NELSON PARK RIDING CENTRE LTD

Attendance Policy   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
Last reviewed on: September 2021   
Next review due by: September 2022

Aims   
  
The centre aims to meet its obligations with regards to school attendance by:   
  
• Promoting good attendance and reducing absence, including persistent absence   
• Acting early to address patterns of absence   
  
Centre procedures   
  
Unplanned absence   
  
Parents/carers must notify the centre on the first day of an unplanned absence – for   
example, if their child is unable to attend due to ill health – by 9.30am or as soon as   
practically possible.  
  
The parent/carer is required to call the centre 01843 822251  
  
Absence due to illness will be authorised unless the centre has a genuine concern   
about the authenticity of the illness.   
  
If the authenticity of the illness is in doubt, the referring school may ask parents to provide medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.   
  
If the centre is not satisfied about the authenticity of the illness, the absence will be   
recorded as unauthorised and parents will be notified of this in advance.   
  
Lateness and punctuality   
  
A pupil who arrives late but before the register has closed will be marked as late.

A pupil who arrives after the register has closed will be marked as absent.

Following up absence   
  
The referring school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.   
  
We act proactively to incidents of unauthorised absence including holding   
parent/carer meetings at the centre.

Authorised and unauthorised absence   
  
All absences either authorised or unauthorised would be the responsibility of the referring body.  
  
Teachers/Tutors

Teachers/tutors are responsible for recording attendance on a daily basis,