



# **CROOKHORN COLLEGE**

## **Attendance Policy**

**Date of Policy: September 2023**

**Review Date: September 2024**

### **1. Introduction**

- 1.1 Regular College attendance is essential if children are to achieve their full potential.
- 1.2 Crookhorn College believes that regular College attendance is the key to enabling children 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 takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

### **2. Legal Framework**

- 2.1 Section 7 of the Education Act 1996 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 5<sup>th</sup> 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 Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 3.2 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.
- 3.3 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.
- 3.4 Absence will be categorised as follows:
- 3.5 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. Coded 'I'.

- 3.6 Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside of the College day. Where this is not possible, students should attend College for part of the day. Parents must show the appointment card to College. If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'.
- 3.7 Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement. Coded C
- 3.8 Suspension (No alternative provision made): Suspended from attending College is counted as an authorised absence. The child's Head of House will make arrangements for work to be sent home. Coded 'E'.
- 3.9 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.
- 3.9.1 However, up to ten College days leave in any one school year **may** be granted at the discretion of the Headteacher in very exceptional circumstances.
- 3.9.2 Parents wishing to take their child on holiday during term time must complete a leave of absence form (available from our website) and return to College before holiday arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. 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 SAT's 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
- 3.9.3 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.

- 3.9.4 If repeated holidays are taken during term time, this will be referred to the Legal Intervention Team, and may result in legal action through the courts.
- 3.10 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. Coded 'R'
- 3.10.1 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.
- 3.11 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. Coded 'S'
- 3.12 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. Coded 'T'
- 3.13 Late Arrival: Registration begins at 8.50am, students arriving after this time will be marked as present but arriving late. 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 may result in the issue of a Penalty Notice or referral to the Legal Intervention Team
- 3.13.1 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.
- 3.13.2 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.
- 3.13.3 On-going and repeated lateness to registration or after registration has closed, is considered as unauthorised absence and will be subject to legal action. If lateness persists, parents/carers will be contacted to discuss and support offered. Any further lateness will be classed as unauthorised and a penalty notice will be 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.*

3.14 **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.

3.14.1 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
- "Couldn't get up"
- 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

#### **4. Deletions from the Register**

4.1 In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The College is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The student has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between schools
- Student withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the College and the local authority have tried to locate the student
- A medical condition prevents their attendance and return to the College before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- Twenty days continuous unauthorised absence and both the local authority and College have tried to locate the student, but have been unable to do so. In this case, the College will liaise with Hampshire's Children Missing in Education (CME) Team.
- Left the College but not known where he/she has gone after both the College and the local authority have tried to locate the student, but have been unable to do so. In this case, the College will liaise with Hampshire's Children Missing in Education (CME) Team.

- 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 procedures 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
  - Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
  - 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
- 5.2 The Leadership Team will:
- Actively promote the importance and value of good attendance to students and their parents
  - Form 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

- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- 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
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- 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, bed times, home work, 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 Head Teacher in advance of booking the holiday. Holidays in term time are unauthorised, unless exceptional circumstances, and may result in a fine or legal procedures.

## **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 re awarding House points (100%= 5; 95%=3)
- 6.3 Every term the 95% - 90% House report sent to tutors via HOH.
- 6.4 Star field analysis report, run termly for vulnerable groups.
- 6.5 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.*

- 6.6 Whole College, House, Year group, gender and the star field groups (Free School Meals (FSM), English as an Additional Language (EAL), Ethnic etc) attendance data will also be used to identify emerging patterns and trends to inform whole College strategies to improve attendance and attainment.
- 6.7 All information shared will be done so in accordance with the Data Protection Act 1998.

## **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. Strategies used will 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 set at Student Progress Review
  - Parenting attendance contracts
  - Referrals to support agencies – (Family Support Workers, Child and Adolescent Mental Health Services (CAMHS), EIS, Bereavement Counselling, Off the Record, Mental Health Support Team etc)
  - The College 'Keeping You Safe' page on ItsLearning
  - Personal, Social, Health Education (PSHE)
  - 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. Legal Sanctions**

- 8.1 **Prosecution:** Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The College will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at College and most importantly about returning children to education.
- 8.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular College attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.
- 8.1.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.
- 8.1.3 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.
- 8.2 **Parenting Contracts:** (Anti-Social Behaviour Act 2003) A Parenting 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.
- 8.2.1 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.
- 8.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.
- 8.3 **Penalty Notices:** (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:
- A student is absent from College for the purpose of a holiday in term time and the absence has not been authorised by the College
  - A student has accumulated at least ten sessions of unauthorised absence (There are two sessions recorded each day) and further unauthorised absence has occurred following written warning to improve.
  - A student has accumulated at least 10 sessions of unauthorised lateness, and further lateness has occurred following the issue of a No Further Lates letter.

