

# High Tunstall College of Science



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## Attendance Policy

V0.0

Revised	-	March 2026
Stakeholder Consulted	-	Quality of Education Committee
Review Date	-	March 2027
Responsibility for Review	-	Headteacher/Attendance and Safeguarding Officer

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## Statement of intent

High Tunstall College of Science believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend college.

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at college, as well as strong and trusting relationships with students and parents.

We take a whole-college approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving student attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits
- Ensuring equality and fairness for all
- Intervening early and working with other agencies to ensure the health and safety of our students
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Rewarding regular attendance
- Ensuring parents follow the framework set in section 7 of the Education Act 1996 which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude and to any SEND they may have either by regular attendance at school or otherwise
- Ensuring our attendance policy is clear and easily understood by all staff, parents and students
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

## 1. **[Updated]** Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Children and Young Persons Act 1933 and 1963
- Education Act 1996 & 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Education (Student Registration) (England) Regulations 2006 (as amended)
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- Equality Act 2010
- The Education (Information about Individual Pupils) (England) Regulations) 2013
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- DfE (2016) 'Children missing education'
- **[Updated]** DfE (2025) 'Keeping children safe in education (2025)'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Sharing daily pupil attendance data'

1.2. This policy operates in conjunction with the following college policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy.
- SEND Policy
- Supporting Students with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Students with Additional Health Needs Attendance Policy
- Records Management Policy.

## 2. **[Updated]** Definitions

2.1. The following definitions apply for the purposes of this policy:

Absence:

- Arrival at college after the register has closed
- Not attending college for any reason.

Authorised absence:

- An absence for sickness for which the college has granted leave
- Medical or dental appointments which unavoidably fall during college time, for which the college has granted leave
- Religious or cultural observances for which the college has granted leave
- An absence due to a family emergency.

Unauthorised absence:

- Parents keeping children off college unnecessarily or without reason or evidence of medical appointments
- Truancy before or during the college day
- Absences which have never been properly explained
- Arrival at college after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term time, unless evidence is provided of exceptional circumstances and then approved by the Headteacher
- Leaving college for no reason during the day, including students who contact home themselves resulting in parents coming to collect them.

**[Updated]** Persistent absenteeism (PA):

- **[Updated]** Missing ten (10) percent or more of schooling across the academic year for any reason -equivalent to one day or more a fortnight across a full school year.

Minutes late:

- Period of time after the five (5) minute movement.

**[Updated]** Missing education:

- **[Updated]** Not registered at a school and not receiving suitable education in a setting other than a school.

### 3. **[Updated]** Roles and responsibilities

3.1. The governing body has overall responsibility for:

- Monitoring the implementation of the attendance policy and all relevant procedures across the college
- Promoting the importance of good attendance through the college's ethos and policies
- **[Updated]** Ensuring college leaders fulfil expectations and statutory duties including accurate maintenance of the attendance register and the sharing of information with the DfE and LA
- **[Updated]** Ensuring the college works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the college's Complaints Procedures Policy
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

3.2. The Headteacher is responsible for:

- The day-to-day implementation and management of the attendance policy and all relevant procedures of the college
- Appointing a designated senior leader with overall responsibility for championing and improving attendance in college
- Ensuring all parents are aware of the college's attendance expectations and procedures
- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence
- **[Updated]** Sharing information and working collaboratively with the LA by notifying them when a student's name is added to or removed from the college's admissions register outside standard transition times
- **[Updated]** Providing the LA with the names and addresses of pupils of compulsory school age who fail to attend the college regularly, or who have been absent without authorisation for a continuous period of ten (10) college days

- **[Updated]** Informing the LA of any student of compulsory school age who has been recorded as unwell and whom the college reasonably believes will miss fifteen (15) college days consecutively or cumulatively due to illness.

3.3. Staff are responsible for:

- Following this policy and for ensuring students do so too
- Ensuring the policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated
- Teaching staff are expected to take the attendance register during Period 1, 2, 3, 4, 5 and 6 (for those teaching lesson 6) and the tutor will take the register during tutor time. Registers will be completed within the first five (5) minutes of each lesson/tutor time
- See lateness section for individual responsibilities.

