Pupil Absence 'Catch-Up' Work Policy

Status	**Non-Statutory**
Responsible Trustees' Committee	**ALT**
Date last approved by TB	**Not Applicable**
Responsible Person	**Mr R Hodgson**
To Review Date	**January 2025**
Last Amended Date	**January 2023**

Aims of the Policy

At The Sutton Academy we believe that attendance, achievement and attainment are integral to each other. If a student is absent for any reason, then they will miss valuable parts of their learning and that will impact on the progress that they make.

Whilst we understand that students may have occasional absences due to illness or other specific circumstances, we believe that removing the gaps in learning that may occur due to these absences is an important area for us to address.

This policy aims to detail the steps that we will take to ensure any missed learning can be "caught up" and therefore any impact on student progress is minimal.

Protocol

Faculty areas routinely upload and review lesson resources for every unit of work on to their Microsoft Teams page. This is to ensure that any student who is absent for any reason has the opportunity to access the learning completed by their peers. Work will be uploaded by subject leaders half termly and reviewed in line with the academy quality assurance calendar.

Access to provision

The academy has taken steps to ensure that all students have the facilities needed to access remote learning from home. For the very small number of students who are unable to access online learning, alternative resources will be provided.

Responsibilities

A member of the Academy Leadership Team will be responsible for overseeing the quality assurance of the resources and support material being uploaded to Microsoft Teams. Subject leaders will ensure that the resources on Microsoft Teams are kept up to date and regularly reviewed.

Strategies

It is understood that the strategies used to ensure students catch up on missed work will be different, depending on the Key stage and the subject. It is agreed however that students must be provided with ways in which work can be caught up on and any gaps in knowledge are addressed.
The following is not an exhaustive list but does provide a range of strategies that are employed by teachers at the academy.

Key stage 3 and 4 (and 5 as appropriate)
- Hand-outs/workbooks provided by the teacher for copying up at home
- Attend after school catch up sessions
- Use of video tutorials and online learning resources
- Copy up relevant work from a fellow pupil

- Discussion with the pupil at an appropriate time with follow up work to address gaps
- Questioning in subsequent lessons to fill the missing gaps
- Knowledge organisers for complete units

<u>Key Stage 4 and 5 specific</u>
- Boost & Secure sessions
- Practical subjects – after school rehearsals or lunchtime practise sessions
- Online learning websites
- Personalised catch up programme in Y12/13 using directed study time and silent study time

<u>Monitoring and Evaluation</u>

Monitoring and evaluation of catch up work is integrated into the academy monitoring and evaluation cycle with Faculty Leaders and Achievement Leaders. Each faculty area is accountable for ensuring students complete and catch up on missed work and gaps in knowledge are addressed.