- 8.3.1 A Penalty Notice fines the parent £60 for the poor attendance of their child. If the fine is not paid within 28 days, then it is increased to £120.
- 8.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- 8.3.3 Penalty Notices will be used in accordance with Hampshire County Council's Code of Conduct. The Code of Conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- 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
- Persistently late before the close of the register (coded L), but the College has met with parents and has clearly communicated that they will categorise as unauthorised, any further lateness and where the threshold of ten sessions (five days) has been met. (these do not need to be consecutive sessions)
- 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.

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance, then a single Penalty Notice is issued for either:

1. Ten sessions of unauthorised absence or lateness in any ten-week school period, or
2. One or more sessions of unauthorised absence during a public exam or formal school assessment of testing where dates are published in advance

## 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 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 be provided.
Periods 1-4 (*1-3)	Class registers are taken by class teachers – for internal monitoring
1.25-1.30pm (*1.00-1.05pm)	All students must register with their period 5 (*4) class teacher to be legally registered for the pm session.
1.30pm (*1.05pm)	Legal register shuts. Any student who has not registered during that period is now marked absent.
Lesson 6 (*Lesson 5)	Class registers are taken by class teachers – for internal monitoring

## And so in summary.....

### There are 2 types of registration:

**Legal Registration** 8.50-9.20 and 1.25-1.30pm (\*1.00-1.05pm)

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.

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

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

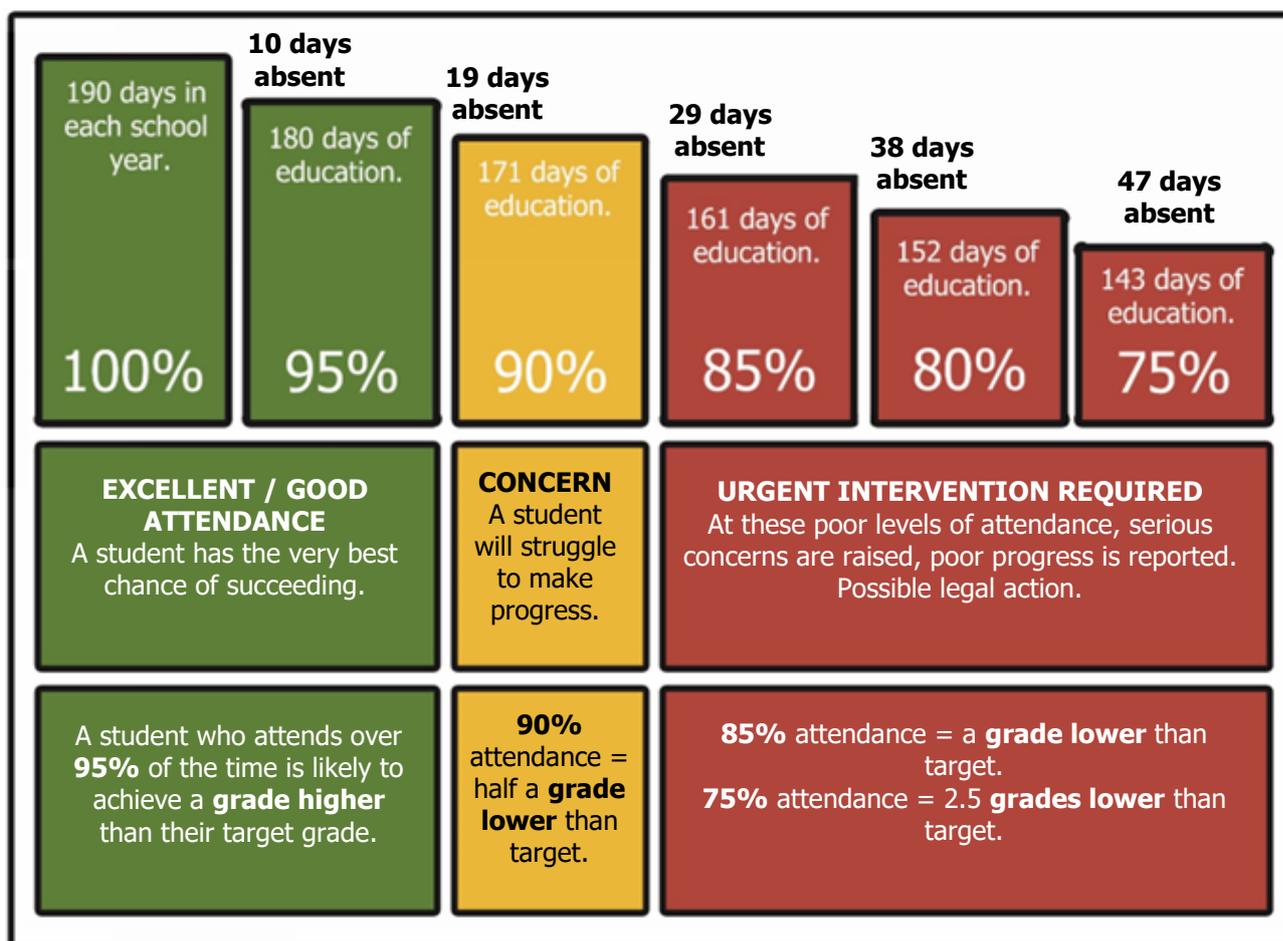
8.50am-9.20am	Late because: waited for friends, bus late; walked too slowly etc.
9.20am onwards	Student believes that once signed in- they are now registered.
Lesson 1-4 (*1-3)	Student believes that class register counts as the main legal register.
1.25-1.30pm (*1.00-1.05pm)	Late to pm registration because: 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?

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 – check the NHS ‘Is my child too ill for school’ guidance. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- 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 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.

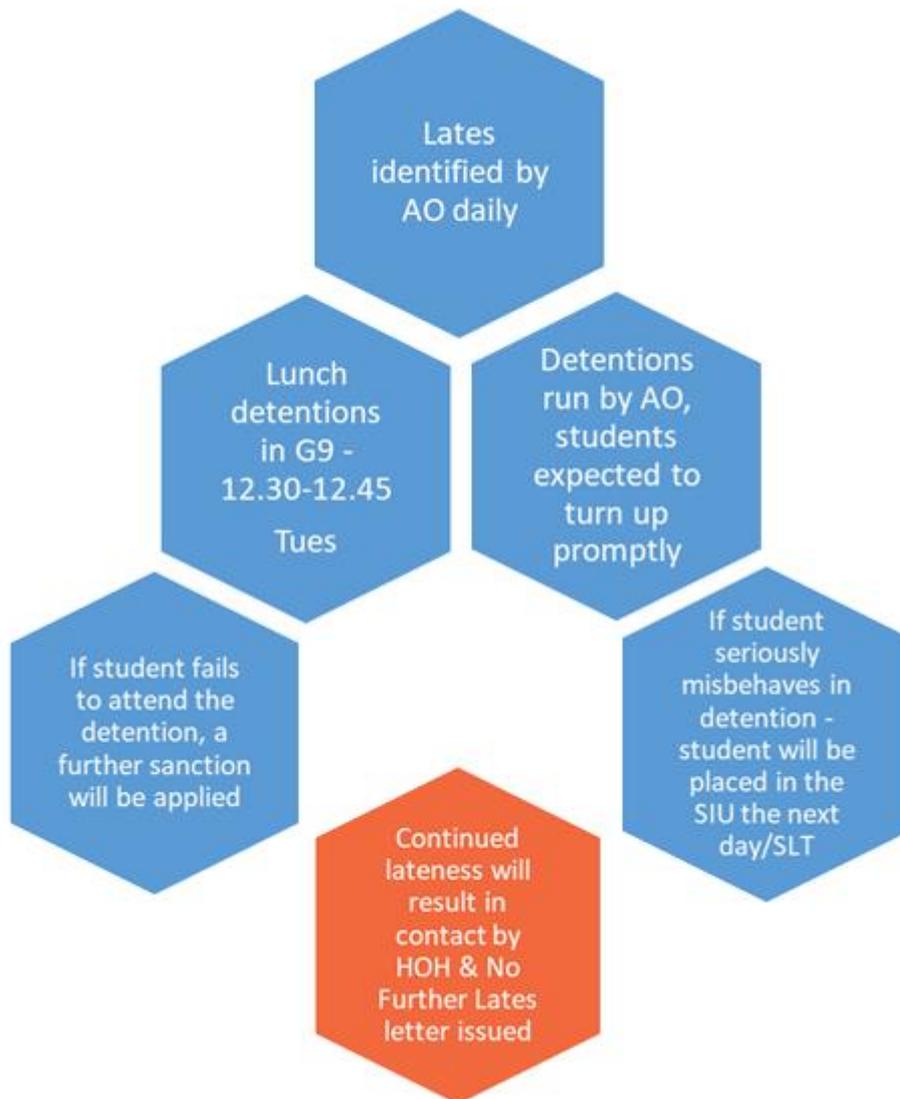
### Pupils with Medical Conditions

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.

