



CROOKHORN COLLEGE

Attendance Policy

Date of Policy: September 2024

Review Date: September 2025

1. Introduction

- 1.1 Regular College attendance is essential if students are to achieve their full potential.
- 1.2 Crookhorn College believes that regular College attendance is the key to enabling students to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- 1.3 Crookhorn College values all students. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.
- 1.4 Crookhorn College recognise that attendance is a matter for the whole College community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of College improvement, supported by our policies on safeguarding, bullying and behaviour. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the rights of the Child and other relevant legislation.

2. Legal Framework

- 2.1 This policy meets the requirements of the Working Together to Improve School Attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age,

ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

- 2.2 A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of Compulsory School Age on the last Friday in June of the school year in which they reach the age of 16. They must then do one of the following until they are 18:
- stay in full-time education, for example at a college
 - start an apprenticeship or traineeship
 - spend 20 hours or more a week working or volunteering, while in part-time education or training
- 2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.4 The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 2.5 The register must record whether the student was:
- present;
 - absent;
 - present at approved educational activity; or
 - unable to attend due to exceptional circumstances.
- 3. Categorising absence**
- 3.1 When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance (appendix 4)
- 3.2 Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 3.3 Absence can only be authorised by the College and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.
- 3.4 Parents should advise the College by telephone or through ClassCharts on each day of absence and provide the College with an expected date of return. Verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements can be agreed with non-English speaking parents/carers.
- 3.5 Absence will be categorised as follows:

3.6 Illness: In most cases a telephone call or through ClassCharts sent from the parent informing the College that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. Illness is coded 'I'.

3.7 Medical/Dental appointments

Parents should try to make appointments outside of College hours wherever possible. Where appointments during College time are unavoidable, we ask that the parent notifies the College in advance of the appointment wherever possible. The students should only be out of College for the minimum amount of time necessary for the appointment. In most circumstances, students should not miss a whole day at College for an appointment. If a student must attend a medical appointment during the College day, they must sign in or out at reception. No student will be allowed to leave the College site without parental confirmation. If a student is late due to a medical appointment, they will receive an authorised absence coded 'M'.

In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the College is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised absence coded 'O'.

Where a student has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the student's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the student as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

3.8 All Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement. Please refer to Appendix 4 for all codes.

3.9 Suspension (No alternative provision made): Suspension from attending College is counted as an authorised absence. The student's Head of House will make arrangements for work to be sent home. Suspensions are coded 'E'.

3.10 Family Holidays and Extended Leave: Parents are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from College during term time for the purpose of a holiday and should be made aware that if their child is absent for ten College days they will miss 5% of their education during that academic year.

3.10.1 Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (the form is available

on our website). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised absence coded 'G'.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fail to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken than the agreed number of days.

Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- The student's general absence/attendance record
- Proximity of internal assessments and public examinations
- Student's ability to catch up on the work missed
- Student's educational needs
- General welfare of the student
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

3.10.2 If the permission to take leave is not granted and the student still goes on holiday, the absence will be unauthorised (coded 'G'). In such cases the College will issue a Penalty Notice, if the number of sessions absent hits the thresholds (ten sessions/five days in one hundred sessions/ten weeks) set down in Hampshire's Code of Conduct, or other legal action taken in accordance to the code.

3.10.3 Repeated holidays will be subject to a second fine at a higher rate. Further absence beyond that will be referred to the Legal Intervention Team in line with the Hampshire code of conduct.

3.11 Religious Observance: Crookhorn College acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance. Religious observance is coded 'R'.

3.11.1 However, in the interests of fulfilling the academic requirements of the College and limiting the authorised absence rate of the College, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

- 3.12 Study Leave: In exceptional circumstances study leave may be granted to some Year 11 students approaching GCSE examinations. The College will offer alternative study programmes during this period to reduce absence levels. Study leave is coded 'S'.
- 3.13 Traveller Absence: The aim for the attendance of Traveller children, in common with all other children, is to attend College as regularly and as frequently as possible. Absence may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure we can effectively support our students, we ask that parents advise the College of forthcoming travelling patterns as soon as these are known and before they happen and also to inform the College regarding proposed return dates. Parent travelling for occupational purposes is coded 'T'.
- 3.14 Late Arrival: Registration begins at 8.50am, students arriving after this time will be marked as present but arriving late (coded L). The register will close at 9.20am. Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with the County and Department for Education (DfE) guidance. This mark shows them to be on site, but legally recorded as an absence. Persistent lateness resulting in a U code, may result in the issue of a Penalty Notice or referral to the Legal Intervention Team
- 3.14.1 On arrival after the close of register, students must immediately report to Reception to sign in so that the College is aware of the presence of the student for health and safety reasons. The student will however, be marked with an unauthorised absence mark on the legal register.
- 3.14.2 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.
- 3.14.3 On-going and repeated lateness after registration has closed, is considered as unauthorised absence. If unauthorised lateness persists, parents/carers will be contacted to discuss and support offered. Any further lateness will result in a penalty notice being issued. If your child misses 10% or more schooling across the school year for whatever reason they are defined as persistent absentees.

