

# Stone Bay School.

## Policy Document.

### Statutory Group C Policy

**C16: Register of students' attendance.**

Author:	Student Support Administrator.
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**Registers are live documents.**

Signed. Billy Mc Inally Date: Thursday, 28 January 2016  
Headteacher.

Signed. Richard Farr. Date: Thursday, 28 January 2016  
Chair of Governors.

### **Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

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Class registers will be taken every day with the information stored on our SIMS system.

In the event of a child being absent if we have not been informed by parents as to the reason why a child is absent the office will contact parents to clarify the reasons why a child is absent.

If we have any concerns over absence then the Class Teacher and Assistant Head will work with parents to resolve these issues.

### **Safeguarding, Equality and Equal Opportunities Statement**

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school’s service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.