

ATTENDANCE

[Reviewed and agreed at Governors' Curriculum Committee meeting held on Tuesday 1 February 2005.]

The policy on attendance adopted by the College and the guidance given on the implementation of the attendance policy is in line with guidelines issued by the DfES and is published for parents in the College prospectus.

1 Principles

Regular attendance is a prime factor in the educational process and it is our intention to maximise the attendance rate of students both in relation to the individual students and to the student body as a whole. This can only be achieved by all those connected with the College acknowledging their own part in the process and discharging it effectively. Regular attendance is a legal requirement.

Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for ensuring that attendance rates at City of Ely Community College are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

2 Responsibilities

Parental responsibilities

- To ensure that, in partnership with the College, students are in regular full-time attendance, properly attired and punctual. It is also the responsibility of parents to ensure that the student stays at school.
- To ensure that absences are minimised.
- To ensure that any absences that do occur are satisfactorily explained.

Reporting of absences

Parents are asked to:

- inform the College by telephone, personal contact or letter on the first day of absence of the reason for absence.
- send a note with the student to the Form Tutor on return to the College stating the exact periods of absence to which the note refers and repeating the reason for the absence.
- seek permission for absences which are planned in advance eg. medical appointments and family holidays.

The responsibilities of the College

- To pursue, in partnership with parents, the twin goals of regular attendance and punctuality for all our students.
- To investigate carefully individual absences and give clear indications that unjustified absence be dealt with accordingly. (In law, only a school can decide whether or not an absence is justified.)
- To support students who may experience attendance difficulties.

The College will encourage and value high attendance rates. The College will recognise the external factors which influence student attendance and will work in partnership with parents, the Education Welfare Service and other relevant services to deal with any issues. The College will take a proactive approach to the promotion of good attendance by defining expectations with

students and their parents and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

3 Procedures

i Registration

Registration will be carried out at 8.45am and at 1.20 pm. Registers will be marked promptly at these times and will be closed at 9.00 am and 1.30 pm respectively. Should a student arrive after the start of registration but before the registers have closed he/she will be marked as late for that session.

Registers should be marked in accordance with the guidelines issued to Tutors.

ii Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as shopping, daytrips and birthdays.)

Parents are advised to contact the school on the first day of any absence. A written note of any such phone call or other communication will be recorded and entered accordingly onto the students' attendance record for that day/session. On returning to school the student should bring a written note and hand this to his/her tutor. The tutor should initial and note down on the daily absence logging sheet. Notes should be filed in the tutor file.

iii Lateness

Students who arrive at school after morning or afternoon registration should sign in at the Attendance Office. It is essential that all students arriving late sign in for health and safety reasons. Students arriving before the close of registration must go to their tutor room to be registered late. Any students failing to do this will be placed in Supervision.

Students who are persistently late will be placed in a special registration group to be run by the Principal. Failure to conform to the regulations of this group will lead to supervision, detention, and exclusion. It will be seen as a last opportunity for students to accept the rules of the College on attendance and timekeeping.

iv Term-time Holidays

The College strongly urges parents to avoid booking family holidays during term-time. The College does, however, have discretion, provided a request is made in advance in writing, to grant up to ten days leave for the purposes of a family holiday. The granting of such leave is at the discretion of the Principal and each case will be treated individually, taking the student's previous attendance record into account. Requests for term-time leave must be made on a holiday form which is available from the Main Office/Attendance Office. Requests for term-time leave in excess of 10 days will only be granted in exceptional circumstances on a case-by-case basis.

4 Staff Roles

i. The Tutor

At City of Ely Community College the class Tutor is seen as the key figure in promoting regular punctual attendance. The Tutor should:

- provide a good example by always being punctual to registration;
- carry out registration in the prescribed manner;
- complete daily Absence Logging sheet;
- inform Attendance Co-ordinator/Head of Year of any attendance concerns/patterns;
- ensure students who continually arrive late with no reason are placed in Supervision;
- complete student absent sheet weekly;
- Form Tutor sends standard letter requesting explanation of absence and informs Attendance Co-ordinator or Head of Year of concerns regarding absenteeism or lateness;
- alert Head of Year when there is a problem which has not been solved by the above procedures;
- use the Tutor/Student monitoring meetings to discuss attendance/punctuality, setting and monitoring targets as appropriate.
- offer praise to individual students whose attendance and/or punctuality improves.

ii The Subject Teacher

Subject teachers should:

- take a register at the beginning of every lesson (and ensure that the students know that a register is being taken);
- report any suspected internal truancy by checking with the absence list and/or Attendance Officer.
- provide relevant work for students who has been detected internally truanting.