Please refer to appendix 1- Understanding the registration and absence systems in the College.

Please also refer to appendix 2- the Punctuality and Late programme- to understand how the College follows up on punctuality and lates for students who have been identified in the previous half term as having a persistent issue with punctuality.

- 3.15 Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation/medical evidence and that it has been accepted as such by the College. The decision to authorise absences is at the discretion of the Headteacher. Please refer to appendix 4 for all codes.

3.15.1 Examples of unsatisfactory explanations include:

- A student's/family member's birthday
- Shopping for uniforms or other items
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend College, or inability to attend owing to inadequate personal/family organisation
- Illness where the child is considered well enough to attend College and there is no supporting medical evidence to counter this belief.
- Holidays taken without the authorisation of the College

3.16 The College can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers via ClassCharts. An example of this would be where a parent states a child is unwell but on return to College there is evidence they have been on holiday.

4. Deletions from the Register

4.1 A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

4.2 Crookhorn College will follow Hampshire County Council's Children Missing in Education Protocol when a student's whereabouts is unknown.

4.3 Third Day Absence. If your child is not seen and contact has not been established with any of the named parent/carers after three days of absence the College is required to start a child missing in education procedure as set down by Hampshire County Council Guidance. The College will make all reasonable enquiries to establish contact with parents and the child including making enquiries to known friends and their wider family.

4.3.1 Ten Days Absence. Crookhorn College have a legal duty to report the absence of any pupil who is absent without an explanation for ten consecutive days. If the child is not seen and contact has not been established, then the Local Authority is notified the child is 'at risk of being missing in education'.

5. Roles and Responsibilities

5.1 Crookhorn College believe that improved School attendance can only be achieved if it is viewed as a shared responsibility of the College staff, governors, parents, students and the wider College community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents

- Agree College attendance targets and where appropriate link these to the Performance Management of Senior Leadership within the College
- Monitor the College's attendance and related issues through termly reporting at Governing Body Committee Meetings
- Ensure that there is a named member of the Senior Leadership Team (SLT) to lead on attendance
- Ensure that the College has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

Information and contact details of the College staff

Role	Name	Contact details
Senior Attendance Lead	Dave Lemon	Dave.lemon@crookhorn.hants.sch.uk 02392251120 Ext 242
	Michaela Bishop	Michaela.bishop@crookhorn.hants.sch.uk 02392251120 Ext 233
Attendance Officer	Helen Wishart	Helen.wishart@crookhorn.hants.sch.uk 02392251120 Ext 209
Named Governor	Sara Redding	Via Clerk to Governors at Crookhorn College

On a day to day basis, parents should contact the College by email at attendance@crookhorn.hants.sch.uk

5.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents.
- Form and maintain positive relationships with students and parents.
- Ensure that there is a whole College approach which reinforces good College attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Ensure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with students and parents, and receive the training and professional development they need.
- Have a clear College Attendance Policy which all staff, students and parents understands. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that there is a named member of the SLT to lead on attendance and allocate sufficient time and resource

- Report the College's attendance and related issues through termly reporting to the Governing Body
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

5.3 Heads of House/Pastoral Staff/Form Tutors will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Contribute to a whole College approach which reinforces good College attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of College strategies and interventions
- Work with other agencies to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

5.4 Request that Parents will:

- Talk to their child about College and what goes on there. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular College attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the College if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of College hours.
- Ask the College for help if their child is experiencing difficulties.
- Inform the College of any change in circumstances that may impact on their child's attendance.
- Support the College; take every opportunity to get involved in their child's education, form a positive relationship with College and acknowledge the

importance of children receiving the same messages from both College and home.

