

Understanding the Registration and Absence Systems in College

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

Time (* Tuesdays)	Procedure
8.50am – 9.10am	Students must go to tutor groups (*PSHE) to be legally registered for the morning session. Students will be coded 'L' if they arrive to tutor after 8.50am
9.10am	Legal register shuts. Any student who has not registered during that period is now marked as absent.
9.10am onwards	Any student arriving after 8.50am MUST sign in at Reception for health and safety reasons. However, the student is still marked as unauthorised absence on the legal register. To convert to an authorised absence a note must now be brought in from home and placed in the box in the dining room.
Periods 1-4 (*1-3)	Class registers are taken by class teachers – for internal monitoring
1.15-1.25pm (*1.05-1.15pm)	All students must register with their period 5 class teacher to be legally registered for the pm session.
1.25pm (*1.15pm)	Legal register shuts. Any student who has not registered during that period is now marked absent.
1.25pm onwards (*1.15pm)	Any student who did not register at the time when the teacher took the PM register MUST now sign in at Reception for health and safety purposes.
Lesson 6 (*Lesson 5)	Class registers are taken by class teachers – for internal monitoring

And so in summary.....

There are 2 types of registration:

1. Legal Registration 8.50-9.10 and 1.15-1.25 (*1.05-1.15pm)

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.
- Used by College to identify students and families in need of intervention either from the College or external agencies (Below 90% attendance).

2. Internal registration P1-4 (*2 & 3) and P6 (*P5)

Data from this registration is used by:

- Teachers for internal class attendance monitoring.
- Truancy tracking during College hours by HOH and Welfare Assistant.

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

8.50am-9.10am	Late because: waited for friends, bus late; walked too slowly etc.
9.10am onwards	Student believes that once signed in- they are now registered and don't need to provide absence note.
Lesson 1-4 (*1-3)	Student believes that class register counts as the main legal register.
1.15-1.25pm (*1.05-1.15pm)	Late to pm registration because: gone to medical room, gone to get a drink, walked too slowly off the field, been off site
Lesson 5 & 6 (*4&5)	Belief that if Teacher marks student as late on class register P4, then they will be then registered on legal register as present.

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

FAQs:

Why does good attendance matter?

We know that good attendance boosts achievement. National statistics demonstrate the direct link between good attendance and success at GCSE:

Achievement

Government figures show that 73% of students with 95% attendance achieve 5 A* to C at GCSE including maths and English, BUT ONLY 35% of students with 80-90% attendance achieve 5 A* to C including maths and English. DFE 2010

Catch up

It is very difficult for your child to catch up on the work missed after an absence from college, especially when it is teacher input, at the beginning of a project, for example, and it is likely that gaps will remain in learning despite efforts to catch up.

Is 90% good enough?

- If your child has one day off a week, or its equivalent, the absence will add up to nearly eight school weeks over the school year.
- 90% attendance sounds good... but over a college year would mean missing almost four college weeks or 100 one hour lessons!
- Any student who has attendance below 90% will be viewed as persistently absent and the college, by law, will be expected to take action.
- If a student misses one day a week from Reception to the end of Year 11, they would miss two whole years of education altogether!

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 and by 9.30am 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).
- Ask for support if you need it. We have an extensive pastoral support team at the College who can help support you and your child. You may like to have a chat with your child's tutor or Head of House. Please ring the college to talk or make an appointment.

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 he/she misses 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 Parent Contract meeting. If the contract is broken, the college will pursue a legal intervention approach involving Fixed Penalty Fines or Court action or referral to the Havant Legal Panel.

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.