

## Policy: **Attendance**



Approved: 10<sup>th</sup> July 2017 FGB

### **Introduction**

Good attendance at school is essential for the welfare and progress of students. The College has developed a system to record and monitor pupil attendance and strategies designed to improve attendance. The College works in partnership with the Educational Welfare Service to address attendance issues and makes use of other support services such as a parent support advisor.

It is the policy of our College to celebrate achievement. Attendance is a critical factor to a productive and successful career. Our College will actively promote and encourage 100 per cent attendance for all our students.

Our College will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be used whenever there is concern about attendance.

### **Objectives**

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- To acknowledge and reward a successful record of attendance
- To ensure a consistent approach throughout the College

### **Pupil Registration**

The College is required to maintain two registers:

- an admission register (known as the school roll and containing a list of all students at the College)
- an attendance register

The Principal is required to ensure that an attendance register for all pupils on the school roll is taken twice a day; once at the start of the morning session and once during the afternoon session. For each student, the register must be marked either as present, engaged in an approved educational activity away from the school site or absent. If the student is absent, the register must say whether or not the absence has been authorised by the school. The College uses attendance and absence codes agreed with the Local Authority.

### **Authorised or unauthorised absence**

Authorised absence is absence with permission from the Principal or other authorised representative of the school. This includes instances of absences for which a satisfactory explanation has been provided (e.g. illness).

Unauthorised absence is absence without permission from the Principal or other authorised representative of the school. This includes unexplained or unjustified absences. The categories of authorised and unauthorised absence are explained as follows:

#### ***Authorised absence***

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

#### ***Unauthorised absence***

- Any type of shopping
- Looking after siblings or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays (without the agreement of the Principal)

Parents/carers have the responsibility for ensuring that registered students of compulsory school age attend school regularly. We will work towards ensuring that all students feel supported and valued. We will send a clear message that if a student is absent, she/he will be missed. We will consult with all members of the College community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive regular reminders about Registration Regulations and the Law relating to attendance.

Information will be made available to parents/carers and students informing them of attendance rates and related issues. Positive staff attitudes to students returning after absence will promote the importance of full attendance. Regular evaluation of attendance policy and procedures by Senior Managers and the College governors will take place.

Attendance will be an important feature of the College Improvement Plan.

#### **College Procedures**

This element of the policy is developed by College staff so that there is a sense of ownership and responsibility which will ensure maximum engagement in promoting attendance.

The College operates an electronic system of registration, which enables trends in attendance and absence to be monitored. The data collected is shared with the designated Educational Welfare Officers.

We ask parents/carers:

- to notify us in advance of known absences;
- to contact the College by telephone/e-mail on the first day of absence and to explain the absence with a note when the pupil returns to school.

The College:

- publish clear start and finishing times of registration
- provide guidance to staff on the accurate completion of registers
- Stress the importance of punctuality and the response to lateness
- Promote first day contact between parents and College
- Provide clear guidance on authorised and unauthorised absence
- Develop referral routes with roles and responsibilities for students with emerging attendance problems
- Provide consistent reward/celebration schemes to acknowledge good or improving attendance
- Engage in the target setting process in partnership with the Education Welfare Service
- Inform parents if their child is in danger of becoming Persistently Absent or is Persistently Absent and report these figures to the EWS as required
- Monitor progress towards targets
- Provide governors with information relating to specific pieces of work eg: truancy sweeps, prosecutions and related legal action
- Work with other agencies i.e: Education Welfare Officers, CAMHS, School Nurse etc and alert the Educational Welfare Officer (EWO) when a pupil's attendance causes concern
- Notify the EWO if a pupil is, or is likely to be, away from school due to medical needs for more than 10 working days
- Have a named person (Head of House for the student) responsible for dealing with pupils who are unable to attend school because of medical needs
- Ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events, are able to participate, for example, in homework clubs, study support and other activities
- Encourage and facilitate liaison with peers, for example, through visits and videos
- Supply the appropriate education provider with information about a pupil's capabilities, educational progress, and programmes of work
- Be active in the monitoring of progress and in the reintegration into school, liaising with other agencies, as necessary
- Include attendance information in the College documentation e.g.: the prospectus, reports, home/school agreement
- Record absence figures according to DfES regulations and submit an annual return indicating the number of half days missed due to authorised and unauthorised absence

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to maintain high standards. Responsibility to promote attendance is the responsibility of the whole College community.