- Encourage routine at home, for example, bedtimes, homework, preparing College bag and uniform the evening before.
- Not keep their child off College to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child on holiday during term-time, where this is unavoidable, send a written leave request to the Headteacher in advance of booking the holiday. Holidays in term time are unauthorised, unless exceptional circumstances, and may result in a fine.
- Attend all meetings requested to discuss attendance issues.

6. Using Attendance Data

- 6.1 Student's attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.
- 6.2 Every term the 100 - 95% report is sent out for Heads of House (HOH) to share with tutors and positives points are awarded. 5 points are given for 100% attendance and 3 points for 95%+.
- 6.3 Every term the 95% - 90% House report is sent to tutors via HOH.
- 6.4 The individual student data that is analysed at all the levels highlighted above is used where appropriate as a trigger for intervention and action.

This is outlined clearly in Appendix 3 - Managing Attendance document.

- 6.5 All information shared will be done so in accordance with the Data Protection Act 2018.

7. Support Systems

- 7.1 The College recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in College. Parents should make College aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in College, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the College identify any additional support that may be required.
- 7.2 The College also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.

7.3 The College will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the student. Strategies we may use to support include:

- Discussion with parents and students
- Lesson by lesson truancy monitoring where necessary
- Nurture Groups in Year 7.
- 1 to1 support through the Pastoral Team.
- Emotional Language Support Assistant (ELSA) support
- Student contracts (as part of the anti-bullying support package- if this has been the reason for non-attendance)
- Additional Learning support
- Additional behaviour support
- Peer mentors
- Parent Student Support Plan (PSSP) implemented by College to support parent and student
- Attendance targets will be set during tutor time
- Parenting attendance contracts
- Referrals to support agencies – (Family Support Workers, Child and Adolescent Mental Health Services (CAMHS), Bereavement Counselling, Off the Record, Mental Health Support Team etc)
- The College 'Keeping You Safe' page on ItsLearning
- Personal, Social, Health and Relationship Education (PSHRE)
- Reward systems
- Time limited part time time-tables (For re integration to mainstream or for medically evidenced reasons only).
- Referral to the Early Help Hub to access parenting support.

7.4 Support offered to families will be child centred and planned in discussion and agreement with both parents and students.

7.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the College will consider the use of legal sanctions.

Please refer to Appendix 2 for more detail on the absence and support framework.

8. Persistent Absence, Severe Absence and the use of legal interventions

8.1 A student becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a student's educational outcomes.

- 8.2 A student becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days). Absence at this level is causing considerable damage to a child's educational outcomes.
- 8.3 The attendance of all students at College are monitored to identify those who are PA or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.
- 8.4 If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.
- 8.5 Parents found guilty of failing to secure their child's regular attendance at College under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under Section 444 (1a) offence.
- 8.6 Attendance Contracts: An Attendance contract is a voluntary agreement between College and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.
- 8.6.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed at the end of a three-week period. It can be extended or redrafted if felt appropriate.
- 8.6.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.
- 8.7 Penalty Notices: Penalty Notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child regularly attends College. Penalty Notices are used in accordance with Hampshire County Council's Code of Conduct for the following reasons;
- Absent for ten or more half-day sessions (five school days) of unauthorised absence during any one hundred possible school sessions – these do not need to be consecutive
 - Persistently late (coded U) for up to ten sessions (five days) after the register has closed
 - Absent for any public examinations of which dates are published in advance.
 - Absent for any formal school assessments, tests or examinations where the dates have been published in advance.
 - Absent from College for the purpose of a holiday in term time and the absence has not been authorised by the College

- Where a parent allows their child to be present in a public place during College hours without reasonable justification during the first 5 days of a fixed period suspension or a permanent exclusion

8.7.1 A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

8.7.2 Penalties are to be paid to Hampshire County Council. If paid within 21 days, the first Penalty Notice within a rolling three-year period is £80. If not paid within 21 days, the penalty is automatically increased to £160 to be paid within 28 days of deemed service of the Penalty Notice.

If paid within 21 days of deemed service, the second Penalty Notice within a rolling three-year period is £160. There is no option for this second offence to be discharged at the lower rate of £80.