3.4. The Attendance Team is responsible for:

- The overall strategic approach to attendance in college
- Developing a clear vision for improving attendance
- Monitoring attendance and the impact of interventions
- Analysing attendance data and identifying areas of intervention and improvement
- Communicating with students and parents with regard to attendance
- Following up on incidents of persistent poor attendance
- Informing the LA of any student being deleted from the admission and attendance registers
- See lateness section for individual responsibilities.

3.5. Parents are responsible for:

- Providing accurate and up-to-date contact details
- Providing the college with more than one emergency contact number
- Providing evidence of medical appointments
- Updating the college if their details change
- The attendance of their children at college
- Promoting good attendance with their children.

3.6. Students are responsible for:

- Attending their lessons and any agreed activities when at college
- Arriving punctually to lessons when at college.

## **4. Attendance expectations**

- 4.1. The college has high expectations for students' attendance and punctuality and ensures that these expectations are communicated regularly to parents and students:
  - Morning (AM) registers open at 8:30am and will close after 30 mins as per guidance from DfE
  - Any pupils therefore arriving after 9am will be marked as unauthorised ("U") which will also be shown in their morning AM mark.
- 4.2. Students will be expected to:
  - Attend college every day they are required to, for the full day
  - Attend college punctually
  - Attend every timetabled lesson.
- 4.3. Students will have a morning break as follows: Year 8 and Year 9 at 9:40am-10:00am and Year 7, Year 10 and Year 11 at 10:40am-11:00am. The students lunch break will be as follows: Year 8 and Year 9 at 12:00pm-12:30pm, Year 7 at 12:30pm-1:00pm and Year 10 and Year 11 at 1:00pm-1:30pm – students will be expected to have returned from each break and be ready to recommence learning at the stated times.
- 4.4. Class teachers will take registers at the beginning of every lesson (for Y7 split lunch teachers will go over the register when students return from lunch and amend any present marks if required) and tutors will take the register at the beginning of tutor time.
- 4.5. Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## **5. Absence procedures**

- 5.1. Parents are required to contact the college via telephone or School Synergy as soon as possible on the first day of any absence – they will be expected to provide an explanation for the absence and evidence if required to support authorisation.
- 5.2. We will send text messages to parents whose children have not been marked present at the start of the college day, if we have not been notified of their absence.
- 5.3. If we do not receive a message a telephone call will be made to the parent / carer of any child who has not reported their absence on the first day that they do not attend college.
- 5.4. If we are unable to contact home then a home visit may be made in an attempt to establish contact and reasons for absence.

- 5.5. A home visit may also be made at the request of the Year Team where an absence is over three (3) consecutive days and no medical evidence has been provided.
- 5.6. The college will always follow up any absences in order to:
  - Ascertain the reason for the absence
  - Ensure that proper safeguarding action is being taken
  - Identify whether the absence is authorised or not
  - Identify the correct code to use to enter the data onto the college registration system.
- 5.7. In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Team or Year Team.
- 5.8. The college will inform the LA, on a half termly basis, of the details of students who fail to attend regularly; those below ninety (90%) attendance, or if they have missed eight (8) unauthorised absences in a week period.
- 5.9. Where a student has not returned to college for ten (10) days after an authorised absence or is absent from the college without authorisation for twenty (20) consecutive college days, the college will remove the student from the admission register if the college and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

## 6. Attendance register

- 6.1. The college uses ATTEND, School Synergy and SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.
- 6.2. Designated staff members will take the attendance register at the start of each college day and at the start of the afternoon session. This register will record whether students are:
  - Present
  - Absent
  - Attending an approved educational activity
  - Unable to attend due to exceptional circumstances.
- 6.3. The college will use the national attendance codes Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:
  - # = Planned whole or partial college closure.
  - / = Present in the morning
  - \ = Present in the afternoon
  - B = Attending any other approved educational activity
  - C = Leave of absence for exceptional circumstance

