

# Attendance & Punctuality Policy



## Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	<b>7 September 2022</b>
Review Date:	<b>01 September 2024</b>
Accountability:	<b>Assistant Principal - Attendance</b>
Responsibility:	<b>All Staff</b>

# Contents

- 1. Aims ..... 4
- 2. Legislation and guidance ..... 4
- 3 Roles and responsibilities ..... 4
- 4. Recording attendance ..... 6
- 5. Authorised and unauthorised absence ..... 8
- 7. Attendance monitoring ..... 9
- 8. Links with other policies ..... 9
  - Appendix 1: Attendance codes ..... 10
  - Appendix 2: Attendance Reward Strategy 2022/23 ..... 11

## 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.
- Enhancing student's employability skills through the expectation of excellent punctuality and attendance.
- 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 Principal to account for the reviewing, approving and implementation of this policy.

### 3.2 The Principal

The Principal is responsible for:

- Reviewing, approving and the 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 Student Advisor

Monitors the central student attendance email and telephone lines and records them on the College system.

### 3.4 Attendance and Faculty Administrator

The College Attendance and Faculty Officer will:

- Monitor attendance data across the College Faculty and at an individual student level.
- Work closely with parents/carers and students to improve levels of attendance and punctuality Write to parents/carers requesting an explanation for any unexplained absences.
- Arranges calls and meetings with parents to discuss attendance issues.
- Collate information regarding the attendance of students who maybe experiencing attendance difficulties in order to inform the Head of Department (HoD) and parents/carers.
- Promote and safeguard the welfare of young and vulnerable students.
- Work with staff to ensure that that all registers are completed within 10 minutes to the planned lesson start time and that there are no missing marks or unexplained absence.
- Implement Behaviour and Attendance Monitoring Plans for students with attendance issues and or monitor those set by teacher or personal development tutors.
- Report to College Strategy Group (CSG) on attendance patterns and identify areas of concern.

### 3.5 Personal Development Tutor

- Discuss concerns about attendance with Heads of Department.
- Implement Behaviour and Attendance Monitoring Plans for students with attendance issues.
- Uses tutorial time to discuss the importance of good attendance and punctuality and the impact on mental health, wellbeing and progression.

### 3.6 Teachers

- Teachers and personal development tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the College's management information system.
- Attendance registers should be taken within 10 minutes of the start of every lesson and updated at the end of lessons with any late arrivals.
- Teachers should also discuss students, where attendance is an issue, with their Head of Department and relevant Attendance and Faculty Administrator to agree suitable

intervention strategies.

- Teachers are also responsible for following up on non-attendance of students in any of their sessions.

### 3.7 Heads of Department

- Heads of Department (HoDs) will take responsibility for the attendance and punctuality of all students within their department.
- They will monitor attendance reports, liaise with teaching staff (including English and Maths teachers) around student attendance and will work with the relevant Attendance and Faculty Administrator to ensure all attendance issues are addressed and all interventions and attendance related targets are recorded.

## 4. Recording attendance

### 4.1 Attendance register

- Heads of Department (HoDs) will take responsibility for the attendance and punctuality of all students within their department. They will monitor attendance reports, liaise with teaching staff (including English and Maths teachers) around student attendance.
- 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.
- Please note, teaching staff will normally only have access to the following register marks:
  - Present
  - Late
  - Unauthorised Absence
- Students must arrive at their designation classroom, workshop, studio, salon or kitchen by the time of their first lesson on each college day.
- The register for every session will be taken within 10 minutes of the start time of each lesson. Registers will be updated at the end of every session to reflect students who arrived late.

### 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).
- Absence due to illness will be recorded as authorised unless the college has a genuine concern about the authenticity of the illness, however, absence due to illness will still count against a student's overall attendance rate as the student has missed lessons.

- 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 if the student's parent/carer notifies the College in advance of the appointment. However, absence due to a medical or dental appointment will count against a student's overall attendance rate as the student has missed lessons.
- 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. Late marks for individual students will be monitored and if a pattern forms then action will be taken, this could be through targets, an action plan or meeting with parents/carers for example. The College may implement college wide strategies if lateness is persistent and or impacting on learning.
- Students who do not have a timetabled lesson and wish to access the site for independent study will be granted access. Alternative arrangements to address punctuality will be used for vulnerable students and those with an education health care plan.

#### 4.5 Following up absence

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

- Notify the absense with their parent/carer via text message.
- Ensure proper safeguarding action is taken where necessary.
- Identify the correct attendance code to use.
- Follow up continued absence or where attendance falls below our expected standard.
- Record any continued absence and the reason on ProMonitor.



## 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 Principal's discretion.

The college considers each application for term-time absence individually, considering 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 and where 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 using 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, Deputy Principal or relevant Assistant Principal.



## 6. Strategies for promoting attendance (see Appendix 2)

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

## 7. Attendance monitoring

- The Attendance and Faculty Administrator will monitor student absence on a daily and weekly basis.
- A student's parent/carer is expected to call the college in the morning if their son/daughter is going to be absent due to ill health or for any other reason (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 there are particular groups of children whose absences may be a cause for concern.
  - Monitor and evaluate those students identified as needing intervention and support

## 8. Links with other policies

This policy links to the following policies:

- Register marking policy
- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: Attendance codes

/ - Present	Positive
@ - Remote Learning	Positive
L – Late	Positive
Z - Work Experience	Positive
O - Unauthorised Absence	Negative
M - Medical reason (Hosp/Docs Appt)	Negative
S - Reported sickness by family or student	Negative
C – Completed	Not included
Y – Self Isolation	Not included
E – Exam	Not included
F - Religious festival	Not included
G - Unforeseen college closure	Not included
H - Authorised absence due to clash	Not included
P - Personal (counsellor/CAMHS appointments)	Not included
R – Residential	Not included
T – Transferred	Not included
V - Trips and Visits	Not included
W – Withdrawn	Not included
X - Fix Term Exclusion	Not included
# - Planned Whole or Partial College Closure	Not included
~ - Study Leave	Not included
£ - Transition	Not included
D – Directed Study	Not included
K – Strike action	Not included

## Appendix 2: Attendance Reward Strategy 2022/23

The college's Attendance and Punctuality Policy states:

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

- The college has a limited budget available to support student rewards including any attendance related awards.
- Any department wishing to access the reward budget will need to make an application to the Assistant Principal responsible for behaviour. The application will be taken to the PDBA Quality Team for final approval. The application will need to cover the following:
  - Intent: what is the reward scheme intended to achieve?
  - Implementation: how will the reward scheme be implemented? What are the conditions for a student to qualify for an award? How will the reward scheme be promoted to students? What is the motivation.
  - Impact: what is the intended impact of the reward scheme? What are you expecting to gain from the reward scheme? Improved attendance, achievement, high grades, etc?
  - Cost: the total cost of the reward scheme being suggested.

Departments experiencing issues with low attendance will be given priority.

- For 2022/2023, reward schemes that are already in operation prior to March 2023 will be discussed with the relevant Head of Department and be eligible for accessing the budget if they are deemed appropriate by the PDBA quality team.
- At the end of academic year 2022/2023 an event will be held for all students within the college who have maintained 100% attendance throughout the academic year. These students will be eligible for a reward determined by the PDBA Team and based on the remaining funds within the budget.
- All events will be photographed by the Marketing department and these photos will be shared internally (on screens) and externally (via social media).
- A full review of the strategy will take place in the Summer Term of 2023 to decide what form the Attendance Reward Strategy will take from 2023/2024 onwards.