8.7.3 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

9. **Related Policies**

To underpin the values and ethos of our College and our intent to ensure that students attend College regularly and reach their full potential, the following policies are integral to this approach:

- Safeguarding including Child Protection
- Admissions
- Suspension and Permanent Exclusions
- Anti-Bullying
- Behaviour
- Blended Teaching and Learning
- Supporting Students with Medical Needs

Understanding the Registration and Absence Systems in College

Part 1: The Legal registration system which all students must follow:

Time (* Tuesdays)	Procedure
8.50am – 9.20am	Students must go to tutor groups (*PSHRE) to be legally registered for the morning session. Students will be coded 'L' if they arrive to tutor after 8.50am
9.20am	Legal register shuts. Any student who has not registered during that period is now marked as absent.
9.20am onwards	Any student arriving after 9.20am MUST sign in at Reception for health and safety reasons. However, the student is still marked as unauthorised absence on the legal register (coded U). To convert to an authorised absence a note must be provided.
Periods 1-4 (*1-3)	Class registers are taken by class teachers – for internal monitoring
1:00pm-1:30pm (*12:30pm-1:00pm) Lesson 4 (*3)	All students must register with their period 5 class teacher to be legally registered for the pm session.
1:30pm onwards (*12.30pm)	Legal register shuts.

And so in summary.....

There are 2 types of registration:

Legal Registration 8:50am – 9:20am and 1:00pm – 1:30pm (*12:30pm – 1:00pm)

Data from this registration is used by:

- The Government (DFE) to analyse our whole College figures.
- The College to analyse House figures and individual student figures.
- Truancy tracking during College hours by HOH and Welfare Assistant.

Part 2: Where it is so easy to get it wrong:

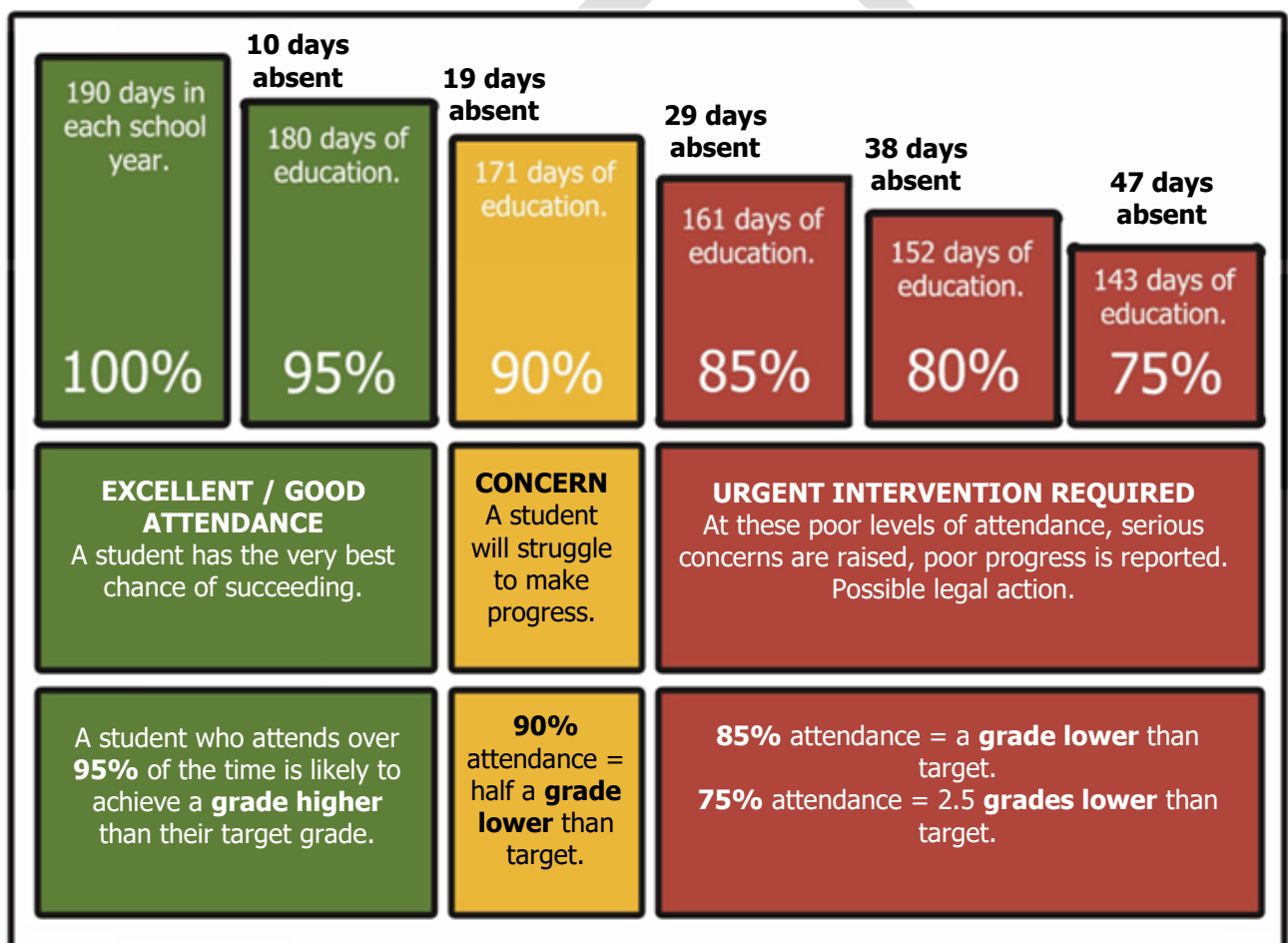
8.50am-9.20am	Late because: waited for friends, bus late; walked too slowly etc.
9.20am onwards	Student believes that once signed in- they are now registered.
Lesson 1-4 (*1-3)	Student believes that class register counts as the main legal register.
1:00pm-1:30pm (*12:30pm-1:00pm) Lesson 4 (*3)	Late to pm registration because: gone to medical room, gone to get a drink, walked too slowly off the field, been off site