- **C1** = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- **C2** = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- **D** = Dual registered at another educational establishment
- **E** = Suspended or permanently excluded but no alternative provision made
- **G** = Unauthorised holiday
- **I** = Illness (not medical or dental appointment)
- **J1** = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- **K** = Attending education provision arranged by the LA
- **L** = Late arrival before the register has closed
- **M** = Medical or dental appointments
- **N** = Reason not yet provided
- **O** = Unauthorised absence
- **P** = Participating in a supervised sporting activity
- **Q** = Unable to attend the school because of a lack of access arrangements
- **R** = Religious observance
- **S** = Leave of absence for the purpose of studying for a public examination
- **T** = Parent travelling for occupational purposes
- **U** = Arrived after registration closed
- **V** = Educational visit or trip
- **W** = Work experience
- **X** = Non-compulsory school age pupil not required to attend school
- **Y1** = Unable to attend due to transport normally provided not being available
- **Y2** = Unable to attend due to widespread disruption to travel
- **Y3** = Unable to attend due to part of the school premises being closed
- **Y4** = Unable to attend due to the whole school site being unexpectedly closed
- **Y5** = Unable to attend as pupil is in criminal justice detention
- **Y6** = Unable to attend in accordance with public health guidance or law
- **Y7** = Unable to attend because of any other unavoidable cause

- **Z** = Prospective pupil not on admission register

- 6.4. When the college has planned in advance to be fully or partially closed, the code '# ' will be used for the relevant students who are absent. This code will also be used to record year groups who are not due to attend because the college has set different term dates for different years, for example, induction days.
- 6.5. Students who are absent from college but are receiving remote education for any reason will be marked as absent in the register using the most appropriate absence code.
- 6.6. All amendments made by staff to the attendance register will include the original entry, the amended entry, the reason for the amendment. The system will be automatically updated with the date of amendment, and the name and role of the person who made the amendment.
- 6.7. The college will share its daily attendance data with the DfE directly from the management information system.
- 6.8. Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the DfE will use the codes from the last afternoon session as the basis for its statistical attendance data.
- 6.9. Every entry into the attendance register will be preserved for six (6) years.

## **7. [Updated] Authorising parental absence requests**

- 7.1. Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the student and the impact on the student's education into account. The Headteacher's decision is not subject to appeal; however, the college will be sympathetic to requests for absence by parents and will not deny any request without good reason.

### Leave of absence

- 7.2. The college will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the college will expect parents to contact the headteacher in writing at least two (2) weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.
- 7.3. Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the student can be away from college. The college will not grant leaves of absence for the purposes of family holidays unless there are exceptional circumstances.

7.4. Requests for leave will not be granted in the following circumstances:

- During Year 7 when a student is settling into the college, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above ten (10) percent for any reason

7.5. If term-time leave is not granted, taking a student out of college will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The college cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the college in advance will be marked as unauthorised.

Code I: Illness and healthcare appointments

7.6. Parents will be expected to make medical or dental appointments outside of college hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment and provide evidence of the appointment to the attendance team in order for the absence to be authorised.

Performances and activities, including paid and unpaid work

7.7. Leave of absence for the purpose of employment will only be granted under the circumstances set out in Regulation 11(2) of the School Attendance (Pupil Registration) (England) Regulations 2024, namely:

- Where the LA has issued a licence for the pupil to take part in a performance as regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a licence is not required because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been granted by the local authority in which the performance will take place, or by the Secretary of State.
- Where a Justice of the Peace has granted a licence under section 25(2) of the Children and Young Persons Act 1933 for the pupil to travel abroad for a performance or another regulated purpose.

7.8. The college will ensure that all students engaging in performances or activities, whether they receive payment or not, which require them to be

absent from college, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

- 7.9. In cases where a licence issued by the LA does not specify particular dates, or where the absence is supported by a BOPA or another form of exemption or licence—such as one granted by a Justice of the Peace under relevant legislation—the decision to grant leave of absence will remain at the discretion of the headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would mean that a student's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.
- 7.10. The college will give due consideration to requests for leave of absence supported by a licence issued by a local authority or a BOPA. Such requests will be treated sympathetically, provided the college is satisfied that participation in the activity will not have a detrimental impact on the student's education.
- 7.11. Additional arrangements will be made by the college for students engaging in performances or activities that require them to be absent from college to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the student.
- 7.12. The student will receive education that, when taken together over the term of the licence, amounts to a minimum of three (3) hours per day that the student would be required to attend a college maintained by the LA issuing the licence. This requirement will be met by ensuring a student receives an education:
  - For not less than six (6) hours a week; and
  - During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
  - On days where the student would be required to attend school if they were attending a college maintained by the LA; and
  - For not more than five (5) hours on any such day.

