



The Sutton Academy

Pupil Absence 'Catch-Up' Work Policy

Status	Non-Statutory
Responsible Governors' Committee	ALT
Date last approved by GB	Not Applicable
Responsible Person	Mrs L Grace
To Review Date	October 2022
Last Amended Date	October 2020

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 which will result in gaps in knowledge that will ultimately impact on their ability to make good progress.

Whilst we understand that students may have occasional absence 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

Teachers routinely upload lesson resources for every lesson to Satchel One on a daily basis. This is to allow any student who is absent for any reason the opportunity to access the learning completed by their peers. This is to ensure that absent students are able to follow the same coherently sequenced curriculum as their peers. The Academy have 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.

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.

Key Stage 4 and 5 specific

- 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.

Monitoring and Evaluation

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