If no reason is given by parents/guardians for the absence, it will be marked down as unauthorised.

FAQs:

Why does good attendance matter?

Excellent and regular attendance is essential for a child's education to be successful. The graph below shows the impact of any drop in attendance with regards to the number of days of learning that are lost. When learning is lost in this sense, it is almost impossible for a student to catch up. From our last set of GCSE results, you can see how attendance really does affect attainment



Is 90% good enough?

It is a known fact that the performance of students with **poor levels of attendance** will be adversely affected by not being in education and they will fall behind their peers in terms of progress and sometimes their social development too. When a student has poor attendance other issues can

then develop including a drop in self-confidence and sometimes barriers appear regarding returning to College (sometimes referred to as College refusal). At Crookhorn College, if a student is not in College and their attendance levels drop, we have a legal responsibility to investigate to find out why and to help improve matters quickly.

What can Parents do?

Ensure that all absences are acceptable – birthdays, shopping, looking after siblings, are NOT acceptable.

Follow the procedure for reporting absence – on the dedicated absence line or through ClassCharts and by 8.30am and provide a reason for your child missing school, **each day of absence.**

Provide medical evidence for any absence five days or more, or if your child's attendance is below 90%. Appointment cards prescriptions, doctors' and pharmacists' notes all count as evidence.

Be aware of the label 'Persistent Absentee'. You will be asked for evidence for all absences if your child exceeds 10% absence (that means their attendance is 90% or below).

What is a Persistent Absentee?

We are now required by the government and local authority to label students as Persistent Absentees if their attendance falls to 90% or less. This means that your child will be identified as a Persistent Absentee on all school and national DFE records. Students are identified every half term based on the number of sessions (½ days) missed. For example, your child will be considered a Persistent Absentee if they miss 7 or more sessions in the first half of the term - 3½ days.

What will the School Do?

Send home a letter informing you that your child's attendance is causing concern or that he/she is at risk of becoming a Persistent Absentee.

Require medical evidence for any absence of five days or more or if a child's attendance is below 90%.

Contact you for information if we have not heard from you on the first day of absence, where we have concerns about your child's attendance.

Offer the support of school staff or outside agencies if you are experiencing difficulties with your child's attendance.

Draw up an action plan with yourself to improve attendance.

Reward improvements in attendance.

Where poor attendance continues to be persistent despite extensive support, parents will be invited to a Attendance Contract meeting. If the contract is broken, a notice to improve letter is sent to parent. Attendance will be monitored for a further 3 weeks. The College will pursue a legal intervention approach involving Fixed Penalty Fines or Court action or referral to the Legal Intervention Team.

Pupils with Medical Conditions

Of course some students with severe medical conditions will not be able to avoid having time off college. In this situation we will work with you to ensure your child is able to attend college safely

and to provide support with missed work when they have to be absent. A Health Care Plan based on supporting medical evidence (advice and letters about condition from specialists) will be put in place.

