

Exmouth Community College



ATTENDANCE POLICY (Students)

Policy Details	Date
Policy Written	David Turner
Policy ratified by	Curriculum Committee
Policy agreed governors	12.02.19 (FGB)
Review Cycle	Annually
Policy Review date	Spring 1 2020

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. The Policy also has been written and should be read in conjunction with the DFE School attendance '*Guidance for maintained schools, academies, independent schools and local authorities*' (September 2018).

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 College, 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 College 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 College regularly.
- That they are punctual and are appropriately prepared for the College day (*registration will close each day at 8:45am*).
- That they inform their Tutor or any other member of staff, of any problem or reason that may prevent them from attending College.
- *Strive for an attendance level of at least 95% or over during an academic year.*

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

- That they ensure their child attends College and values their own learning and the learning of others.
- That they contact the College 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 College 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 College.
- 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 (*all students should strive for an attendance level of at least 95% or over during an academic year*).
- 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 should:

- 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 should:

- 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 should:

- 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 all registers promptly on SIMS and ensure all registers are accurate, raising any attendance concerns swiftly with the Key Stage and Year offices if appropriate and necessary.
- 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 should:

- 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 College holiday dates are published a year in advance. Parents / carers must book their family holidays during the College 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 College 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

Policy for Post 16 students

1. Good attendance plays a crucial part in student success and this combined with good performance will ensure that students can be entered for their examinations.
2. We expect a **minimum attendance of 95%** in each subject. It is vital that students, parents and staff work together to achieve at least this minimum target.
3. We encourage students to take responsibility for attendance to prepare them effectively for work and higher education progression routes.

Objectives:

1. To encourage full attendance and punctuality.
2. To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence.
3. To acknowledge and reward a successful record of post-16 attendance.
4. To ensure an approach consistent with the rest of the College.

Procedures:

1. Students are required to attend one to ones as required by their tutor, timetabled lessons, and Lesson 42 or Post 16 Assembly. Attendance and punctuality concerns will be recorded on the College system and may be used in all references.
2. Students will be registered in every timetabled lesson.
3. Post 16 students must telephone the College 01395 255660 by **10am** on the morning of an unavoidable absence to inform staff, and the reason for absence will be recorded in the registers. A member of staff will contact parents where a student's reason for absence is not acceptable or where we believe that the reason given is not accurate.
4. Students should inform the Head of Post 16, all their teachers and their Personal Tutor in advance of any planned absence and complete a Holiday Form. We are only able to authorise term time holiday for post 16 students in exceptional circumstances (e.g. attendance at a specialist education event, foreign travel with educational value, university open days etc.). Holidays will not be authorised during mocks or examination periods or during teaching time after internal Year 12 examinations. Students must ensure that they complete all missed work.
5. Unsatisfactory attendance at lessons may result in students not being entered for their examinations and/or being required to leave the Post 16. (see attached protocol).
6. Student attendance data will be monitored throughout the year. Appropriate action that may include letters home or a meeting with the Head of Post 16 will be taken in all instances where a student's attendance drops to less than 95%.
7. If a student has not applied in advance (usually at least 3 working days notice) for an absence that is likely to be authorised (eg University Open Day, hospital or dental appointment that is not an emergency) then the absence will not be authorised.

Acceptable and unacceptable reasons for absence at Post 16.

Examples include (this list is not exhaustive and the College reserves the right to assess every application for authorised leave on its merits):

Acceptable	Unacceptable
Emergency Medical/Dental appointment	Shopping
Courses and College Trips	Looking after siblings or sick relatives (unless student is a carer)
College approved work experience	Part-time work
University visits Study Leave	Birthdays
Driving test	Driving lessons

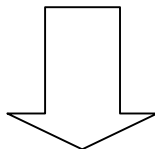
This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

This policy is also compliant with General Data Protection Regulation.

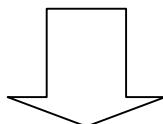
Appendix 1: **Process for escalation of non attendance**

(Key Stage 3 and 4)

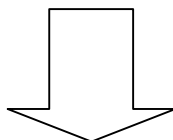
12 sessions missed



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

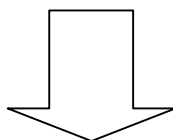


20 sessions missed



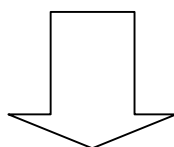
Letter 2 – Medical letter – no further authorisation of absences unless medical evidence

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

Appendix 2:

Process for escalation of non attendance – Exmouth Community College

(Post 16)

Problem	Make a plan...	Notes	Review
Attendance under 90%?	Talk with your tutor and record on your IEP	90% may sound high, but you're missing over a week's lessons every term	
Attendance under 75%?	Meet with Head of Post 16 or Head of Year Letters sent home	At this point your grades will be suffering: that will impact on your ability to get what you may want later in life-whatever you think now.	
Attendance 65% or less	<ul style="list-style-type: none">You, carers and Head of Post 16 or Head of Year need to agree a plan of action if you want to stay.We may ask you to leave the course.	<ul style="list-style-type: none">You need a strict timetable to catch up work.You are expected to leave any employment at this point. All effort needs to be on college. You will be expected to sign in and work in the study centre for all of your free periods.Seek impartial advice from Careers South West	