



## ATTENDANCE AND PUNCTUALITY

This policy is complementary to other College policies particularly those relating to Managing Student Behaviour through Recognition, Rewards and Positive action, The Home – College Agreement and the Tutorial Cycle.

This policy has taken account of DCSF *Guidance for Schools and Local Authorities – Absence and attendance Codes*.

### Purpose

To promote excellent attendance that will contribute to maintaining a positive College Ethos and Culture and secure a climate for Effective Learning and Achievement.

### Objectives

1. To promote full attendance to the College
2. To reward students and celebrate the success of students who achieve good, excellent or improved attendance.
3. To challenge student attendance where it falls below the College average (of 94.6%), ensuring appropriate levels of support and intervention are maintained.
4. To engage with external agencies, including Education Welfare to monitor, support and intervene where attendance is a cause for concern and falls below 85%.

### Guidelines

The Guidance has four Appendices:

- Appendix 1** Procedures for Registration, Lateness, and Absence
  - Appendix 2** Roles and Responsibilities for Monitoring, Support and Intervention
  - Appendix 3** Registration Codes
  - Appendix 4** Leave of Absence
  - Appendix 5** Attendance Certification and Standards
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## **Appendix 1**

### **Procedures**

#### **Registration**

All students are required to attend the College Monday –Thursday from 8.30 am to 3.45 p.m. for Years 7 and 8, 3.50 p.m. for Years 9 and 10 and 3.55p.m. for Years 11, 12 and 13. Friday finishing times are 3.15pm for Year 7, 8 and 9 and 3.20 pm for Years 10,11,12,and 13. Additional activities may be arranged where the finishing time will be approximately 5.15pm.

In order to record attendance at the College the students are registered at each session using an electronic registration system.

Students may arrive at the College between 7.45am and 8.30am each morning.

All learning tutors must take a register within each learning session (preferably at the start of each session) during the College day.

At Personal Tutor time the Personal Tutor will also take a register and will follow up lateness and absences with individual students, reporting any alterations to the College Attendance Officer.

#### **Lateness**

Any students arriving after 9.00am must sign the late register at reception giving a reason for the lateness. Lateness of less than 30 minutes must be shown as an L on the register by Learning Tutors. Lateness of more than 30 minutes is unauthorised absence and recorded as a U code by the Attendance Officer. Repeated lateness will be followed up by the Personal Tutor with the student concerned and if the problem continues then with parents/carers and DIVDOS. If lateness is persistent (and occurring as unauthorised absence), follow up should involve the Education Welfare Officer.

Persistent lateness should be managed in accordance with the Policy for Managing Student Behaviour through Recognition, Rewards and Positive Action (see appendix 2 of this policy).

#### **Absence**

All student absence must be notified to the Attendance Officer as soon as possible on the day. This may be done by telephone or a letter clearly labelled F.A.O Attendance Officer. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances. If PTs receive absence notes from parents/carers they must be forwarded to the Attendance Officer and placed on the student's file.

If the College has not received notification the Attendance Officer will telephone the parent/carer confirming that the student is absent and ask for an explanation. The Personal Tutor will be advised of the reason for absence (via the electronic register) and a note of the contact will be entered on the student's file. The Attendance Officer will update the register and inform the Personal Tutor and if appropriate the Divisional Director / College Nurse of any unusual or extended absences.

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The Personal Tutor should support the monitoring of any absences which remain unauthorised. (A note can be placed in the student's organiser requesting an explanation from parent/carer / telephone calls home / updating attendance records as part of parent consultation meetings). If the absence still remains outstanding the Attendance Officer will produce further letters to be sent to the parent/carer referring the matter to the appropriate Divisional Director.

### **Planned absence**

Any planned *unavoidable* absence should be negotiated with the Operational Principal and will require approval. Parents /carers must complete a Leave of Absence form (see Appendix 2) from the College Reception.

### **Leaving the College**

During the College day students must not leave the College premises without permission. Students are only allowed to leave the College during the day under the following circumstances:

- ◆ Post 16 students may leave during their breakfast and lunch break.
- ◆ Post 16 students may leave the College during study time with good reason.
- ◆ All other students can only leave the College if prior written permission is received from parent/carer. On leaving the premises the student should sign out and sign in on their return. If the Student is attending a medical / dental appointment, appointment cards may be required to authorise absence.



## Appendix 2

### Roles and Responsibilities

#### Monitoring, Support and Intervention including Education Welfare

The Personal Tutor and the Attendance Officer are responsible for daily monitoring of attendance and punctuality (see appendix 1). The PT and the AO should seek support from the DIVDOS where there are concerns regarding absence and/or lateness. All incidents of known truancy should be reported to the DOS for Student Support & Behaviour Management (DOS SSBM).

The College has a designated Education Welfare Officer provided through the Local Authority. Regular meetings take place to monitor student attendance and lateness (where it is unauthorised absence). The Attendance Officer is responsible for the production of reports for these meetings using the threshold of students whose attendance falls below 85%.

#### Attendance - DAILY

##### The Personal Tutor will:

- Take the register for students in the Tutor group (and buddy tutor if absent)
- Monitor missing marks (N codes)
- Monitor punctuality (L codes)

##### The Attendance Officer will:

- Contact parents / carers where there is an unexplained absence (telephone contact beginning at 11.00am / letters sent home where no contact made)
- Produce a Late report detailing students who have been recorded as more than 10 minutes late to session 1
- Receive calls/ contact from parents regarding absence and update the register accordingly.
- Pass on relevant information to PTs /DIVDOS / College Nurse regarding unusual or long term absences
- Amend the registers

#### Attendance – WEEKLY

##### The Personal Tutor will:

- Monitor the weekly 'Attendance Reports' – following up missing marks with students / relevant staff / parents
- Amend the 'Attendance Report' with relevant information, signing and dating as appropriate

##### The Attendance Officer will:

- Produce a weekly Attendance Report and place in the PT folder
  - Produce a weekly punctuality report and circulate to DIVDOS for students who have accumulated more than 30 minutes of lateness in the previous week.
  - Amend the registers from information returned by PTs on the 'Attendance Report'
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## **Attendance – ONGOING**

### The Personal Tutor will:

- Monitor and review student attendance looking for patterns and trends with regard to absences
- Celebrate the achievement of students who achieve excellent attendance
- Review attendance and punctuality formally with students and parents / carers as part of consultations
- Seek support from DIV DOS where there are concerns about student attendance

### The Attendance Officer will:

- Monitor and review student attendance looking for patterns and trends with regard to absences; generating reports every 4 weeks for DIVDOS.
  - Monitor and review student punctuality; generating reports every 4 weeks for DIVDOS.
  - Produce reports for General Administration to generate certificates for students who achieve 100% attendance (termly / annually)
  - Produce reports for General Administration to generate certificates for students who achieve good (95%-97.9%), Outstanding (98%-99.9%) annually.
  - Produce Reports for student attendance at 85% and below for monitoring, support and intervention by the appropriate Divisional Director and DOS Student Support & Behaviour Management.
  - Produce Attendance Certificates for PTs to support the review of attendance and punctuality formally with students and parents / carers as part of consultations
  - Seek support from DIV DOS / DOS SSBM / EWO where there are concerns about student attendance /punctuality
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### Appendix 3 - Registration Codes

Code	Explanation	Statistical meaning	Authorisation	INPUT
/\	Present at registration	Present	LTs / PTs	LTs / PTs
B	Educated off site	Approved Educational Activity	VP / P	AO
C	Other authorised circumstances	Authorised Absence	DIV DOS / VP / P	AO
D	Dual registration	Approved Educational Activity	VP / P	AO
E	Excluded	Authorised Absence	DIV DOS / VP / P	AO
F	Extended family holiday	Authorised Absence	P	AO
G	Family holiday (not agreed or in excess of agreement)	Unauthorised Absence	DIVDOS / VP/ P	AO
H	Family Holiday	Authorised Absence	P	AO
I	Illness (NOT medical or dental appointments)	Absent	PTs / DIV DOS	AO
J	Interview	Approved Educational Activity	PTs / DIV DOS	AO
K	Internal exclusion	Present	DOS / DIVDOS	AO
L	Late (before registers closed – 30 mins)	Present	LTs / PTs	LTs / PTs AO
M	Medical dental appointments	Authorised Absence	PTs / DIV DOS	AO
N	No reason yet provided for absence	Absent	LTs / PTs	LTs / PTs AO
O	Unauthorised Absence (not covered by any other code)	Unauthorised Absence	DIV DOS / VP/ P	AO
P	Approved sporting activity	Approved Educational Activity	PTs / DIV DOS	AO
R	Religious observance	Authorised Absence	PTs / DIVDOS	AO
S	Study Leave	Authorised Absence	LTs* / PTs *	LTs* / PTs* AO
T	Traveller absence	Authorised Absence	DIV DOS / VP / P	AO
U	Late after register closed	Unauthorised Absence	LTs / PTs	AO
V	Educational Visit	Approved Educational Activity	PTs / DIV DOS	AO
W	Work Experience	Approved Educational Activity	LTs / PTs	AO
X	Untimetabled sessions (post 16 only)	Not counted in possible attendances	DOS	AO
Y	Forced and partial closure	Not counted in possible attendances	P	AO

