

	<b>Attendance / Absence Policy</b>	
	<ol style="list-style-type: none"> <li>1. All students enrolled with us are expected to attend classes regularly on time.</li> <li>2. All classes have an attendance register and the teacher will record each learner's attendance on the day. The student will be marked as present if present and absent if not attending (See Appendix 2 for the relevant codes for absences. Absence can be authorized or unauthorized.</li> <li>3. The Bridge SEN School is aware that adapting to a new environment may be challenging for some students. As a result, provision is made for absences due to illness or other personal issues like family problems or homesickness. However, any absence must be authorized by the School. Students/Carer/Parents are expected to notify the school of any absence (with reasons) by 9am where this is possible or complete an absence form to report planned absences (See Appendix for Absence form). In addition, unscheduled absences occurring during a learner's transition.</li> <li>4. Attendance will be monitored for all classes / accepted contacts across the student's programme and each class / contact will contribute equally towards the student's overall attendance record.</li> <li>5. Students are responsible for attending the correct timetabled event, including when the event is a study tour or a day trip.</li> <li>6. Before commencement of courses we will provide information on the number of hours for your course and minimum attendance required. Teachers will take class attendance at the beginning of the lesson, if learners are not in class 20 minutes after the start of the lesson, they will be marked 'absent'.</li> <li>7. The Bridge SEN School reserves the right to refuse a student entry to classes if the student's attendance falls below the required level. In certain special circumstances we may allow a student to continue classes when they have not fulfilled our attendance policy requirements. Please speak to the Student Welfare Officer or Chief Administrator if you are concerned about your attendance.</li> <li>8. Students will only receive a certificate of attendance if their attendance meets the minimum requirement of 80%.</li> <li>9. If a student misses 10 consecutive expected contacts without obtaining prior authorization from the School, we are obliged to notify the local authority within 10 working days of the 10th missed contact. The Bridge SEN School has a responsibility in accordance with <b>Section 175 of the Education Act (2002)</b> to investigate any unexplained absences for students under 18.</li> <li>10. If the student leaves the school, we have a duty to inform the local authority that they are no longer studying at the Bridge SEN School.</li> </ol>	

### **Expected contacts**

As part of the School's policies, we must notify concerned parties if a student misses 10 expected contacts. These expected contacts include:

