

ATTENDANCE & PUNCTUALITY POLICY

2021



PENDING
RATIFICATION
BY THE FGB



**SHOOTERS HILL
SIXTH FORM COLLEGE**

Inspiring Young People

Approved by: [Name] Date: [Date]

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1. Aims

We are committed to meeting our obligations with regards to college attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole college on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the college
- Monitoring college-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students

3.3 The attendance officer

The college attendance officer:

- Monitors attendance data across the college and at an individual student level
- Reports concerns about attendance to the Principal
- Arranges calls and meetings with parents to discuss attendance issues
- Take calls from parents and students about absence and record it on the college system

3.4 Teachers and Pastoral Welfare Tutors

Teachers and Pastoral Welfare Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to college's management information system (MIS).

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of each lesson.

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Students must arrive in college by the time of their first lesson on each college day.

The register for the first session will be taken at the beginning of each lesson.

4.2 Unplanned absence

The student's parent/carer must notify the college on the first day of an unplanned absence by 8.30 a.m. or as soon as practically possible (see also section 7).

We will mark absence due to illness as authorised unless the college has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the college may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the college is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the college in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of college hours where possible. Where this is not possible, the student should be out of college for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the college can authorise.

4.4 Lateness and punctuality

A student who arrives late will be recorded as late on the register and the number of minutes late will also be recorded.

4.5 Following up absence

Where any child we expect to attend college does not attend, or stops attending, the college will:

- › Follow up on their absence with their parent/carer to ascertain the reason.
- › Ensure proper safeguarding action is taken where necessary
- › Identify whether the absence is approved or not

- Identify the correct attendance code to use

4.6 Reporting to parents

Absence for lessons will be reported to parents/carers via text message. Parents/carers will also be notified of overall attendance via twice yearly parental reports. Parents/carers can access attendance via ProPortal. Access to Proportal can be provided on request.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The principal will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The college considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the college will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the college but it is not known whether the student is attending educational provision

5.2 Reducing persistent absence

The college will continuously monitor poor attendance. Students with poor attendance and high levels of unauthorised absence will be targeted for intervention. The college operates a flag system. Where there are no attendance issues, a student will be classed as "Green Flag". Students whose attendance is poor will be classed as "Orange Flag" and will be monitored through the use of attendance contracts. Parents will be informed. Students whose attendance continues to be problematic will be classed as "Red Flag". Red Flag students may be subject to the colleges' disciplinary and appeals procedure and may be prevented from internal progressing at the discretion of the Principal, Vice Principal and relevant Assistant Principal.

6. Strategies for promoting attendance

The college will promote positive and improving attendance through praise, attendance certificates and prizes.

7. Attendance monitoring

The attendance officer and PWT team at our college monitors student absence on a weekly basis.

A student's parent/carer is expected to call the college in the morning if their child is going to be absent due to ill health (see section 4.2).

If a student's absence goes above 5 days, the college will contact the parent/carer of the student to discuss the reasons for this.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Attendance data is stored on the college's management information system. This data is used to

- Track the attendance of individual students
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those students identified as being in need of intervention and support

8. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

Code	Definition	Scenario
/	Present	Student is present
L	Late arrival	Student arrives late
~	Study leave	Session doesn't take place due to authorised study leave
T	Transferred	Student has transferred to another course at the college
W	Withdrawn	Student has withdrawn from the course
C	Completed	Student has completed qualification

Code	Definition	Scenario
Authorised absence		
#	Planned or partial closure	College is wholly or partially closed. The closure is planned
@	Remote learning	Session is taking place online
E	Exam	Student is taking an exam
F	Religious festival	Student is taking part in a day of religious observance
G	Unforeseen college closure	College is wholly or partially closed. The closure is not planned
H	Clash	Student has a clash on their timetable
M	Medical reason	Student is absent due to a notified hospital or doctor's appointment
P	Personal reason	Student is absent due to a notified counsellor or CAMHS appointment

R	Residential	Student is attending a residential trip
S	Reported sickness	Student has notified the college in advance that they are absent due to sickness
V	Trips and visits	Student is attending a non-residential trip
X	Fix term exclusion	Student has been excluded from the college for a fixed period of time
Y	Self-isolation	Student is self-isolating due to Covid-19
Z	Work experience	Student is attending college approved work experience
Unauthorised absence		
O	Unauthorised absence	Student is absent with no notification or the college is not satisfied with reason for student's absence