



# Kingsthorpe College

a designated Sports College



## STUDENT ATTENDANCE POLICY

Date of Adoption: 15<sup>th</sup> September 2008

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File Name: Student Attendance Policy

Policy number: 1 : 3

## Attendance Policy

### Principles

Promoting excellent attendance is the responsibility of the whole college community. All students should be at college, on time, every day the college is open, unless the reason for the absence is unavoidable, in order to maximise learning potential. The college strives to provide an interesting and welcoming learning environment.

Any problems that arise with attendance are best resolved between the college, the parents and the student. However, permitting absence from college without a good reason is an offence by the parent and could lead to a referral to the Educational Welfare Office and legal action.

The attendance and behaviour policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. We have a duty in law to refer any unauthorised absence of 10 days where the college has been unable to make contact with the parent/child or there are general concerns about the absence to the Education Welfare Service. After 15 days the student will be referred as a missing child. If the child is in care or there are child protection concerns we will refer after 3 days. Where there is a social worker involved we will let the social worker know on the first day.

The college is required to take an attendance register at the beginning of the morning and afternoon sessions each day to show whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory college age is absent, every half-day absence from college has to be classified by the college, as either AUTHORISED or UNAUTHORISED. Only college can authorise the absence, not parents. This is why information about the cause of each absence is always required by telephone to account for each day of absence and confirmed in writing on the student's return. The college will use Lesson Monitor to electronically monitor attendance in lessons.

*Authorised absences* are mornings or afternoons away from college for a good reason such as an illness or other unavoidable cause.

- It is not appropriate for the college to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical treatment. Dental, and optical appointments should be made outside college time.
- The college makes the final decision on whether or not an absence is authorised.

*Unauthorised absences* are those which the college does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off college unnecessarily
- truancy before or during the college day
- absences which have never been properly explained
- children who arrive at college too late to get a mark
- leave of absence for holidays

Parents whose children are experiencing difficulties should contact the college at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the college or the parent may refer the child to the Education Welfare Officer. He/she will try to resolve the situation through support but if other ways of trying to improve the child's attendance have failed, these Officers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the college and will give impartial advice. Their telephone number is available from the college office or by contacting the Local Authority.

### **Procedures**

The college applies the following procedures in deciding how to deal with individual absences:

#### *Absence:*

- If a student is absent, it is the responsibility of the parent to contact the college on the first day of absence and to give an indication of how long the absence is likely to be. The college absence line is available on (01604) 716106.
- Further days of absence must be reported as they occur.
- Where attendance for a student falls below the minimum target level of 94%, a letter will be sent home.
- On return to college, the parent must provide a letter to confirm the reason for and the duration of the absence.
- Registers close to late arrivals at 9.30, from which point the student is absent.
- After the registers have been read, Truancy Call will contact all homes where the student has not arrived at college and there has been no notification from home.
- Students whose attendance is below 80% will be regarded as persistent absentees and will be referred to EWS.
- It is essential that parents provide up to date contact details and phone numbers.

#### *Lateness:*

- Lateness is a form of absence
- Students who are late to college must have a valid reason such as a supporting medical appointment form or equivalent.
- Students who are late with no valid reason will sign in and a consequence will be put in their planners for lesson 1. Tutors will punish students with consequences and refer concerns to the house teams.
- Persistent lateness leads to lunchtime detentions with either tutors, House teams or in BASE.
- Students with poor attendance and punctuality will be put on a pastoral report which must be signed and stamped in addition to their planners.

#### *Break times and lunch times:*

Students are expected to remain on the college site throughout the scheduled day. However, some parents may wish to provide a lunch at home for their children. In this

case an application must be made to the college explaining this and a pass will be issued. It is therefore assumed that students with a pass will leave the site between 12.30 and 12.40 and will return from their lunch at home between 1pm and 1.10pm but no later. The college expects that students with lunch passes are supervised by their parents or carers during the lunch period.

#### *Family Holidays:*

- Family holidays are not authorised during term time apart from in the most exceptional circumstances.
- Requests for leave of absence will be referred to the college leadership team and a meeting in college will be arranged.
- The student will be required to do college work and catch up with missed work on return to college.

#### *Administration:*

8.40	Students arrive at tutor bases.
8.45 – 8.50	Registration with Tutors. The tutor must be at the tutor base for a prompt start.
8.50 – 10.00	Registers read for absences, Absence line searched and recorded, Lates added by Pastoral teams
10.00	Absence list created and passed to Pastoral team
10.00 – 11.40	First day response calls made (identify high alert students and target other students through rolling programme)
13.10	Students arrive at tutor bases.
13.15 – 13.20	Registration with Tutors. Tutees, the register and the tutor should be at the tutor base for a prompt start.

NB Tuesday afternoon tutorial period runs from 1.15 to 1.45pm  
Students on alternative programmes will be registered at the agreed time.

#### *Lunch passes:*

Students who wish to leave the premises in order to have lunch at home may do so if their parents/carers have written an application with passport sized photograph at the start of the school year. It is assumed that the students will leave the site at the start of lunch and return between 1pm and 1.10pm in order to be on time for afternoon registration. Students who abuse this by causing trouble, smoking at the top of the drive or returning late from their lunch at home will lose their lunch pass.

#### *Planners:*

- Tutors will check and sign planners on a regular basis as evidence of attendance as well as behaviour
- Parents will check and sign planners each week
- Teachers will stamp or put in a level as appropriate for each lesson
- Students will ensure that their planners are well maintained and that they have stamps for all lessons.

#### *College action*

- The house teams will monitor students whose absence and lateness cause concern
- The house teams will track and analyse attendance and identify patterns of absence
- Reports, detentions and correspondence with home will arise from poor attendance and punctuality.

- Where there is cause for concern about child protection a referral may be made to Social Services and EWS.
- The college liaises regularly and frequently with the Educational Welfare Officer regarding individual students and causes for concern

#### *EWS and LA involvement*

- Referrals will be made to the Educational Welfare Officer after school action and in the event of continued poor attendance and punctuality.
- Parental contracts will be issued as appropriate and in accordance with the LEA's procedures.
- When an individual pupil's attendance level falls below 80% in any term without good reason, a referral to the EWS will be made by the college. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

#### **Summary**

The college has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend and are on time. College staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

All students should strive for 100% attendance but the minimum target figure for the college is currently 94%.

For further information, please refer to:

- College web site
- Behaviour policy
- Attendance leaflet for parents
- Anti-bullying policy
- DCSF web site