



JAFFARIAACADEMY

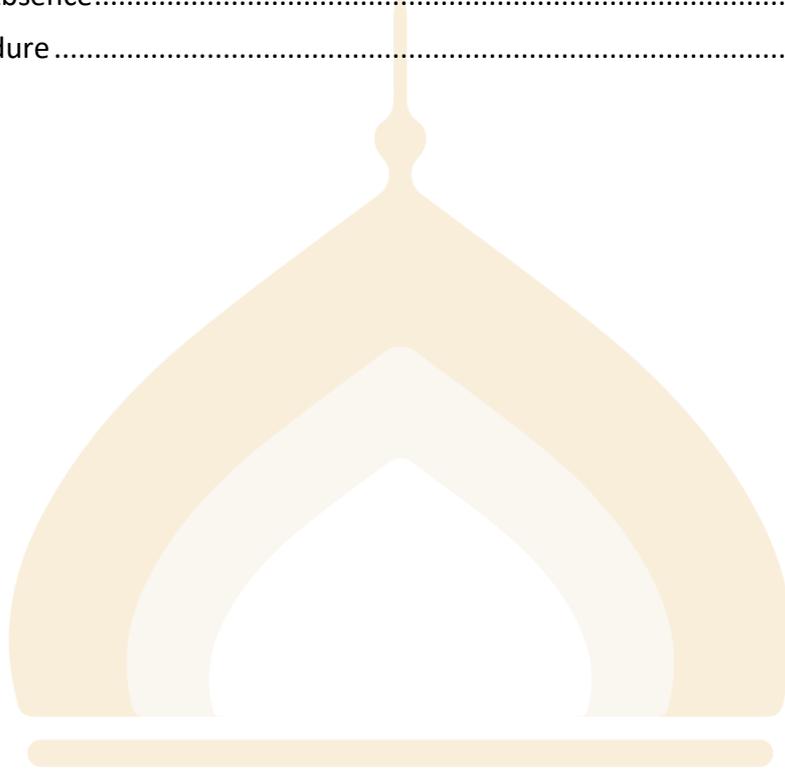
Jaffaria Academy Attendance Policy





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Attendance

At Jaffaria Academy, we provide an alternative for families who have opted to look beyond the traditional bricks and mortar school. They select our schools for a myriad of reasons, and we try to offer maximum flexibility, especially given the significant proportion of students who present with additional needs. We expect students to attend school every day. Absence from school harms a student's academic, social, and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a student's welfare issue.

Promoting and Monitoring Attendance

The Education Act states that parents and guardians must ensure that their child of school age receive a suitable education. If they have selected to send their child to be educated with us, families and the school need to work together to ensure that attendance is high, since this promotes safety and leads to high achievement. This means that students are not allowed to have absences for avoidable reasons including shopping trips, non-urgent medical appointments, and term-time holidays. We ask parents to ensure that their child is present for each lesson in full on their timetable each school day.

Attendance Record

1. Attendance and punctuality will be recorded for every lesson on the Platform.
2. If students are in a lesson and do not respond to a teacher's instructions of turning the camera on, questions or texts, then the parents will be informed of this behaviour as stated on our Online Behaviour Policy. This is so that the teacher knows that all students in the lessons are safe and taking part, rather than just logging in. Every student is expected to respond to the teacher.
3. If students are experiencing technical issues, they should consult IT support or the Administration Officer, so they can try to rectify the issue as soon as possible.

Authorized Absence

Authorised absences are lessons away from the school due to illness or other unavoidable circumstances such as emergencies. Please ensure that non-emergency medical appointments are made outside of school hours.

Unauthorized Absence

This is any absence from school that have not been authorized due to the nature of the absence. This will be discussed on an individual basis.



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Absence Procedure

1. In an event where a student is unable to attend a lesson, please let the Administration Officer know by email (admin@jaffaria-academy.org) or phone (07956 230 301).
2. The Administration Officer will determine whether the absence is authorized or not according to our policy and this will be recorded as part of the student's academic record.
3. The teacher will be informed of the student's absence.
4. It is the responsibility of the student/parent/guardian to ensure that they catch up on any work missed during the absence. All learning resources including classwork and homework can be accessed on the Platform. If required, the teachers must be asked for additional help.

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