Medical Appointments

All students who need to leave College during College hours for medical, dental or similar appointments are asked to provide evidence (copy of appointment card or similar). Parents/carers should ensure students return promptly following the appointment.

DRAFT

Late to College programme

Lates identified by HW.

Lunchtime detention set and run by HW.

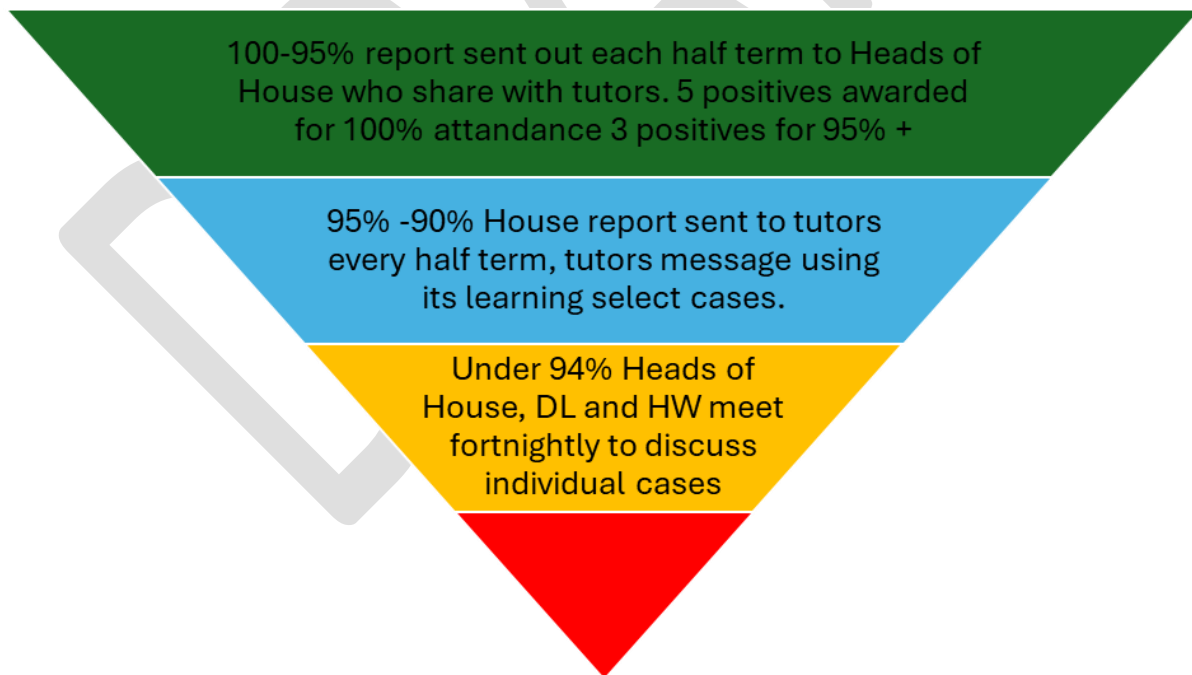
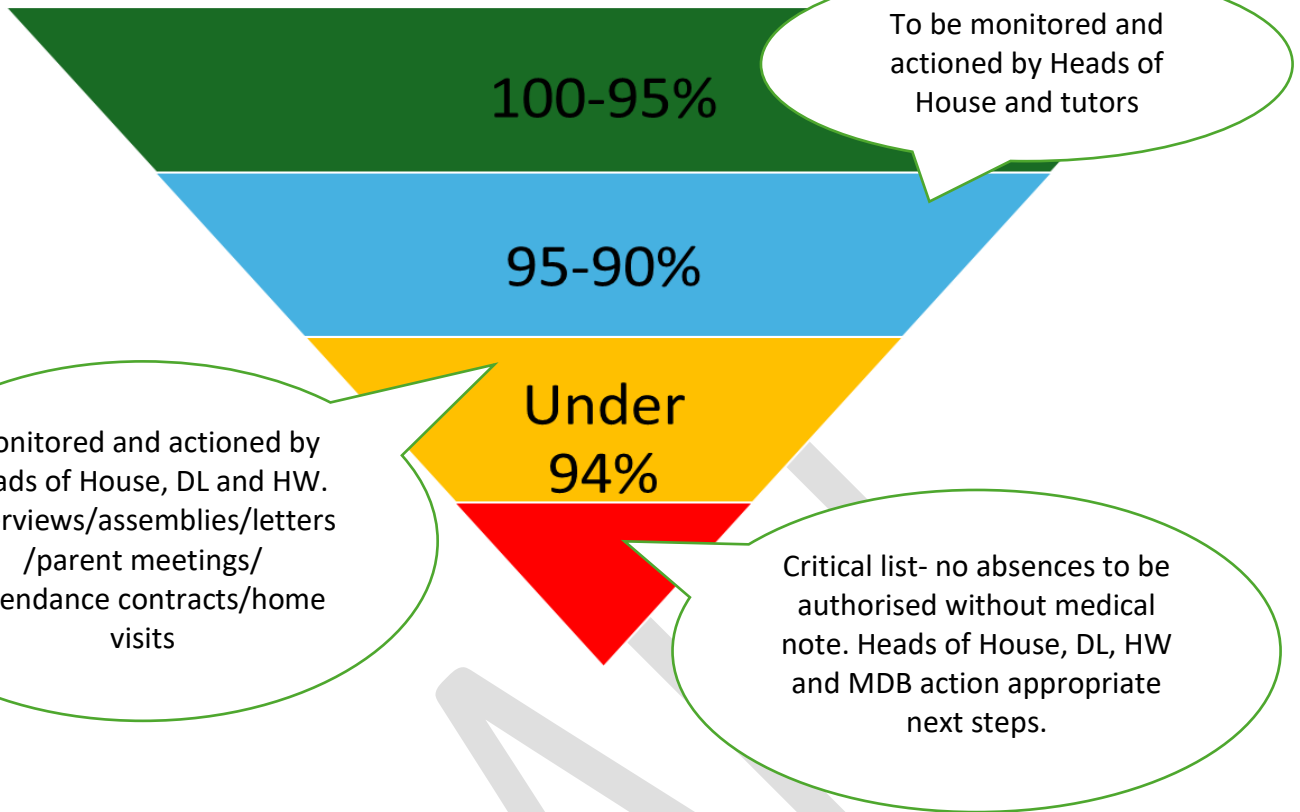
If a student fails to attend the lunchtime sanction or the behaviour in the sanction is not acceptable a further upscaled sanction will occur.