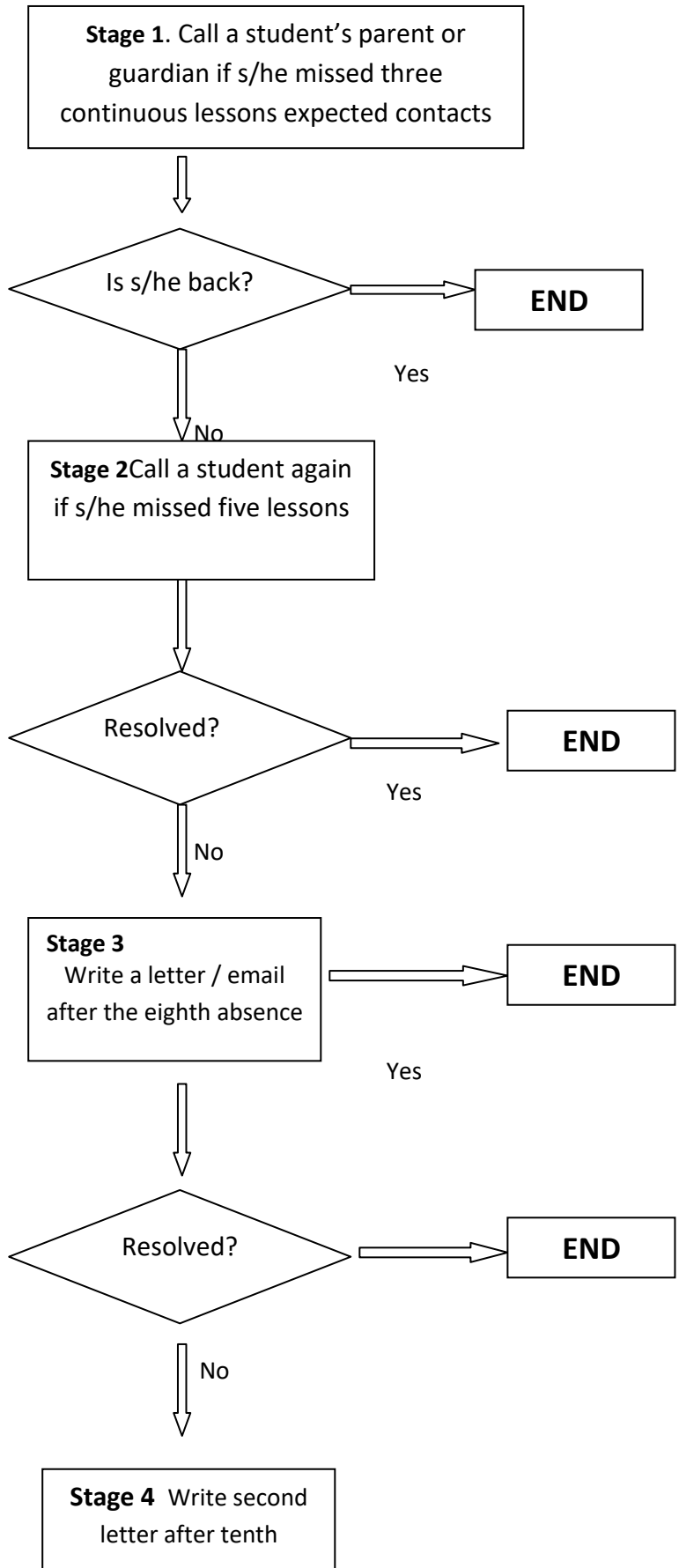
- Attendance at any lesson, lecture, tutorial or seminar
- Attendance at any test, examination or assessment board
- Attendance at any meetings with a speech therapist or teacher
- Registration / enrolment
- Attendance at an appointment with a welfare adviser or any other representative of the School
- Any other type of interaction students are expected to attend

