

ATTENDANCE POLICY

1. THE LAW

By law all children of compulsory school age (5-16) must receive full-time education. Parents are responsible for ensuring this happens by registering their child at a school or making other arrangements which provide an effective education. If a child is registered at a school only that school is able to give permission for the child to be absent. Failure to send a child to school might mean that the LA takes legal action against child's parents in the form of an education supervision order and/or a fine of up to £1,000. Term time absences will only be authorised on an individual basis and in exceptional circumstances at the discretion of the Headteacher.

2. PRINCIPLES

The College is committed to ensuring that all students attend College regularly. Students with frequent absence from College are being denied equal opportunities. Regular College attendance is vital if students are to benefit from the experiences that the College offers them. Absenteeism leads to under achievement and can lead to crime. The National Curriculum underlines the importance of continuity and progress in the learning process. Regular College attendance comes from a partnership between the College, parents and other outside agencies such as the School Attendance & Safeguarding Team (SAST), Behaviour Support Service (BSS) and Social Services. Whilst the legal responsibility is with the parent, the College needs to support parents.

Attendance is an aspect of achievement. Employers and other reference seekers value attendance and punctuality as an indicator of reliability.

3. AIMS

- To encourage all students to achieve maximum attendance.
- To encourage all students to be punctual to College and to lessons.
- To continue to monitor attendance in the morning and afternoon as well as individual lessons throughout the day.
- To contact parents according to the established procedures.

4. DUTIES & RESPONSIBILITIES

Good attendance requires the support of all associated with the College - student, parents, staff, Governors and outside agencies.

Students

- To attend regularly and punctually.
- To make sure that they receive their mark especially if arriving late and for bringing notes to explain their absence as required.

Parents

- To ensure that their children attend College whenever possible.
- To inform the College at the earliest possible opportunity of the reason for and expected length of the absence.
- To provide a written dated note on return from absence.

Assistant Headteacher (Pastoral)

- To oversee and monitor overall College attendance and punctuality.
- To report to Governors and the Leadership Group.
- To liaise with Progress Leaders regarding attendance.
- To liaise with outside agencies such as SAST, Social Services and BSS.
- To prepare statistics for the Department for Education (DFE).
- Prepare Attendance Rewards Certificates for Awards Assemblies etc.

Progress Leaders

- To co-ordinate their team(s) of tutors with reference to attendance matters.
- To reinforce good practice at Tutor meetings and assemblies.

Form Tutors

- To compile computerised registers, securing reasons for absence from students and to maintain computerised absence sheets.
- To raise attendance and punctuality within their tutor groups.
- To keep careful checks on attendance patterns.

Attendance Co-Coordinator

- To contact parents if form tutor fails to establish reasons for absence
- To supply students' attendance record for Progress Reports.
- Tutors should pass on students with attendance below 90% to the Progress Leader.
- To ensure absence lists produced.
- To use the computerised Truancy Call to inform parents immediately of any absence.
- To produce a percentage attendance for each form weekly.
- To produce half- termly summaries of attendance for publication
- To liaise on a regular basis with Assistant Headteacher responsible for attendance,
- Meet with the EWS Half termly.
- Referrals to SAST

Governors

- To maintain an interest in attendance statistics and encourage target setting for improvement through regular review at Governing Body Meetings.
- To review success of their attendance policies.

Factors affecting attendance

There are a number of factors that can directly affect levels of attendance.

Students' problems

- Problems relating to moving from primary to secondary school - the size of the building, the complexities of a new timetable and the wide range of teachers to relate to.
- Problems in peer relationships.
- Problems at home.
- Problems with lessons, falling behind with work, inappropriate option choices, not being entered for exams.
- Avoidance of punishment.

Disruption of College routine

- Training days held on Mondays can affect attendance rates for the rest of the week.
- Mid-term study leave/work experience can adversely affect attendance in the following weeks.
- All the above factors should be taken into consideration when trying to sort out attendance problems.

Reintegration of long-term absentees

A small number of students miss long periods of College through illness, school phobia, hospitalisation etc., and their transition back to full time schooling can be a difficult time for them.

The return of a long-term absentee needs careful planning and sometimes requires a phased return from part time to full time schooling.

All staff should be aware of the situation and Progress Leaders should plan a timetable that is manageable for the child.

Staff should always make the child feel welcome even if in the past their behaviour has been difficult.

Staff should not make a big issue about absence but be as supportive as possible. It can take quite some time for students to renew or remake friendships as well as catching up on work missed.

The Education Welfare Officer EWO

Their role is to carry out a range of statutory duties on behalf of the LA with regard to school-to-school attendance and truancy and to also offer support to parents in cases of exclusion or welfare problems. Their aim is to promote effective partnership with the School Attendance and Safe Guarding Teams.

The primary duty of every EWO is to ensure regular attendance. This must be achieved through a partnership between the College, the parents and the EWO. All form tutors follow up absences and serious cases are reported to the EWO via the Attendance Coordinator. The EWO then contacts the family and liaises between the home and College. They may negotiate the removal of obstacles that are preventing regular attendance and contact other agencies if required to offer support to parents if necessary. The EWO can provide specialist advice and support to the College and suggest preventative measures to tackle attendance problems.

Procedures for Registration

The accurate and prompt recording of student attendance is essential. The information is required by the DFE.

Attendance data is a module on the SIMS (Schools Information Management System) and is monitored by the school's Attendance Officer.

The teacher directly enters the marks onto the SIMS Attendance recording present, absent or late marks.

The system prints an up to date register for each tutor group each week.

Lesson Monitor can be printed for any lesson that can then check on post registration truancy.

A sheet is printed weekly giving details of all absences for which no reason has been recorded.

Students arriving late at College must register with the Attendance Co- Coordinator giving reason for their lateness.

Weekly attendance rates for each form will be issued via the weekly inter tutor group and Key Stage Attendance competition. Certificates are issued to the top tutor groups in assemblies.

Attendance/Absence Codes

^	Present # Holiday for all
*	Not on roll
L	Late Before registers close
J	Attending interview
B	Educated off site
C	Authorised absence
D	Dual Registered
E	Exclusion
F	Extended Family Holiday (Agreed)
G	Unauthorised Holiday
H	Holiday
I	Illness
J	Interview
M	Medical Treatment
N	No reason for absence
O	Unauthorised
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller Absence
U	Late After Registers Closed
V	Educational Visit
W	Work Experience

This policy will be reviewed every two years.

Date of next review: November 2018

The Policy Work Group approved this policy on 30th November 2016.