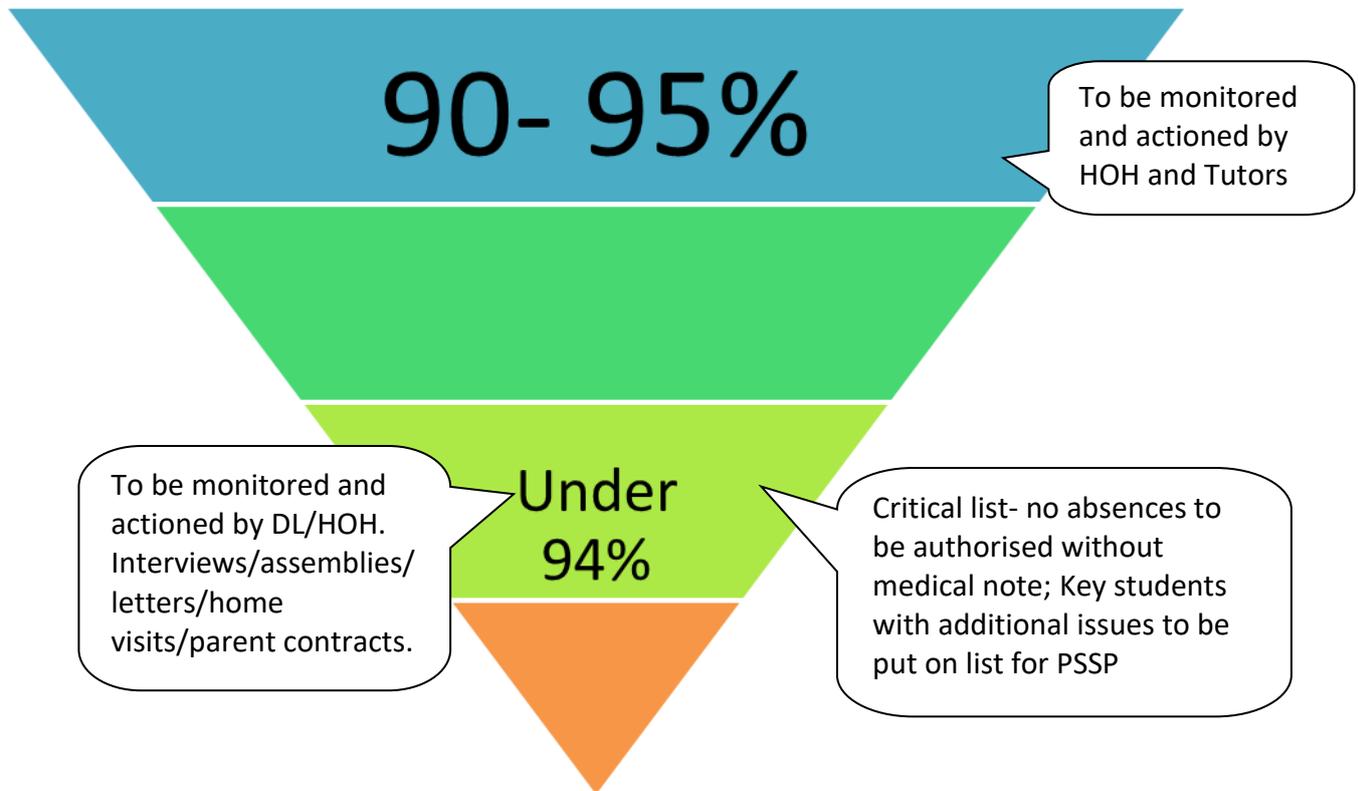
### **Medical Appointments**

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.

