

# AUTHORISED & UNAUTHORISED ABSENCES

## Authorised Absences

Absence for the following reasons are authorised but patterns of absence will be monitored and investigated if necessary. More detailed absence information is available from our **Attendance Policy** on the college website.

- Illness
- External Examinations
- Most Medical Appointment
- University Visits
- Funerals
- Study Leave

## S2 FORM

The law states that the Head Teacher can authorise absence in exceptional circumstances, and that this must be sought in advance of the proposed absence using the S2 form. This can be found on the attendance page of our website – [www.exmouthcollege.devon.sch.uk/parents-and-students/parent/-/carer-quick-guide/attendance-and-holidays](http://www.exmouthcollege.devon.sch.uk/parents-and-students/parent/-/carer-quick-guide/attendance-and-holidays)

It is recommended all applications for exceptional absence be submitted **at least three weeks** in advance, and handed directly to the Attendance Office so it can be processed by the Attendance Team. Email requests for absence without an S2 form will not be processed unless the S2 form has been completed either as a hard copy or electronic copy and submitted. Send all electronic copies of the S2 form via email to either [KS3attendance@exmouthcollege.devon.sch.uk](mailto:KS3attendance@exmouthcollege.devon.sch.uk) or [KS4attendance@exmouthcollege.devon.sch.uk](mailto:KS4attendance@exmouthcollege.devon.sch.uk) depending on which Key Stage your child is in.

We will discuss applications with our primary school colleagues if a request involves siblings from both primary and secondary settings.

## Unauthorised Absences

More detailed information on absences is available from the Attendance Policy on our college website: [www.exmouthcollege.devon.sch.uk/parents-and-students/parent/-/carer-quick-guide/attendance-and-holidays](http://www.exmouthcollege.devon.sch.uk/parents-and-students/parent/-/carer-quick-guide/attendance-and-holidays)  
Examples of unauthorised absence are shown below:

- Looking after younger children/sick relatives
- Birthdays (student/relative)
- Resting after a late night
- Any absence school not informed about and not approved
- Attending concerts/events
- Relatives visiting/visiting relatives
- Holiday during term time
- Truancy

## Holidays in Term Time

School holidays are published well in advance and parents/carers are expected to plan and take family holidays at this time so as not to disrupt their children's education. In exceptional circumstances, the Head Teacher has the discretion to authorise leave in term time but parents/carers should be aware this is not a legal entitlement.

With only 190 statutory school days in the year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays, etc. A fixed penalty notice will be served if an unauthorised absence request is 5 days or more.

**Missing one week of school for a family holiday taken in term time will mean that your child has missed 25 hours of learning that they may never be taught again, and could be asked questions on in future exams.**

The Educational (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on the 1<sup>st</sup> September 2013, states the Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances.

At Exmouth Community College, we take attendance very seriously and are committed to attempting to engage every student with the college environment and education. We consider ourselves a very supportive college and will try and make considerations for students who need extra support. We are, however, bound by law to ensure that each student attends college.

## Who to contact if I need help with my child's attendance?

If you have any concerns about your child and their attendance, please contact your child's tutor in the first instance. You can also contact your child's year office for further assistance. Contacts can be found on our website for key members of staff <https://www.exmouthcollege.devon.sch.uk/contact-us>  
The College Attendance Officer, Mrs Parker can also be contacted at the College.  
Email - [admin@exmouthcollege.devon.sch.uk](mailto:admin@exmouthcollege.devon.sch.uk) or call 01395 264 761 and ask for Mrs Parker.



Exmouth  
Community  
College  
Academy Trust

# Moments Matter Attendance Counts



ATTEND MORE IN 2024

# INFORMATION & ADVICE ON ATTENDANCE

This leaflet provides information and advice on attendance. Our full attendance policy can be found on our website at [www.exmouthcollege.devon.sch.uk/parents-and-students/parent/-/carer-quick-guide/attendance-and-holidays](http://www.exmouthcollege.devon.sch.uk/parents-and-students/parent/-/carer-quick-guide/attendance-and-holidays)

## Why Attendance Matters

Regular attendance to college helps students to make good progress and enjoy their learning. Students who regularly miss school reduce their lifetime earning potential, as they achieve worse exam results when compared to their peers.

We take a whole college approach to ensuring excellent attendance. It is the joint responsibility of parent/carers, students and staff to achieve this aim. Being at college is a very important part of any young person's life and development. It enables them to establish friendships and to gain important qualifications, which aid the development of a wide range of skills, which will prepare them for adult life. College, students and parents/carers have signed the Triangle of Partnership to ensure our students make this a success.

As parents/ carers, it is your responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

The college is required by law to record and publish rates of absence to include unauthorised absence. It is therefore imperative that unexplained absences are fully investigated.