Further lateness will result in contact through its learning or calling home by the Tutor or Head of House.

Continued lateness will result in a no further lates letter.

MANAGING ATTENDANCE

Appendix 3



The above inverted triangles indicate the role of the Attendance team in monitoring and acting on attendance. The following data will be issued to help with the monitoring of each section.

All students below 94% will be discussed in line management meetings with DL - this includes students on the critical list- DL to update HOH on action taken and current situation

PSSP group meet fortnightly to discuss cases and action required

HOH and tutors to discuss attendance concerns at House Progress review meetings- to be a standing item

Detail on action to be taken with each group:

95%+

These students must be rewarded every term:

100% attenders= a postcard + 5 Positive Points

95%+ attenders = 3 Positive Points

95%-90% attenders

Tutors to initially analyse attendance pattern over last term- and investigate possible reasons for drop or continued low attendance. Tutor to discuss with HOH.

Action to be taken by tutors:

Interview with student- discuss implications of 95-90% attendance on exam grades and performance in College as a whole

Phone call to parents if required

If absence is caused by lateness- put student on report to monitor and ensure that they register on times. Share report feedback with parents.

HOH to initially analyse attendance patterns over half term to investigate possible reasons for drop or continued low attendance.

Under 94% attenders

Students are included in special attendance assemblies held each half term about attendance

Phone call to parents

Student put on first call list

Improvements in attendance rewarded

All students in this category to be discussed between DL and HOH. DL/ HOH/AO to analyse possible trends in attendance patterns.

SPR attendance target to be set by HOH and tutor.

Below 93% HoH will contact home and a letter is sent informing parents that attendance is not satisfactory and inviting them to be in contact with the college if they require any further support.

A meeting with parents or home visit is offered, further support via outside agencies can be discussed. If appropriate an attendance Contract can be put in place. The attendance contract is reviewed after 3 weeks.

A notice to improve letter is sent to the parent/carer warning about potential prosecution/penalty fine unless attendance improves.

If a Fixed Penalty Fine has been issued but there has been no significant improvement in attendance, then the College will refer the case to the Legal Intervention Team.

DL Dave Lemon
MDB Michela Bishop
AO Attendance Officer – Helen Wishart
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PT Pastoral Team

DRAFT

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention

		<ul style="list-style-type: none"> Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays