

Attendance and Absence: Senior School (Years 9-13)

We aspire to high levels of attendance from all students. Regular school attendance is crucial for students' academic progress, personal development and wellbeing.

Students are expected to be present in person for the duration of each school day and are expected to arrive on time to school and attend all timetabled lessons on time. Registration takes place at 8:25am and all students must be in their tutor rooms by this point.

Unplanned absences:

- If a student is absent from school for an unplanned reason, their parent/carer/guardian should contact the school by 8:25am (see Reporting Absence below).
- For unplanned absences of more than a day, parents/carers/guardians should contact the school on each day of the absence or advise the school of when their son/daughter will return.

Late arrivals:

- If a student arrives at any time after 8:25am, they are required to sign in at the SMT office on the Chicken Walk (Years 9 to 11) or in the Sixth Form Centre (Years 12 and 13).

Early departures:

- If a student needs to leave early for any reason, their parent/carer/guardian should contact the school (see Reporting Absence below) at the earliest convenience.
- For boarders, houseparents must also be informed.
- For Sixth Form students who are drivers, parental permission must be sent by email to Mr Kimber (jkimber@seaford.org).

Planned short-term absence (3 school days or less):

- Permission for planned short-term absence (3 school days or less) should be sought from the Head of Year in advance (copying in respective tutor and houseparent if applicable).

Planned long-term absence (4 school days or more):

- Permission for any other planned absence should be sought from the Director – Head of Middle School or Director – Head of Sixth Form (as appropriate) who will liaise with the Headmaster's office as required.

Reporting Absence (Contact Details):

Phone: 01798 867887
E-mail: absence@seaford.org

When reporting absence, parents/carers/guardians should state their name, the student's name and tutor group and the reason for absence.

Missing school for holidays or other non-educational reasons **is discouraged** as it disrupts students' education and is detrimental to their learning, personal development and wellbeing.

We follow up on all absence and work proactively and supportively with parents/carers/guardians to raise levels of attendance and punctuality (to school and lessons), where needed.

Our **Attendance Policy** can be found here: <https://www.seaford.org/contact/policies>