## What constitutes Good Attendance?

Stage		Expectations and actions taken by the College
1	+95%	Good attendance will be rewarded at the College
2	90% to 95%	Tutor communication with parents/carers to offer support <b>12 sessions missed or 6 days absence from College – Letter 1</b> (warning that any further absences will not be automatically authorised) <b>20 sessions missed or 10 days absence from College – Letter 2</b> (no further absences will be automatically authorised unless proof is)
3	>90%	Attendance Officer, Pastoral Team and Education Welfare Officer involvement. A meeting will be organised by the College with parents/carers and an attendance action plan drawn up.
4	No improvement after intervention	<b>EDUCATION WELFARE INTERVENTION</b>

## Post 16 Attendance

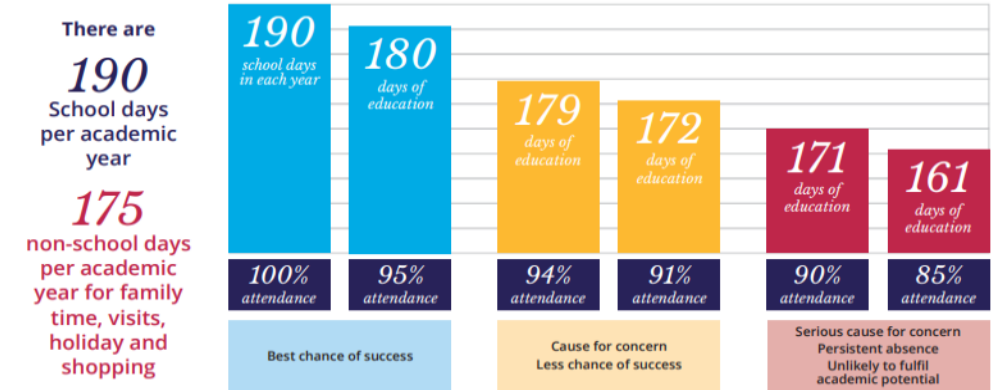
Post 16 students are role models for the rest of the college. Therefore, they are expected to play a full and integral part in college life, including following the same rules of punctuality as the rest of the college. Post 16 attendance is monitored weekly with students falling below 90% attendance expected to attend a meeting with the Post 16 team or tutor. If there are any concerns regarding attendance at Post 16, please email [ks5attendance@exmouthcollege.devon.sch.uk](mailto:ks5attendance@exmouthcollege.devon.sch.uk).

Post 16 students are expected to sign in and out when on site and wear their college ID lanyards at all times.

# PERSISTENT ABSENCE/SUSPICIOUS ABSENCE

If attendance is persistent or suspicious, contact will be made with parents/carers outlining the importance of good attendance and offering support.

Good Attendance means being in school at least **95%** of the time (between 180 & 190 days)



- 8.20** A warning bell sounds – students to have reached Lesson 1.
- 8.25** Second bell sounds – Lesson 1 starts  
Students arriving on or after 8:25am will be given a late card at the gate and 'Late to school' Class Charts negative awarded. Students are then to go directly to Lesson 1.
- 8.45** Close of registration and therefore students will be marked code U in the register – unauthorised late. Any student arriving after 8.45 must sign in at the main receptions.
- 15.00** College ends at 15:00. If leaving the college before the end of the day, students must sign out at either the Gipsy Lane or Green Close reception.
- Illness** In the event of illness in college, no student is permitted to sign out without first seeking permission from First Aid in the first instance or the Achievement Hubs. Any student signing out must be accompanied by their parent/carer or a named responsible adult, indicated on the college records.

**Arriving 5 minutes late every day adds up to 3 school days each year.**

## Your Role as a Parent/Carer

You play a vitally important role in ensuring the good attendance of your child. All parents/carers want the best for their children and a good education helps to ensure that children have the best start in life. School equips them for success, both academically and socially so that they can achieve their full potential in their exams and learn how to make, manage and sustain relationships. If you are unsure if your child is too ill to go to school, you can access information here [www.nhs.uk/live-well/is-my-child-too-ill-for-school/](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)

## How to report an absence.

Absence needs to be reported to college via parental email by 8.20am. Absence needs to be reported daily for safeguarding. [Ks3attendance@exmouthcollege.devon.sch.uk](mailto:Ks3attendance@exmouthcollege.devon.sch.uk)  
[Ks4attendance@exmouthcollege.devon.sch.uk](mailto:Ks4attendance@exmouthcollege.devon.sch.uk) or [Ks5attendance@exmouthcollege.devon.sch.uk](mailto:Ks5attendance@exmouthcollege.devon.sch.uk)

It's a parent/carer you have a legal responsibility to ensure that your child attends college regularly and punctually.