# Attendance Policy

Version 7, 30/3/2023

#### **Background**

The Department for Education (DfE) is committed to giving every child every chance to have the best start in life. The department supports the learning and life opportunities of all children and young people, and seeks to help make them strong, creative and resilient learners. The Department's <a href="Attendance">Attendance</a> policy gui

### **Attendance Codes**

Appendix 1

## Attendance Flow Chart 1

#### **Appendix 2**

Reason for student absence IS communicated prior to lesson

Parent/School communicates student absence to **Teacher** prior to lesson time.

1

Teacher enters absent code into class list, adds an "All Staff" note to the student summary page (within Daymap).

Parent/School communicates student absence to **Open Access College** prior to lesson time.



Student Services SSO enters absent code into class list, adds an "All Staff" note to the student summary page and emails the note (within Daymap) to effected teachers.



Teacher supports the student to continue the learning.

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