 Authorisation by PTs / LTs

 \* Post 16 only

**PTs may 'authorise' Illness / Interviews /Medical or Dental appointments ONLY with written confirmation from parents – notes should be forwarded to AO who will update registers and place notes on the student file**

**Appendix 4      STUDENT LEAVE OF ABSENCE REQUEST**

To the Principal

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
FROM COLLEGE**Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_ Personal Tutor:  
\_\_\_\_\_Address:  
\_\_\_\_\_  
\_\_\_\_\_

I wish to apply for my child to be absent from College for:

*Either* **Annual Holiday**

First date of intended absence: \_\_\_\_\_

Date of intended return to College: \_\_\_\_\_

Please state below why holiday is necessary in term time. (Please continue on a separate sheet if necessary).  
\_\_\_\_\_  
\_\_\_\_\_*Or* **Exceptional Circumstances (please see overleaf for further information)**  
\_\_\_\_\_  
\_\_\_\_\_**Number of days in total:** \_\_\_\_\_**I confirm that the above activity is essential and cannot take place outside of College time. I have checked the College 'Calendar of Events' and the dates requested do not coincide with my child's College commitments e.g. examinations.**Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_  

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## NOTES

- 1 **Annual Holiday**
    - a) Wherever possible, holidays should be taken in College holidays.
    - b) No more than 10 days in a single Academic year will be granted for holiday.
  - 2 **Exceptional Circumstances**
    - a) Participation in an approved public performance.
    - b) Participation in an approved sporting event (e.g. representing City, County, Region or Country). Leave of absence for spectating at sporting events cannot be given.
    - c) Family reasons (e.g. hospital appointment, funeral of close relative).
  - 3 Permission will only be given in any of the above circumstances if it is considered that:
    - a) the activity cannot take place out of College time.
    - b) the absence will not jeopardise your child's education.
    - c) it is essential for your child's overall welfare.
  - 4 Please note that any absence for any of the above circumstances not requested in advance will result in an unauthorised absence being recorded for your child.
  - 5 Any absence over 10 days not pre-arranged may result in the removal of your child from the College roll.
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### For Office Use Only

- 1 Child's Attendance at date of application: \_\_\_\_\_  
\_\_\_\_\_
- 2 Number of "Late" sessions: \_\_\_\_\_  
\_\_\_\_\_
- 3 Previous days leave of absence within Academic Year
  - a) Holiday \_\_\_\_\_  
\_\_\_\_\_
  - b) Exceptional Circumstances: \_\_\_\_\_  
\_\_\_\_\_
- 4 Examination timetable checked?
- 5 **Approved:** Absence/Attendance Code: **C D F G H J M O P R T V W**

**Not Approved:** Reason \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

\_\_\_\_\_  
Attendance Officer Date: \_\_\_\_\_

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## Appendix 5 - Attendance Certification and Standards

Every student will be issued with a statement of their attendance annually. For students who have achieved good, outstanding or 100% attendance this will be accompanied by a REACH award certificate and credits. For students who have shown significant improvement in attendance (but fall below the 95% 'Good' standard) REACH certificates and credits may be awarded.

Where attendance falls below 93%, depending on individual circumstances, improvement is needed. There will be monitoring, support and intervention as appropriate (shown in Appendix 2).

Where attendance falls below 85% this is a cause for concern and will be monitored by Education Welfare; appropriate support and intervention will take place (see appendix 2).

Where attendance falls below 80% this is a serious cause for concern and may constitute Persistent Absence (as identified by DCSF). Intervention from Education Welfare will be requested by the College and appropriate support and intervention will take place (see appendix 2).

Standard	Attendance rate	Action	Frequency
<b>100%</b>	100%	'100% Attendance' REACH certificate ( 3 credits termly, 10 credits annual – TOTAL credits for 100% over a year 25)	Termly Annually
<b>Outstanding</b>	98% - 99.9%	'Outstanding Attendance' REACH certificate (5 credits)	Annually
<b>Good</b>	96% - 97.9%	'Good Attendance' REACH certificate (3 credits )	Annually
<b>Satisfactory</b>	94% - 95.9%	See appendix 2 for appropriate monitoring, support and intervention.	
<b>Needs Improvement</b>	Below 94%		
<b>Cause for Concern</b>	80 - 85%		
<b>Serious cause for Concern</b>	Below 80%		

### College average attendance = 95%

- 90% attendance = ½ day missed every week
- 90% attendance over 1 year = 4 missed weeks
- 90% attendance over 5 years = ½ College year missed