Code J1: Attending an interview for employment or for admission to another educational institution

- 7.13. The college will usually grant leave of absence where an application has been made in advance by the parent who the student normally lives with and the leave is to enable the student to attend an interview for employment or admission to another educational institution, e.g. university or college.

- 7.14. While not required to follow Regulation 11, the school will still use this code to record that a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.
- 7.15. The interview must take place during the session for which it is recorded.
- 7.16. This code will be recorded as an authorised absence for statistical purposes.

Code S: Study leave for a public examination

- 7.17. The college may grant leave of absence under regulation 11(5), for a student to study for a public examination and the leave has been agreed in advance with a parent / carer who the student normally lives with.
- 7.18. Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for students who want to continue to come into college to revise.

Code C2: Pupils subject to a part-time timetable

- 7.19. In very exceptional circumstances and where it is in a student's best interests, the college will grant leave of absence to accommodate for a student on a part-time timetable. In such circumstances, the days on which the student is expected to attend college will be agreed in advance.
- 7.20. The college will grant a leave of absence under Regulation 11(6) to temporarily reduce the timetable of a student of compulsory school age to part-time, where both the college and the parent / carer with whom the student normally resides have agreed – on an exceptional basis – that the student should receive part-time education for a limited period. This agreement must include the specific times and dates the student is expected to attend during the temporary part-time arrangement.

Code R: Religious observance

- 7.21. Parents will be expected to request absence for religious observance at least three (3) days in advance.
- 7.22. The college will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The college will define this as a day where the student's parents would be expected by an established religious body to stay away from their employment to mark the occasion.
- 7.23. The college may seek advice from the religious body in question where there is doubt over the request.

**[Updated]** Code T: Parent travelling or occupational purposes

- 7.24. **[Updated]** A student will be considered a mobile child if they are of compulsory school age, have no fixed abode, and are travelling with their parent(s) due to the nature of the parent's trade or business, which requires them to move from place to place.

- 7.25. In such cases, the college will ensure that this is a genuine reason for absence. Proof of the parent's circumstances will not be requested unless there is a genuine and reasonable doubt about the authenticity of the explanation provided.
- 7.26. **[Updated]** Parents will be encouraged to ensure that their child attends a school in the area to which they are travelling and, where appropriate, to arrange for the student to be dual registered at that school. The parent will be encouraged to ensure that the student can attend a college where they are travelling to and be dual registered at that college.

## **8. [Updated] SEND and health-related absences**

- 8.1. The college recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending college difficult.
- 8.2. In line with the SEND Policy and Supporting Students with Medical Conditions Policy, the college will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The college will secure additional support from external partners to help bolster attendance where appropriate.
- 8.3. Where the college has concerns that a student's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL and the Safeguarding and Child Protection Policy will be followed. All students will be supported with their mental health in accordance with the college's Social, Emotional and Mental Health (SEMH) Policy.
- 8.4. If a student is unable to attend college for long periods of time due to their health, the college will:
- Inform the LA if a student is likely to be away from the college for more than fifteen (15) school days
  - Provide the LA with information about the student's needs, capabilities and programme of work
  - Help the student reintegrate at college when they return
  - Make sure the student is kept informed about college events and clubs
  - Encourage the student to stay in contact with other students during their absence.
- 8.5. The college will incorporate an action plan to help any students with SEND and/or health issues cope with the stress and anxiety that attending college may cause them. Such plans will be regularly monitored and reviewed until

the student is attending college as normal and there has been signs of significant improvement.

