Policy First Issued</b>   | July 1999   |
| <b>Last Reviewed</b>   | June 2022   |
| <b>Date policy considered by External HR Consultant</b>                              | N/A   |
| <b>Date policy considered by External Solicitor</b>                                  | N/A   |
| <b>Agreed by LT on</b>   | 14 <sup>th</sup> June 2022  |
| <b>Does this policy need to be agreed by Governors?<br/>If yes, which committee?</b> | No  |
| <b>This policy is communicated by the following means:</b>                           |   |
| <b>Governors</b>   | N/A   |
| <b>Staff</b>   | Policy folders on staff SharePoint  |
| <b>Parents</b>   | Shared on application for leave of absence or other appropriate times,<br>academy website |
| <b>Students</b>  | Shared on application for leave of absence or other appropriate times                     |

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## 1. Aims

At Clapton Girls' Academy we expect all students to aim for 100% attendance in order to maximise their opportunities to learn and achieve. However we recognise that there are some students who experience exceptional circumstances that mean they are absent from school and /or lessons. This policy aims to ensure that any disruption this causes to student progress is minimised and that the academy fulfils its statutory duty. To support this we have the following procedures for providing work for students out of school.

All references to parents in this policy refer to those with parental responsibility for the student.

## 2. Procedures and Responsibility

| TYPE OF ABSENCE   | ACTION   | RESPONSIBLE FOR ORGANISING WORK  | NATURE OF STUDY  |
|---|--|--|--|
| Exclusion<br><i>(for the first five days only)</i>  | Appropriate work and resources given to student or parent / person with parental responsibility or that correspond to the lessons being missed due to the exclusion. Usually via Satchel:One | Head of Year/Progress to monitor that appropriate work has been set.<br><br>(A centralised pack may be provided for short exclusions while work is uploaded to Satchel:One.) | Varies according to subject – reading, comprehension, extended writing, project work, independent research.<br><br>On-line resources for students who have access to internet via Satchel:one, Hegarty Maths etc |
| Exclusion<br>From day 6 onwards (day 1 for LAC students)  | Complete referral form for RLS detailing student's current level of study  | Head of Year/Progress to liaise with key staff at RLS to ensure appropriate work is completed for the duration of the exclusion  | The study will be personalised for each student.   |
| Illness for medical reasons including mental health for longer than 15 days with a supporting letter from a medical Consultant    | Student reception will alert SENDCo who will refer to Medical Needs Tuition Service.   | SENDCo will liaise with Heads of Faculty of the core subjects to ensure that the correct specifications etc are followed.  | Medical Needs Tuition will use the Schemes of Learning provided by core subjects to tutor the student.   |
| Illness for medical reasons including mental health for longer than 15 days without a supporting letter from a medical consultant | Once evidence is received, Student Reception to notify HOY and AHT responsible for attendance. Student can be sign posted to relevant online resources.                                      | Attendance policy and processes to be followed.  | Support plan put in place to encourage student to attend school.   |



|                               |  |  |  |
|-------------------------------|--|--|--|
| Students who are hospitalised | Student Reception to alert SENDCo who will liaise with the Hospital Tuition Service. | Head of Year/Progress to liaise with HOFs and SENDCO where appropriate The SENDCO will appoint an appropriate member of staff to lead on the co-ordination of work for this student. | Provide work for the school tuition service where requested. |
|-------------------------------|--|--|--|

Completed work should be returned to the relevant Head of Year/Progress who will then ensure this is given to the subject teacher for assessment and feedback.

### **3. Returning from a Long Term Absence**

The academy will work closely with the student and their family to ensure a planned return to the academy. Work will be tailored to meet the individual needs of the student and will vary according to the reason for absence. However, the planning will typically include:

- a) Head of Year/Progress to discuss any needs resulting from the absence at Inclusion Panel and ensure that appropriate strategies support a successful return to the academy.
- b) Head of Year/Progress to liaise with SENDCo to plan any phased return.
- c) Head of Year/Progress to notify all relevant staff about student's return to school and ensure that strategies agreed are in place to support the return to lessons.

### **4. Monitoring work completed and the length of absence**

When a student is absent due to a long-term illness, it is the role of the Head of Year/Progress to remain in contact with the student and their family.

Where a student's absence is as a result of a long-term or life-long medical condition which is monitored by the Learning Support Department, the SENCo will also be involved in liaising with the student's parents and any relevant agencies to ensure that the student's needs are fully met at home and within the academy environment.

### **5. Policy Review**

These procedures will be reviewed every three years.