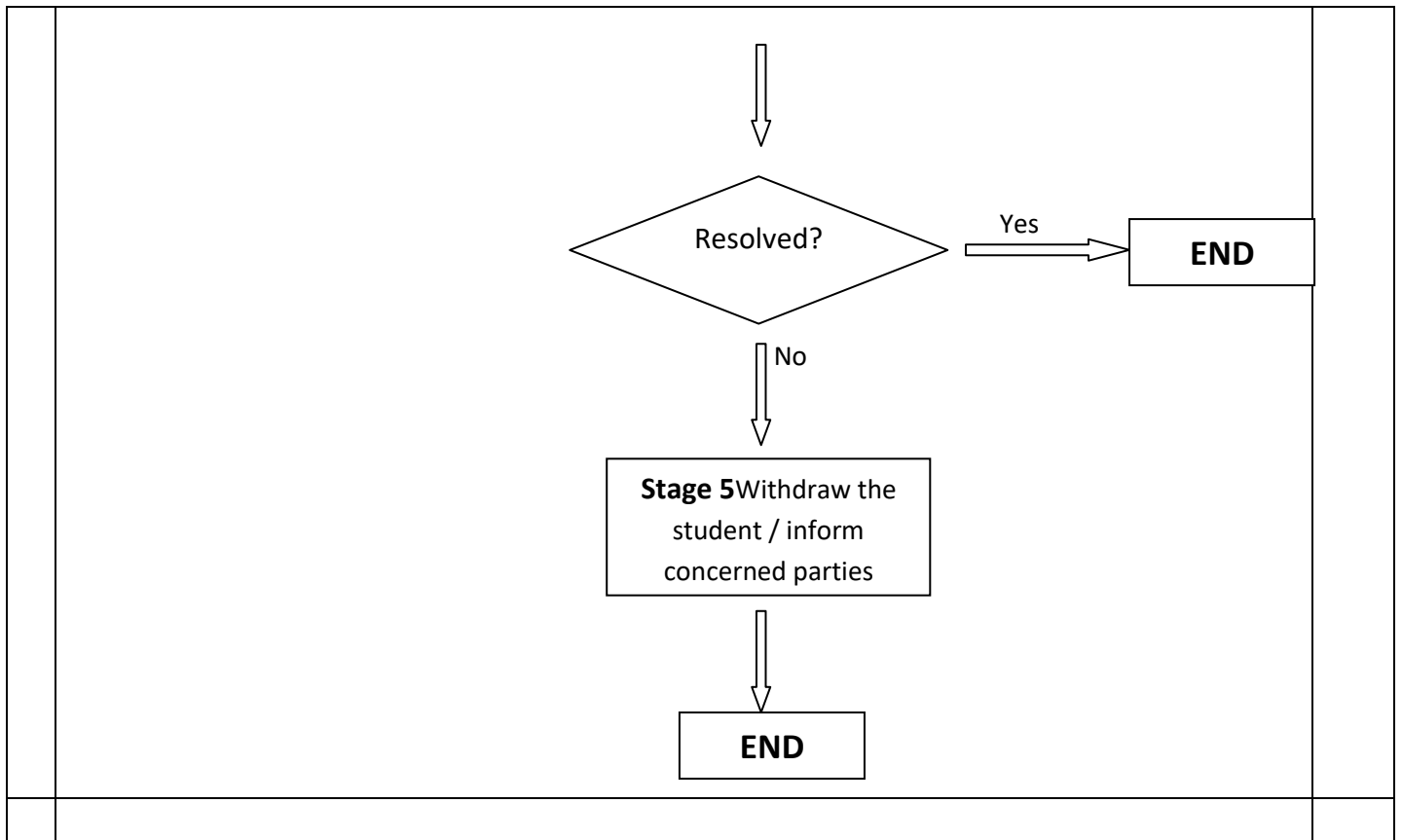
### **Examples of valid excuses for absences**

- Illness or injury
- Student attendance at the doctor, dentist, orthodontist or other medical appointment
- Student attendance at the funeral service of an immediate family member
- A quarantine imposed by a city or county health official
- Student service on a jury
- To obtain required immunizations
- Exclusion from School due to head lice, lack of immunization or physical examination
- Appearance in court
- Prior approval of absence from the Principal / Academic Manager

(Please note that evidence of appointment may be requested)

**Procedure to deal with absences**





	<p><b>Persistent absences</b></p> <p>It is not the policy of the Bridge SEN School to permanently any student for challenging behavior but if a student is repeatedly unable to attend with no clear resolution to the problem becoming apparent. It may be necessary to propose home tuition as an alternative. Please see the Challenging Student’s Policy for more details.</p>	
	<p><b>Last updated: December 2019</b>  <b>Date for next review: December 2020</b>  <b>Person responsible for review: Academic Manager</b></p>	

# Absence Form

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Name: \_\_\_\_\_

DoB: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Social Worker: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date of absence: \_\_\_\_\_

Length of absence: -----Days -----Week(s) ----- Month(s)

Reason for absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the School notified:

If no why not:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students Present	
/	AM attendance
\	PM attendance
L	Late arrival
Students Absent	
B	Off-site educational activity
C	Leave of absence authorised by the school
D	Dual Registered - at another educational establishment
E	Excluded but no alternative provision made
G	Holiday not authorised by the school or in excess of the period determined by the head teacher.
H	Holiday authorised by the school
I	Illness (not medical or dental appointments)
J	At an interview with prospective employers, or another educational establishment
L	Late arrival
M	Medical or dental appointments
N	Reason for absence not yet provided
O	Absent from school without authorisation
P	Participating in a supervised sporting activity
R	Religious observance
S	Study leave
T	Gypsy, Roma and Traveller absence
U	Arrived in school after registration closed
V	Educational visit or trip
W	Work experience
X	Not required to be in school
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission register
#	Planned whole or partial school closure