8.6. **[Updated]** To support the attendance of students with SEND and/or health issues, the college will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments
- Incorporating a pastoral support plan
- Carrying out strengths and difficulties questionnaire
- Identifying students' unmet needs through the Common Assessment Framework
- Using an internal or external specialist
- Enabling a student to have a reduced timetable
- Ensuring a student can have somewhere quiet to spend lunch and breaktimes
- Implementing a system whereby students can request to leave a classroom if they feel they need time out
- Temporary late starts or early finishes
- Phased returns to college where there has been a long absence
- Small group work or on-to-one lessons
- Tailored support to meet their individual needs
- **[Updated]** The college will seek medical evidence for recording absences in a minority of cases.

8.7. **[Updated]** Where a student's health need means that they need reasonable adjustments or support because it is complex or long term, the college will seek medical evidence to better understand the need of the student.

## 9. **Absence in exceptional circumstances**

9.1. Exceptional circumstances include when a student is unable to attend because:

- There is a lack of access arrangements
- Transport normally provided is not available and the college is not within walking distance
- There is widespread disruption to travel
- Part of the college premises is closed, and the student cannot be practicably accommodated
- The whole college site has been closed unexpectedly
- The student is in criminal justice detention

- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
  - Any other avoidable cause makes attendance impossible.
- 9.2. The use of the seven 'Y' codes for exceptional circumstances will be collected in the college census for statistical purposes. Code Q will be used in circumstances where there is a lack of access arrangements.

## 10. Lateness

- 10.1. Lateness to period 1 follows the late gate procedure.

### Rationale

- Prevent lost learning P1 (Equivalent of 1200 lessons lost in 1 term 2023)
- Be ready for P1 standards checks moving forward to Sept 2024 term
- Less disruption for teaching P1.

### Concept

'Late gate' will mean the Attendance team are on the main gate at 8:25am and Site Team will lock the other gates. The attendance team will encourage students to move quickly to P1 from 8:25am to 8:30am, at which point they will create a list of students that are late. Students must give their name to Attendance Officer who will update Synergy for safeguarding. Students will enter through main student doors and go straight to lesson 1. Teachers will amend registers to an L code and enter the amount minutes late after 8:30am.

Students on the list will be told to attend catch up room at the start of their lunch. This room will be staffed by SLT, HoY or SSO's and students will stay for ten (10) minutes. They must NOT get their lunch first. If students are in college but arrive after 8:30am to lesson 1 they will also be added to Late Gate lunch time catch up.

If students do not attend lunch catch-up, they will automatically have a sixty (60) minute college detention the next da

Students arriving after 08:45 am will enter through staff reception and sign in. The same procedures above will also apply.

### Attendance Officer Responsibilities

Positioned on gate from 08:25 – 08:45 am and record names of who comes in late and tell students where they need to go at lunch time.

Update Synergy of those who come in late and add a note 'LG' so teaching staff know they should be attending lunch time catch up.

Create a register of who will be attending each Late Gate catch up session (12:00 – 12:10pm, 12:30 – 12:40pm and 13:00-13:10pm via Synergy.

Check no staff have marked students in with / overwrite to **L** and can let SCW or LAO know if frequent issues.

### **SLT Responsibilities**

- QA lunch catch up sessions
- Speak to any staff not updating registers to **L**
- Staff detentions for pupils who do not attend late gate.