## Encouraging Student Punctuality

**Understanding the importance of being on time:** Students who are always on time are the students who earn the best grades, win scholarships, and get into the top universities. In the working world, employees who are consistently on time are more likely to be considered for promotions. Encouraging good punctuality gets students into the habit of doing things on time!

**First bell rings at 0845 - students and staff to move to tutor rooms.**

**Students are expected to arrive at College in good time and to be in their tutor room ready for registration at 8.50am.** If they arrive after this but before 8.55am (second bell) the tutor will record “/” on the register. The student will spend however long they were late with their tutor at break time. For example, a student arriving at 8.54am will spend 4 minutes with their tutor at first break. To help with intervention during the detention explore the reasons behind the lateness and offer any advice

or strategies that may be needed. If the student does not attend the break time detention, the tutor will record this as a **C1 Late** and inform both the student and H of H. The tutor will enforce a 20 minute lunchtime detention. If the student fails to attend the detention, the tutor will record a **C2 Late** and a lunchtime detention will be issued with H of H by the tutor informing the H of H.

**For students arriving between 8.55am and 9.00am.** They will register **on the gate** with the Duty Leader for that day and will be provided with a **RED Late Slip** to present to the tutor. The student will be given a mark in the late register by **SLT** (the attendance officer monitors this and uses colour coding to highlight repeat offenders). Reception staff will email SLT to make them aware of students expected at breaktime.

Students who arrive in the Tutor Group after 0855 without a Red Late Slip should be sent to Front Reception where they will be registered and they will inform the H of H to issue a detention for a minimum of 10 mins. If they do not attend this detention they will lose 25 mins of their lunchtime and be given a **C2 Late** by the H of H. If they do not attend this detention a **C3 Late** will be recorded and an SLT detention will be issued.

Any late students who register **on the gate** will be expected to find the **duty leaders** at break time for a minimum of a 5 minute detention. If they do not attend this detention they will lose 25 mins of their lunchtime and be given a **C2 Late** on duty with the leader on that day. If they do not attend this detention a **C3 Late** will be recorded and an SLT detention will be issued. Parents will also be contacted. If a student does not have a late Slip and arrives at your tutor room, please send them the Front Reception

**For students arriving after 9.00am.** They will register at the **front office.**

**Between 0900-0915.** Late mark given in Front Reception who will be provided with a **BLUE Late Slip** to present to the tutor. Late students who are given a blue slip will be expected to find the **duty leaders** at break time for a minimum of a 5 minute detention. Reception staff will email SLT to make them aware of students expected at breaktime. If they do not attend this detention they will lose 25 mins of their lunchtime and be given a **C2 Late** on duty with the leader on that day. If they do not attend this detention a **C3 Late** will be recorded and an SLT detention will be issued. Parents will also be contacted. If a student does not have a late Slip and arrives at your tutor room, please send them the Front Reception.

**For students arriving after 9.15am.** Tutors should not register them but send them to the Front Office. This late will be recorded as **"U" if after 0915**. The student will be given a blue slip and be expected to find the **duty leaders** at break time for a minimum of a 5 minute detention. Reception staff will email SLT to make them aware of students expected at breaktime. If they do not attend this detention they will lose 25 mins of their lunchtime and be given a **C2 Late** on duty with the leader on that day. If they do not attend this detention a **C3 Late** will be recorded and an SLT detention will be issued. Parents will also be contacted. If a student does not have a late Slip and arrives at your tutor room, please send them the Front Reception.

