



THE BARCLAY SCHOOL

Attendance Key Points

There are numerous reasons for absence from school, including a period of illness, ongoing health problems and/or medical intervention, religious observance and other exceptional circumstances such as the death of a family member. Most absences falling into these and similar categories will be recorded as authorised.

Ways in which students can obtain unauthorised absence:

Code G - Holiday not agreed

Code U - Late after registers close (9.30am)

Code O - Unauthorised absence, including failure to respond to absence texts from the school, and other absences that have not been discussed and/or authorised by the school.

Absence is monitored daily. We expect all students to be at school on time, every day, and to be advised by parents/carers of reasons for absence. Contact should be made daily with the school using the usual methods which include telephoning, texts, emails, Schoolcomms etc.

Absence texts form part of our safeguarding procedures; if a student is not at school we send absence texts to ask parents/carers for the reason; if we do not receive a response the absence is recorded as unauthorised. It is therefore important that the school holds correct telephone numbers and that we hear from parents/carers on each day of absence. The school holds the right to record absence as either authorised or unauthorised.

Barclay School operates a fixed penalty system in line with other schools locally. A fixed penalty may be applied for when unauthorised absence reaches 15 or more sessions in the current and previous term; there are two sessions per day, so this equates to 7.5 days. Letters are sent to parents/carers to alert them to the unauthorised absences, but only one letter is required to be sent; if the unauthorised absence reaches or exceeds 15 sessions the school may apply to the local authority for a fixed penalty. Actions also taken by the school may include calls home, meetings with parents/carers, home visits and discussions with students.



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Please do contact Mrs Theresa Bennett, Student Engagement Leader, on 01438 232221, or on bennett@barclay.herts.sch.uk to discuss attendance matters. You may also wish to discuss these with your son or daughter's relevant Head of Year or Pastoral Support Leader. Regular communication between home and school ensures that we all work together in the best interests of students, and good attendance leads to good results.

The Barclay School
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