iii The Head of Year

Heads of Year are responsible for monitoring the attendance of their year group. They should:

- monitor attendance on a regular basis, setting targets for improvement as appropriate;
- monitor the performance of individual tutor groups, following up with individual Tutors instances where patterns of absenteeism are not being effectively addressed;
- review registers and attendance and punctuality figures on a regular basis;
- regularly put attendance onto the agenda of Pastoral Meetings;
- ensure that contact is made with parents of poor attenders, supporting the Tutor where appropriate in dealing with parents directly;
- meet with the Education Welfare Officer on a weekly basis in order to discuss students who have not responded to the school's strategies and when necessary to make referrals;
- follow up internal truancy with appropriate action;
- promote good attendance and punctuality through assemblies, commendations, rewards, etc.

5 Truancy

Where a student is found to be truanting, internally or externally, parents will be contacted at the earliest opportunity. Truancy issues will be referred to the Education Welfare Officer.

Students who truant will be expected to make up the time and work missed.

City of Ely Community College

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ATTENDANCE REGISTERS

At the start of each academic year, or more often if it is believed to be appropriate, the following information is given to Form Tutors.

The Attendance Registers are legal documents and, in accordance with County directives, we are required to ensure that all Registers are completed promptly, and in accordance with County Guidelines.

Attendance Registers are in OMR format to be read by the computer and must be completed in pencil by a member of staff. Students should only be marked as PRESENT when they have actually been seen by the Form Tutor. Absences are listed weekly for Form Tutors and they should be checked carefully. The appropriate codes are shown at the bottom of each absence summary.

*When a student is absent for **three** consecutive days, even if split by a weekend or a holiday, and no explanation for the absence has been received, a standard letter should be sent home requesting an explanation. On returning to school, students must bring a note to cover the absence, unless one has already been received under the 3-day rule. In cases where a note is not forthcoming after a reminder, the Form Tutor should request a standard letter is sent home. Absence notes should be initialled and dated, and filed in the Tutor file. The absence should be logged on the Student Absence logging sheet. If you are suspicious about an absence, or a pattern of absences, please advise the Head of Year or the EWO immediately.*

Keeping registers

Attendance registers are legal documents and must be completed in accordance with current instructions.

- The attendance register is a marked sense sheet produced by the OMR system. Students should be marked present or absent by marking the appropriate lozenge using a pencil.
- Students must only be marked present when they have actually been seen by the person marking the register.
- Registers must only be completed by a member of staff or trainee teacher attached to the form.
- The completed register must be returned to the Attendance Office at the end of each registration period.
- Students returning after a period of absence must produce a not explaining the absence. Absence notes must be signed by the Form Tutor and filed in and reason logged on SAS and all instances of unexplained absences must be reported to the Head of Year.

REGISTER CODES

\ Present
/ Present
T Late (After Register Closed)
- All Should Attend
Holiday For All/No Part of School Year
o Not On Roll
B Educated Off Site
C Other Authorised Circumstances
E Excluded

O Unauthorised Circumstances
P Approved Sporting Activity
R Religious Observance
S Study Leave
V Educational Visit
W Work Experience
! Not expected to attend

- H Annual Family Holiday (Agreed)
- I Attending Interview
- L Late (Before Register Closed)
- M Medical/Dental
- N No Reason Yet Provided For Absence

REGISTER COVER

From the Staff Handbook

From time to time it will be necessary to ask staff to provide cover for registration periods. If asked, staff should give this highest priority, as the register is a legally required document.

Register cover will normally be organised prior to the morning staff briefing, and arrangements will be made in the following order:

- *Staff not allocated to tutor groups (including part-time staff, where appropriate)*
- *Staff whose duties normally prevent them from having a tutor group including SMT, but excluding Heads of Year and Heads of School.*

Statement of Policy on

ATTENDANCE

STATEMENT OF AIMS

a) Rationale

- The College believes that regular attendance is a prime factor in the educational process and it is our intention to maximise the attendance rate of students both in relation to individual students and to the student body as a whole. This can only be achieved by all those connected with the College acknowledging their own part in the process and discharging it effectively.

b) Objectives

We aim to:

- Pursue, in partnership with parents, the twin goals of regular attendance and punctuality for all our students;
- Investigate carefully individual absences and give clear indications that unjustified absences will not be tolerated. In law, only a school can decide whether or not an absence is justified;
- Ensure that attendance registers are marked at the beginning of the morning and afternoon sessions and each student is marked present or absent. Students arriving late are required to sign in at the Attendance Office and their absence mark will be changed from *absent* to *late*.

MANAGEMENT

a) Person or group responsible for implementation of policy

Student Progress Manager

b) Next review