The parent will be contacted by the attendance officer and the lateness recorded on SIMS. The student will be informed that they have the responsibility to be on time and if three late marks occur in a half term they will attend and SLT after college detention. The H of H will be aware of this lateness via an email from the Front Office. H of H will discuss with the student in their break/lunchtime, for minimum of 10 mins and consider involving the Education Welfare Officer and parents/guardians if a regular occurrence.

Students who are **late on 3 occasions** will be given an after college SLT detention. The H of H Admin Assistant will liaise with H of H checking for discrepancies on the After College Detention' list.

Students who are **late on 3 occasions** will be given an SLT detention. The HOH Admin Assistant will issue the 'Late Detention' list each Monday and send an email to HOH and tutors for checking.

It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

A register is also taken at the start of all subject lessons by the subject teacher, and any unexplained absences reported back to the school office. If a student is late to the lesson this will be recorded on the register.

Persistent lateness may result in disciplinary action.

### **Attendance Targets**

The College sets annual targets for student attendance. The targets are monitored in partnership with the Educational Welfare Service and governors.

The attendance target for the College for 2016/17 was set at achieving 95.5%. The target for 2017/18 will be set with the Educational Welfare Officer in Sep 2017

## ATTENDANCE PROCEDURES- an integral part of Safeguarding at Sidmouth College

### Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise its occurrence
- to acknowledge and reward a successful record of attendance
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### Reporting Absence

Attendance is checked on a daily basis. If a student is absent without a given reason the college (Attendance Coordinator) calls the parents/carers. Parents can inform the college of absence in 3 ways;

1. Send a note in the student planner
2. Call the college **01395 514823**, select the option to report an absence and leave a message
3. Call the college **01395 514823**, select the option to report an absence and speak to our attendance coordinator

### Where there are concerns

If a student's absence falls below 90% the college will be seeking ways to support an improvement. The Attendance Coordinator meets H of H weekly to discuss attendance issues and any requests for absence.

- **Stage 1 PERSONAL TUTORIAL**

The tutor discusses reasons for absence with the student and suggests strategies for improvement.

- **Stage 2 Attendance Coordinator involvement**

Parents will be informed by letter. A response is requested from home.

- **Stage 3 Parental interview**

Parents are invited to meet the Attendance Coordinator or Head of House to discuss the problem and see if the college can support an improvement in attendance.

