

Exmouth Community College



ATTENDANCE POLICY (Students)

Policy Details	Date
Policy Written	David Turner
Policy ratified by	Curriculum Committee
Policy agreed governors	04.12.18
Review Cycle	Annually
Policy Review date	Spring 1 2019

The staff of Exmouth Community College is committed, in partnership with the parents, students and governors, to building a College which promotes excellence for all within the context of a caring and supportive environment.

The College staff, firmly believes regular attendance is essential. To this end we will do all we can to encourage parents / carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

This policy should be read in conjunction with the contracts and protocols regarding Post-16 attendance and the administration of the Bursary Award.

Objectives

- To ensure that every student, regardless of gender, race, religion and level of ability should have access to an appropriate curriculum and the full range of educational opportunities provided by the College.
- To provide a wide range of learning experiences to help prepare students for their future roles both as individuals and equal members of a multi-cultural society.
- To recognise and make special provisions for both gifted students, those experiencing learning difficulties, and for students who have special educational needs.
- To provide a pastoral system, that views each student as an individual and equal member of the College community, under the care and guidance of a responsible adult within the College.
- To continually monitor and improve the quality of our teaching and learning.
- To ensure that our College is safe, friendly and courteous
- To consciously strive to help students develop:
 - a) A sense of positive self-esteem
 - b) A respect for the opinions and needs of others
 - c) A sense of responsibility, both for themselves, others and their environment.
- To prepare students for the opportunities, responsibilities and experiences of adult life; for their entry to the world of work and for their role as citizens within a worldwide community.

We promote excellent attendance:

- To ensure that no student is deprived of the opportunity to receive an education that meets their needs and personal development through their own non-attendance or that of other students.
- To help parents and students alike to understand their responsibilities in ensuring full attendance at school, as required by law.
- To provide the appropriate rewards and support for students and / or parents in helping them to meet their attendance, obligations and responsibilities.
- To involve and work in conjunction with external agencies, as necessary, in order to secure full attendance.
- To encourage students to attend school regularly in order to learn, to socialise with other students and adults and to prepare themselves fully to take their place in society as well-rounded and responsible citizens, with the skills, knowledge and understanding necessary to contribute to the life and culture of the community.

Expectations

We expect the following from all our **students**:

- That they attend school regularly
- That they are punctual and are appropriately prepared for the school day
- That they inform their Tutor or any other member of staff, of any problem or reason that may prevent them from attending school.

We expect the following from **parent / carers**:

- That they ensure their child attends school and values their own learning and the learning of others.
- That they contact the school before 9.00am whenever their child is unable to attend.
- That the College is notified of the reasons for absence – in writing in the Homework diary and via text or phone call.
- That they ensure that their child arrives at school well prepared for the College day with the correct equipment and homework completed.
- That they will contact the appropriate member of staff to discuss in confidence any problem that may prevent their child from attending the College.
- Ensure that if their child is in employment (*age 13 and above*), a work permit is completed and submitted; (*the College reserves the right to withdraw any work permit should a student not be fulfilling their academic potential or is not attending College on a regularly basis*).

*It is parent's legal responsibility **to ensure** their Child's regular and punctual attendance at College.*

Parents and students can expect the following from **the College**:

- Efficient and accurate recording of attendance information
- Contact from the College when a child fails to attend and no good reason is given on the first day of absence.
- Immediate and confidential action on a problem, which prevents a child from attending school.
- Praise and acknowledgement for excellent attendance.
- A high quality of education.

The Principal will oversee the whole policy

- He is responsible for reporting on attendance issues to the Governing Board.
- Have oversight of absence requests for exceptional circumstances.

The Deputy Principal (Pastoral) is responsible for the operation of the attendance system / the collation of attendance data and

- Provide the strategic direction for improving attendance levels across the College.
- Will liaise with the Assistant Principals of each Key Stage and Heads of Year on a regular basis.
- Will liaise with the administrators responsible for attendance and the EWO.
- Set College and internal targets for attendance in conjunction with the EWO.
- Provide a Weekly College Attendance Report which is sent to staff.
- Have oversight of absence requests for exceptional circumstances.
- Provide regular reports on attendance to the Governing Board.

Assistant Principals for the Key Stages:

- Will meet with EWO to discuss action to be taken for students with high persistent absence in each year group.
- Ensure the College escalation process is being consistently followed (see appendix 1).
- Monitor the work of Heads of Year on attendance issues.
- Promote the importance of regular attendance.
- Organise Attendance Panel meetings with EWO for parents of students with high absence.
- Track year group attendance using SIMs attendance data.
- Monitor the administration of attendance records including the registration process at the key stage offices.

Heads of Year

- Monitor the registration process of tutors in conjunction with the attendance administrator.
- Reinforce good practice at tutor meetings.
- Liaise with their assistants on a weekly basis to discuss specific students.
- Attend meetings with EWOs as necessary.
- Heads of Year will oversee and should be fully aware of all matters concerning attendance and ensure the escalation process is being consistently applied (see appendix 1).
- Ensure the Attendance Intervention Tracker is completed for individual students.
- Refer students to the EWO as necessary.
- Organise the phased reintegration of long term absentees.
- Produce data for tutors.
- Organise action plans for students whose attendance is beginning to cause concern.

