SGS Scholar Catch-Up Policy for Absences

Prior to reading this policy, it is important to recognise that nothing can fully replace a student's presence in the classroom and the opportunity to learn directly from the expert teacher.

Policy Aim: To ensure all students maintain consistent progress and achieve their best, even when absent from school. This policy sets out expectations and support systems to help authorised[1] absent students catch up on missed learning effectively.

1. Student and Family Responsibilities

- **Request for Leave of Absence using correct form:** Inform the school in advance of any planned absence. Any request for a leave of absence needs to be in writing to the Headteacher, Mrs L Walker, by completing the student Leave of Absence form: Skegness Grammar School - Leave of Absence application. This request must provide detailed reasons.
- **Request work that will be missed:** This can be completed by either the 1) parent/carer or 2) the student.

  1) Parent/carers may email enquiries@skegnessgrammar.co.uk with the list of lessons and dates that will be missed and ask for each teacher to share all work that will be missed.

  E.g. Clara will be absent for the following lessons on Monday, 1 December. Please could any relevant work be provided in advance to help her keep up with the class and minimise any gaps in learning.

  Period 1 - Mrs Walker, Drama
  Period 2 - Mrs Howey, History etc.

  2) Students may contact teachers by using the Teams App to request work that will be missed.
- **Report unplanned absences:** For unplanned absences, a parent or carer should contact the school and leave a message. Telephone us on 01754 610000 and press 1 for the attendance line on the first day of the absence before 09:05. Please state the child's name, tutor group and reason for the absence. An MCAS message can also be sent to report an absence.
- **Check missed work:** For unplanned or unauthorised absences, on returning to school, students must check what work was missed. This includes contacting teachers, reviewing class resources on the school's online platform and/or speaking with teachers.
- **Complete missed work:** All missed classwork and homework should be completed within a reasonable timeframe (usually within one week of return). Teachers will be able to set homework consequences if work has not been caught up within the agreed reasonable timeframe.
- **Ask for help:** If students find it difficult to understand missed content, they should speak to their subject teacher or ask to attend a revision/lunch/afterschool session. We also offer a supervised homework club in the library on a Tuesday and Wednesday after-school till 4pm.
- **Families to encourage completion:** Support your child in keeping up to date with missed work.
- **Families to maintain communication:** Contact teachers if your child needs extra help catching up.

All Knowledge Organisers, Homework platform links and Revision resources are available on the SGS website: Skegness Grammar School - Remote Learning - SGS Online.

[1] * *An authorised absence is recorded when a student is participating in an approved school activity (such as a trip or event), or when the school has either granted permission for the absence in advance or accepted the reason provided by the parent as valid justification.*

2. Teacher Responsibilities

- **Provide access to materials:** Upon request, teachers will ensure lesson materials, tasks, and homework are available online via the Student Portal, Teams, any designated homework platform, or in the booklets provided. Teachers will respond to requests for catch up work within 48 working hours. If a request is made in advance of the student absence, the work will be shared as early as possible, and a holding email will be sent to acknowledge receipt. Teachers may also assign individual homework via the Student Portal/MCAS, following the same parameters as regular homework tasks.
- **Monitor completion:** Teachers may set consequences if work has not been caught up within the agreed reasonable timeframe.

3. Attendance, Heads of Year & the Pastoral Team Responsibilities

- For more serious concerns regarding attendance, or for long term and persistent absence support, please contact our Attendance and Welfare Coordinator, Miss A Goodson, on AGoodson@skegnessgrammar.co.uk or our Attendance Information Officer, Miss J McCarthy, on JMcCarthy@skegnessgrammar.co.uk.
- **Catch-up sessions:** Students with significant absences may be asked to attend lunchtime, after-school, or tutor-time catch-up sessions.
- **Pastoral support:** Heads of Year and tutors will monitor attendance and academic progress, offering support where attendance affects learning.
- **Extended absences:** For long-term absences (e.g., illness or medical treatment), a personalised learning plan may be arranged.

4. Accountability and Review

- This policy will be reviewed annually to ensure it continues to meet the needs of all students.

Please refer to the SGS website for further information about Attendance: Skegness Grammar School - Attendance.

Written by	Date	Review date
Mrs L Walker	December 2025	September 2026
Miss L Bee	September 2026	September 2027