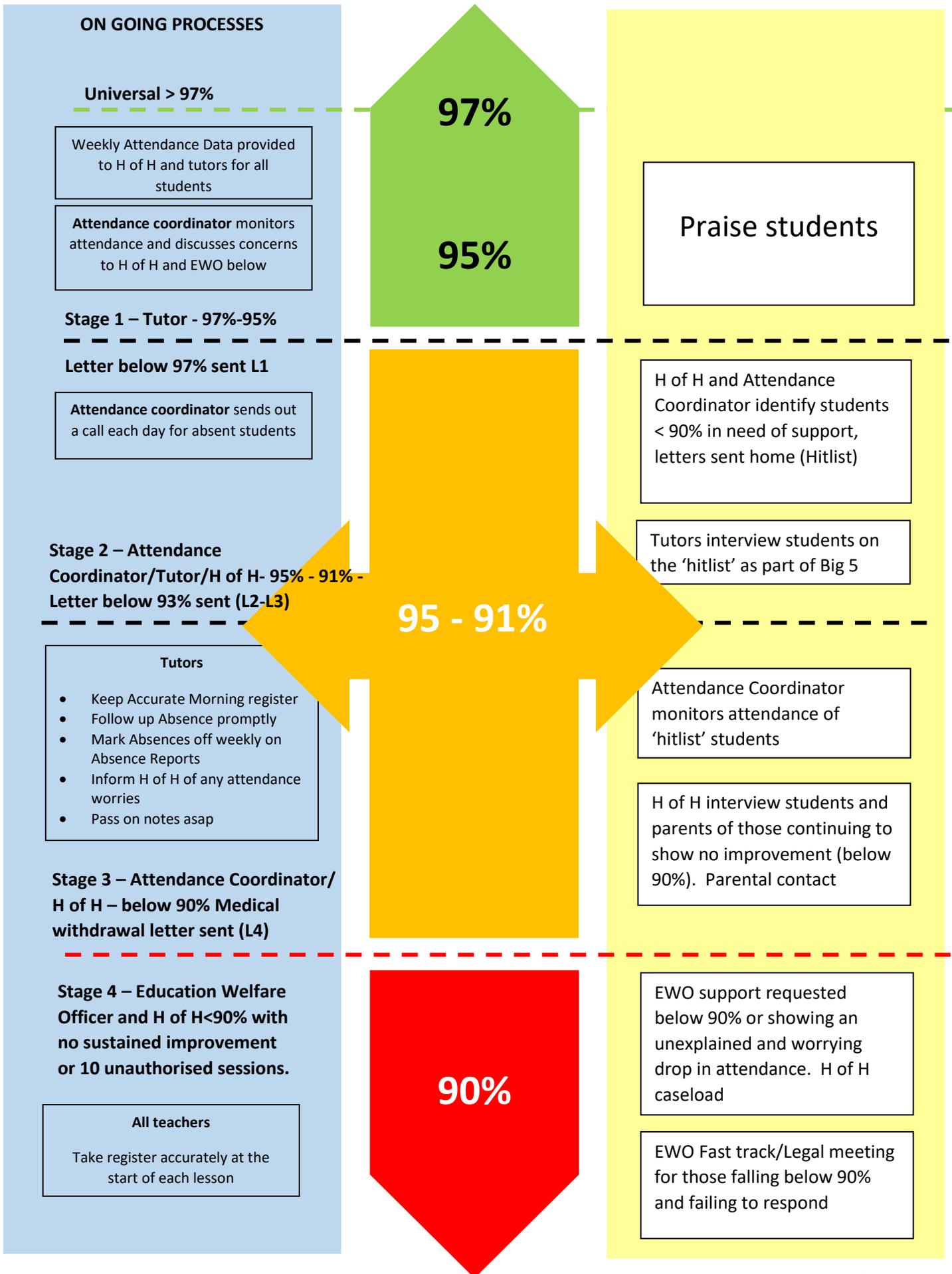
- **Stage 4 Educational Welfare Officer (EWO)**

The EWO makes contact by official letter or telephone and an appointment is made to meet the student with the parent and Head of House/Attendance Coordinator in college

- **Stage 5 Legal Sanctions**

The EWO exercises the LEA's obligation to enforce legal sanctions.

# Supporting Good Attendance



# Encouraging Punctuality



Sidmouth College's Day begins at 0850 in the tutor room

**Student arrives 0851-0855** — The tutor will record "/" on the register and issue a break time detention. The student will spend however long they were late with their tutor at break time. For example, a student arriving at 8.54am will spend 4 minutes with their tutor at first break.

**Student fails to attend break time detention** — Tutor will record this as a C1 Late and inform both the student and Head of House. The tutor will issue a 20 minute lunchtime detention. **C1**

**Student fails to attend 20 min detention** — Tutor will record a C2 Late and a lunchtime detention will be issued with H of H. **C2**

**Students arrives 8.55am - 9.00am.** — SLT Register student and break time detention — SLT register on Late Register on the gate students given a late slip to present to tutor. No slip send student to Front Office. Student finds SLT at break time for a minimum 5 min detention. Failure to attend result in lunchtime detention and C2 Late. If fail to attend lunchtime C3 Late and SLT detention. **C2/C3 if fail to attend**

**Students arrives after 9.00am.** — Students register in Front Office — Front Office 0900 – 0915; late marked by Front office and name passed to H of H for breaktime /lunchtime detention (unless genuine reasons). If fail to attend C2/C3 as above by H of H. After 0915 register on Late Register and a 'U' Mark. Parents/carers contacted by Front Office. **C2/C3**

**3 x lates at any red stage (or by H of H request) result in a C3 and SLT after college detention.**