### **Classroom Teacher Responsibilities**

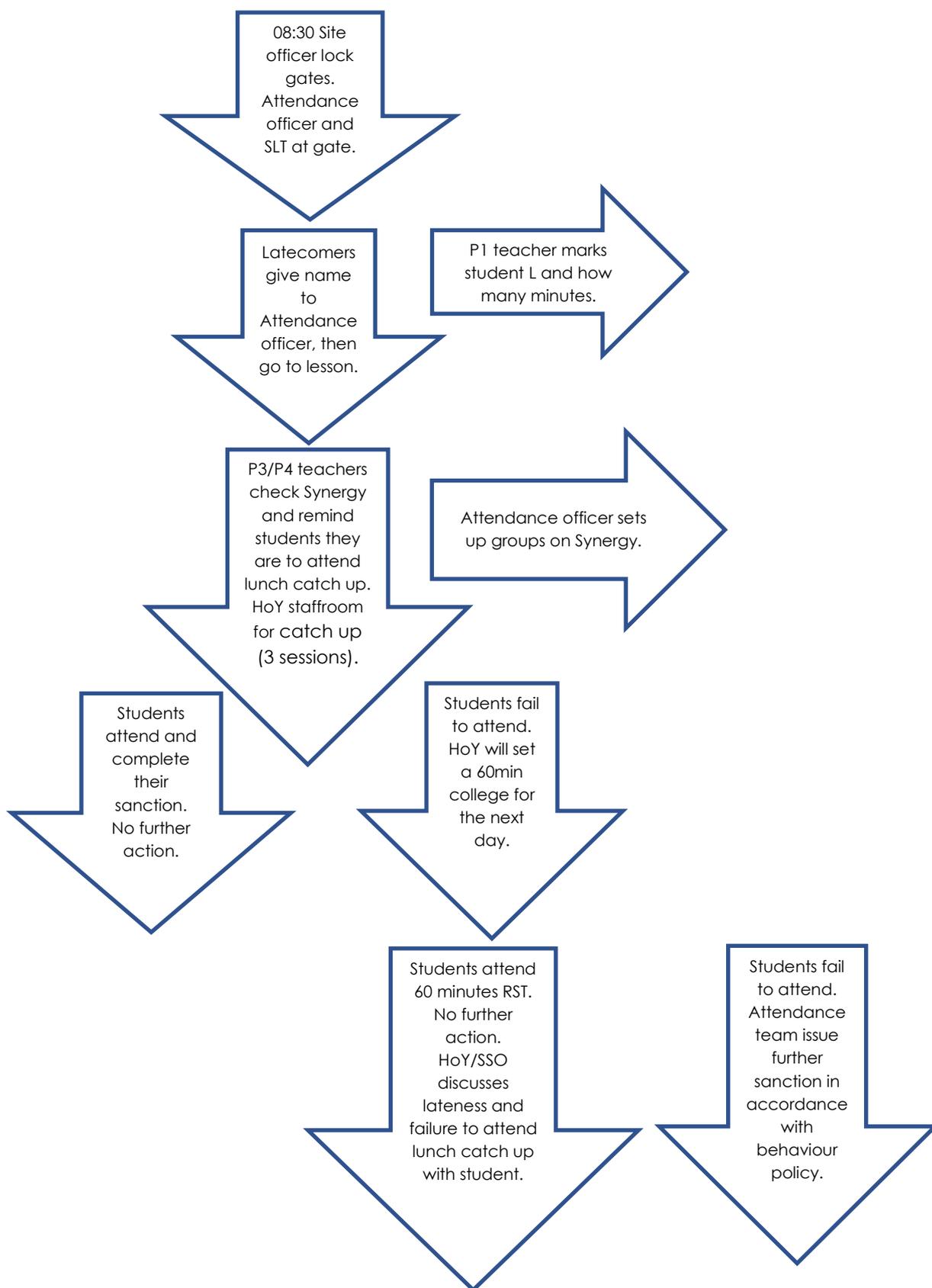
- P3/P4 teachers to inform students they are expected to go to lunch catch up from Synergy data
- Update register with a L code, add in minutes late and give negative points for punctuality 'RST completed immediately'.

### **HoY/SSO Responsibilities**

- Staff the late room at lunch and keep a register of those students who attend. Those who don't attend need adding to college detention (60 mins) for the next day and further negative points accrued.
- Chase late comers arriving after 08:45 am and arrange phone calls home/college reflection/late gate catch up.
- Arrange parent phone call with those who are late three (3) times in one (1) week. If this continues a parent meeting to be arranged.

See flowchart below.

