

## 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:

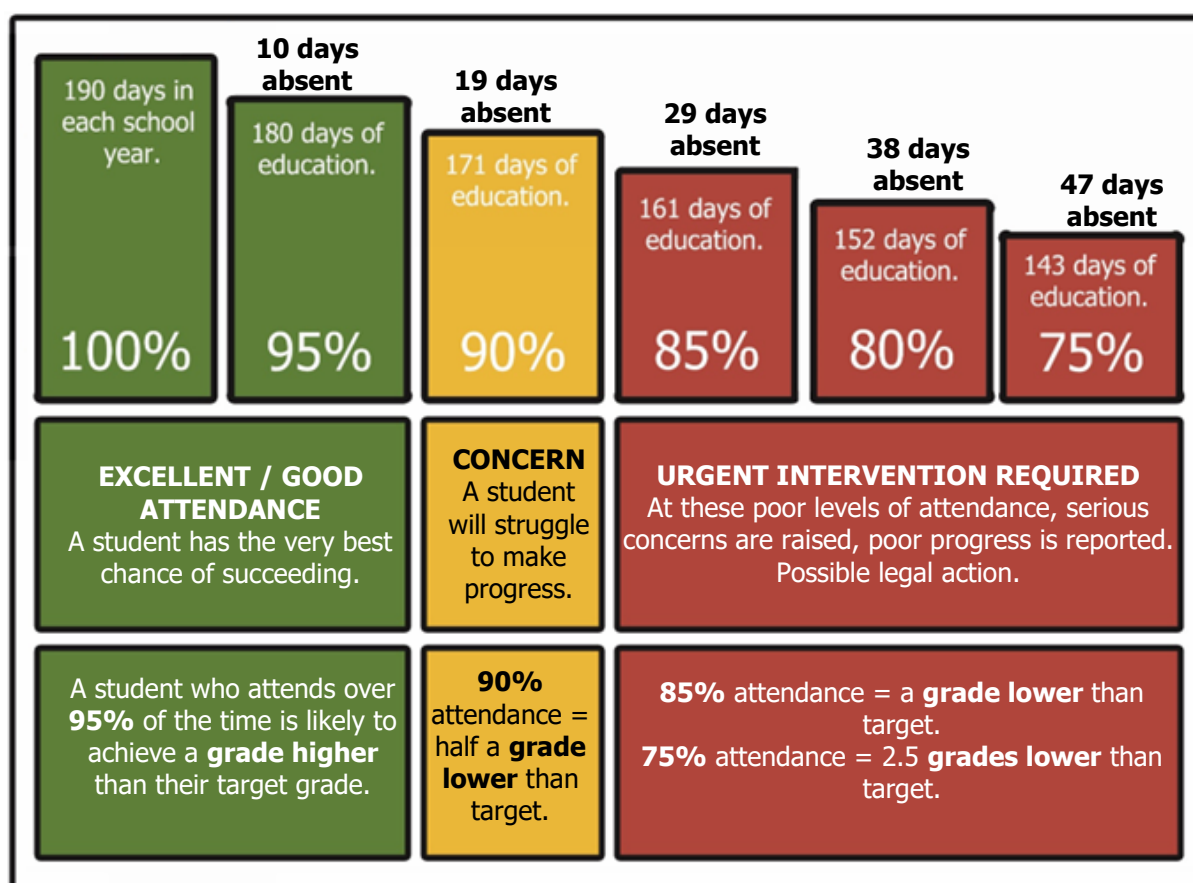
8.50am-9.20am	Late because: waited for friends, bus late; walked too slowly etc.
9.20am onwards	Student believes that once signed in- they are now registered.
Lesson 1-4 (*1-3)	Student believes that class register counts as the main legal register.
1.25-1.30pm (*1.00-1.05pm)	Late to pm registration because: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