Pastoral assistants to HoYs

- First day phoning for students who have not arrived at College.
- Oversee reintegration of long term absentees
- Organise late detentions
- Ensure the Attendance Intervention Tracker is completed for individual students.
- Keep staff registers up to date with letters sent to persistent absence students in accordance with the attendance escalation process (see appendix 1).

The Tutor should:

- Complete registers accurately
- Promote the importance of full attendance
- Consistently apply the Attendance Escalation Process (see appendix 1).
- In conjunction with the HoYs impose appropriate sanctions on students arriving late to registrations without good reason.
- Class teachers should arrange catch up time for lates to Period 5.

Teaching staff should:

- Complete all registers promptly at the start of each lesson on SIMS and ensure class registers are accurate, raising any attendance concerns with the Key Stage and Year offices.
- Actively promote good attendance and ensure students are supported in catching up on work should they have been absent for authorised reasons.

The Governors

- Governor(s) may be given a specific role/ interest in monitoring attendance and / or policies,
- Governors may have a role to play through representation on College attendance panels and at parent's evenings etc.
- Request regular attendance progress reports for Governors' Meetings.

Requests of absence for exceptional circumstances

Legislation, from September 2013, strengthens the rules on students' leave of absence and promoting good attendance:

- The school holiday dates are published a year in advance. Parents / carers must book their family holidays during the school holidays.
- It is illegal for the Principal to grant any leave of absence during term time unless in exceptional circumstances. For more information, see the DfE website.
- If an exceptional circumstance occurs during term time, an Absence Request Form (S2) must be completed. This can be obtained from the Key Stage office.
- The Principal, Deputy Principal and Assistant Principal will decide whether or not to authorise the absences. The Principal, Deputy Principal and Assistant Principal, on behalf of the Governors, can grant leave, at their discretion; however no parents / carers can demand leave.
- A record of requests for absence and outcomes will be recorded on the central document kept by the Key Stage offices and parents/carers will be informed of outcomes.
- The Principal in some circumstances may consult with Primary Headteachers where siblings attend both Primary and Secondary school, however the final decision of whether an exceptional circumstance is authorised or not remains with the Principal.

The Principal, Deputy Principal and Assistant Principal will decide whether or not to authorise the absence having considered:

- 1) the child's record of attendance;
- 2) that the leave is for an exceptional circumstance
- 3) the dates for the leave of absence, ensuring that it would not prevent the child from missing any important examination / assessments.

The Education Welfare Service will liaise with the Deputy Principal, Assistant Principals and Heads of Year as appropriate – and on a regular basis and;

- Accept referrals that meet current EWS criteria and initiate contact with parents and undertake assessments and home visits.
- Supply feedback to the College and advise on appropriate action.
- Undertake work with children and / or parents and / or teaching / pastoral staff.
- Provide strategic / policy advice and support in relation to matters of attendance and other legal matters relating to children.
- Attend attendance panel meetings.
- Undertake legal action.

The Administration Staff will monitor the completion of all registers and refer incomplete registers to the appropriate Key Stage Assistant Principals.

- Ensure that all staff have a copy of the absence codes for use in the registers.

- Maintain all records of attendance as required by law and for the DFE as required.
- Provide specific attendance data, as and when required.
- Keep staff registers up to date with letters sent to persistent absence students in accordance with the attendance escalation process.

Other Agencies

In addition to The Education Welfare Service, the following agencies may be asked to work with the school to overcome attendance problems:

- Education Behaviour and Support Services
- Educational Psychologist
- SEND Services
- Social Services or Early Help
- Careers and Guidance Service (Careers South West)
- Youth Service
- School Nurse (Medical Services)
- Counselling Services
- Police Community Support Officer
- Action for young carers
- Transport Service Group
- Youth Offending Services

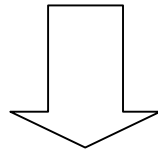
This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

This policy is also compliant with General Data Protection Regulation.

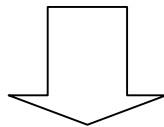
Appendix 1:

Process for escalation of non attendance – Exmouth Community College

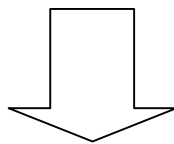
12 sessions missed



Letter 1 is sent – warning letter from the Year Office and action plan put in place

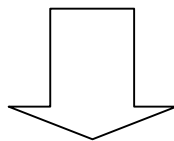


20 sessions missed



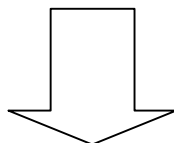
Letter 2 – Medical letter – no further authorisation of absences unless medical evidence

Year Office makes contact with parent/carer to discuss concerns and action plan



EWO will send a standard letter following the issue of Letter 2 if there are unauthorised absences

30 sessions missed or (**5** days or **10** sessions of unauthorised absences)



Go straight to this point if no reasons at all have been given for any absences after 10 sessions

Fast Track legal meeting is held by EWO and College

or

Fixed Penalty Notice

**THIS PROCESS SHOULD BE USED IN CONJUNCTION WITH THE ATTENDANCE
INTERVENTION TRACKER AND EVIDENCE LOG**