

August 2022

ATTENDANCE PUNCTUALITY & ABSENCE

EXPECTATION AND OUTCOME

Attendance in school is at the heart of Educational achievement and central to the well-being of children. Attending school regularly and punctually is essential if your child is to make the most of educational opportunities available to them. The BRIT School has the highest expectations for its students and this includes their attendance and punctuality. Students who start school with good attendance usually continue this throughout their school life; they usually develop good peer relationships and are more confident and independent and more successful in school.

When students do not attend school regularly, there is clear evidence to support the link between poor attendance and fewer qualifications, low expectation and low achievement.

The school commissions its own Education Welfare Officer (EWO) who tracks and monitors our student's attendance and punctuality.

LEGAL IMPLICATIONS OF NON-ATTENDANCE – WHAT THE LAW SAYS

Regular attendance at school is a legal requirement and Section 444 (1) and 444 (1a) of the Education Act 1996 and Section 36 of the Children's Act 1989 already exist to enforce attendance through the Courts in appropriate circumstances. The legal responsibility for compliance with these Acts rest with the parents and the courts have the power to fine, imprison or impose various orders.

Where difficulties arise with school attendance The BRIT School & the Education Welfare Officer are available to discuss reasons for absence alongside offering support and guidance to help improve attendance.

TERM TIME HOLIDAYS

Amendments to the Education Pupil regulations in April 2013 make it clear that Head teachers may **NOT** grant any leave of absence during term time unless there are exceptional circumstances.

If this is the case, then a Leave of Absence must be completed by the parent, explaining the reasons for the request. If leave is taken without the authorisation of the school, a referral will be made to our Educational Welfare Officer who will consider issuing a Fixed Penalty Notice.

SCHOOL ABSENCE

Principal: Stuart Worden
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There are two types of school absence – Authorised and Unauthorised. For an authorised absence there must be legitimate reasons for your child to be absent from school. This includes

- Illness
- Medical or Dental appointments (please endeavor to make these appointments outside of school hours)
- Days of religious observance
- Exceptional family circumstance

MEDICAL APPOINTMENTS

Please complete a **Leave of Absence Form**, which is located outside the Attendance Office or on our website under Information > Key Information & Policies > Behaviour, Attendance & Welfare. We require **3 days' notice** for any whole day or half day planned absences.

WHAT TO DO IF YOUR CHILD IS UNWELL

On the first day of absence, parents/guardians must make contact with the school to explain the absence. We can then code the absence as authorised in the register. We would ask that you keep us updated as to the progress of your child, if the absence lasts more than 3 days we may ask for medical evidence.

Remember

On the first day of absence – Telephone the Attendance Officer on **0208 665 8623**.

If your child is going to be late or absent, parents/guardians/P16 Students should leave a clear message, before 9.00am with the reason for the absence.

If you need to speak to me because you feel that there are any special circumstances that I should be made aware of, please do not hesitate to contact me.

The school will **not authorise** absence for:

- **Birthdays**
- **Holidays**
- **Paid Employment**

If you do not let us know why your child is not in school, the absence will remain unauthorised. (O)
Regular unauthorised absence can lead to prosecution.

PUNCTUALITY

- We expect students to arrive on time. If your child arrives at school after 9am then they will be marked (L) Late in the register. If they arrive after 9.30 am without a valid reason, they will be marked as (U) which is an unauthorised absence. Persistent lateness will be monitored

Good timekeeping in the mornings helps your child get into good habits that will set them up for excellent attendance.

Poor timekeeping could result in

- Your child missing out on joining an 'out of class' group that has already begun working
- A child can feel anxious if they disturb quiet learning in a classroom
- Your child may miss the teacher's explanation of the morning's work, making it difficult for them to understand.
- Your child will miss vital parts of their education.

Thank you for your compliance with the above expectations.

Laurie Sutton

Attendance Officer/First Aid Administrator

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