



BMS Expectation on students to catch up on missed work

There are a number of reasons why students miss timetabled lessons:

Planned

- Specialist lessons at BMS – Speech and Drama, Dance, Music
- School sports fixtures
- Rehearsals for co-curricular performances
- School trips
- Medical appointments
- Authorised absences e.g. compassionate leave
- Unauthorised absences (no permission given) e.g. holidays

Unplanned

- Illness or Injury

As a result of these students may miss anything from half of a single lesson through to several weeks in many subjects.

The expectation of how much of the material which has been missed must be caught up and by when cannot be uniform, but will depend upon a number of elements, most notably:

- **The age and ability of the student;**
- **The nature of material missed;**
- **The length of the absence;**
- **The reason for the absence.**

It is hoped that the points below will act as a guide to staff, students and parents of what is reasonable. The principle behind this advice is that the onus lies with the student in the first instance if the absence is or will be short i.e. two days or less. If the absence is one week or longer it is reasonable for the tutor to become involved and for there to be more negotiation around the amount of work to be caught up and the deadline for completion.

Planned Absences

1. A student knows they will be missing between one lesson and up to two days

- The student should ask the subject teacher (ideally in person) with as much notice as possible if they may miss the lesson.
- The teacher will tell the student what they are likely to miss and provide worksheets/details if possible/relevant.
- The student should expect to be fully caught up within a reasonable period of time, determined by each teacher.

2. A student knows that they will be missing several days

- Parents should have requested leave of absence in advance.
- The student should inform all of their subject teachers of the length of planned absence and attempt to do some of the work in advance of their absence but also agree with each member of staff when they will be caught up by. How much of the work is to be caught up will depend on both the year group and the reason for the absence.

3. Unauthorised absence

- The school has no obligation to provide work nor support students in catching up work missed due to taking an unauthorised absence; however there is an expectation that students will catch up the work missed.

Unplanned Absences

4. A student misses between one lesson and up to two days

- The student should ask their classmates (in the first instance) to provide them (where possible) with the detail of what classwork they have missed and what homework (if any) was set.
- The student can expect their teachers to utilise their professional judgement in determining a reasonable length of deadline extension.

5. A student misses several days or more

- The tutor will inform subject staff that the student has been absent and of a likely return date to school (if known). For absences of over a week the tutor should make direct contact with parents and should act as liaison with individual subject staff.
- In the case of absences of less than a week, the student or their parents should email the tutor asking for details of exactly what work needs catching up and by when. Staff should be sympathetic to the year group of the student, the number of lessons missed in the subject and the exact reason for the absence when determining this detail.

Mr M R Price, Deputy Head (Academic), September 2016