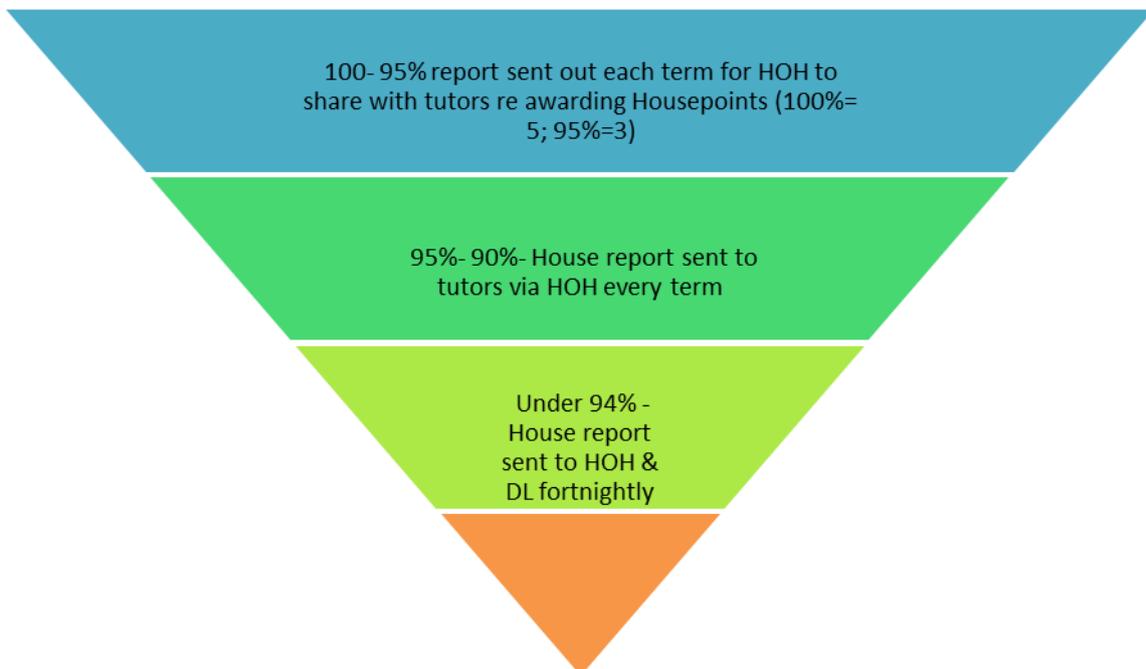
## LATE PROGRAMME



**MANAGING ATTENDANCE**



The above inverted triangle indicates the role of the pastoral 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 House Points

95%+ attenders = 3 House 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 time. 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% letters sent warning parents that attendance is not satisfactory and inviting them to be in contact with the College. The letter also warns about potential prosecution/penalty fine unless

attendance improves. The Understanding Registration and Absence system in the College document is sent with letters is on the website.

Reasons for absence to be identified.

A meeting with parents or home visit is to be arranged. Letter sent or HOH to discuss with parents the fact that further absence will not be authorised unless supported by medical evidence. HOH to introduce Consent to Share/ Medical Consent Form at this time, and can ask to see sight of prescribed medication or appointment cards (*Meeting to be minuted*).

An attendance log is to be initiated by the Student Support Officer at request of HOH or DL or MDB or VLG. All events and contracts relating to student to now be recorded on log.

Any continued lateness to registration to be sanctioned by a lunch time detention, in line with the Punctuality Programme. Continued lateness, may result in unauthorised absence. Letter sent to confirm if further lates will be unauthorised.

Where there is no improvement- student and parent to be visited at home by MDB/DL/AO/HOH/VLG/PT.

Once contact has been made with the parent, the team is to consider whether EHH or Multi Agency Safeguarding Hub Referral is appropriate, depending on reason for on-going unauthorised absence. Minutes must be taken – actions from minutes to be carried out.

If appropriate at this stage a Parent Contract can be put in place (particularly if the parent/carer has intimated that they do not wish to have support from external agencies). The Parent Contract is reviewed after 3 weeks.

If no improvement in attendance, and parent remains uncooperative, uncommunicative or ineffective then the College will consider whether to refer the case to the Legal Intervention Team for an Education Planning Meeting (EPM) in accordance with the Hampshire County Council's Code of Conduct.

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

Students in this category will either have a PSSP or will be pending a PSSP.

Dave Lemon (DL) – Assistant Headteacher - Behaviour and Attendance  
[Dave.Lemon@Crookhorn.hants.sch.uk](mailto:Dave.Lemon@Crookhorn.hants.sch.uk)

Michaela Bishop (MDB) – Assistant Headteacher – Mental Health Lead  
[Michaela.Bishop@Crookhorn.hants.sch.uk](mailto:Michaela.Bishop@Crookhorn.hants.sch.uk)

Helen Wishart – Attendance Officer (AO)  
[Helen.Wishart@Crookhorn.hants.sch.uk](mailto:Helen.Wishart@Crookhorn.hants.sch.uk)

Vicci Geddes (VLG) Assistant Headteacher – SENCO  
[Vicci.Geddes@Crookhorn.hants.sch.uk](mailto:Vicci.Geddes@Crookhorn.hants.sch.uk)

HOH = Head of House  
PT = Pastoral team