# FLOWCHART LATENESS.



## 11. Truancy

- 11.1. Truancy will be considered as any absence of part, or all, of one or more days from college, during which the college has not been notified of the cause behind such absence.
- 11.2. All staff will be actively encouraged to check School Synergy for the attendance of their students and speak to students about the importance of attendance in the continuity of each student's learning.
- 11.3. Any student with permission to leave the college during the day must sign out using the InVentry system at reception and sign back in again using the InVentry system on their return.
- 11.4. Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, our Attendance Team will be notified and they will contact the parent, in order to assess the reasons behind the student not attending college.
- 11.5. The following procedures will be taken in the event of a truancy:
  - The LA Attendance Officer will consider issuing a penalty notice
  - A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term time and persistent late arrival at college.

## 12. Internal Truancy

- 12.1. Students will not be permitted to leave the college premises during the college day unless they have permission from the college and their parents are also aware.
- 12.2. The following procedures will be taken in the event of a student going missing during the college day:
  - The member of staff who has noticed the missing student will request a support call to inform our Pastoral / SLT team.
  - The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
  - A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the college premises.
  - The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - Changing rooms
    - Independent Learning Hub (The HUB)
    - Alternative Education Provisions (REACH, RISE, ARC, SHINE)
    - The Hydro Pool

- Any outbuildings
  - The college grounds
  - The Forest School
  - Stairwells.
- A call-out will be made via the radio to alert other members of staff to support in the clarification of the student's whereabouts
  - Available staff will begin a search of the area immediately outside of the college premises and will take their radio or a mobile phone with them so they can be contacted
  - If the student has not been found after fifteen (15) minutes, then the parents of the student will be notified
  - Staff will also alert the Headteacher and the safeguarding team
  - The college will attempt to contact parents using the emergency contacts provided
  - If the parents have had no contact from the student, and the list has been exhausted, then the parents will be asked to contact the police
  - The Attendance Officer/Student Support Officer will log all information describing all circumstances leading up to the student going missing on CPOMS
  - If the missing student has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed
  - When the student has been located, a designated member of staff will care for and talk to the student to ensure they are safe and well
  - Parents and any other agencies will be informed immediately when the student has been located.

12.3. The Pastoral Team will take the appropriate action to ensure the student understands they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

12.4. All actions taken will be logged on CPOMS and will be reviewed by the Safeguarding Team.

### **13. Attendance intervention**

13.1. In order to ensure the college has effective procedures for managing absence, the attendance team, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.

- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending School Synergy messages or alerts to parents
  - Having a weekly tutor review
  - Engaging with LA attendance teams
  - Using fixed penalty notices
  - Creating college attendance plans (CAPs)
  - Sending weekly Synergy messages linked to weekly attendance figures.

13.2. The college will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the students whom the intervention is designed to target.

13.3. The college will aim to improve attendance in the overall college cohort by acknowledging good attendance in the following ways:

- Access to college trips and Prom
- Positive achievement points
- Year Team and House Rewards
- Celebration Assemblies.

13.4. College trips and events will be considered a privilege. Where attendance drops below ninety-five (95) percent, these privileges may be taken away. The college will develop strategies for ensuring that students with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

It is important to understand that there are some trips that require a deposit to be paid to secure a place on them. It is essential to clarify that this deposit is **non-refundable**. This would be the case if students were failing to meet attendance expectations. This policy is in place to ensure the smooth planning of the trip, including booking accommodations, transportation, and activities well in advance.

13.5. Attendance at the Year 11 Prom requires criteria set by the Year Team and parents will be informed of this on a yearly basis.

## **14. Working with parents to improve attendance**

14.1. The college will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of college life, attendance and performance so that they understand what to expect and what is expected of them. The college will liaise with other agencies working with students and their families to support attendance, e.g. social services.

- 14.2. The college will ensure that there are two (2) sets of emergency contact details for each student wherever possible to ensure the college has additional options for getting in touch with adults responsible for a student where the student is absent without notification or authorisation.
- 14.3. The college will ensure that parents are aware of their legal duty to ensure that their child attends college regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend college every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The college will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at college can have for their child educationally, socially and developmentally.
- 14.4. If a pattern of absence becomes problematic, the attendance and the year team will work collaboratively with the student and their parents to improve attendance by addressing the specific barriers that prevent the student from being able to attend college regularly. The college will always take into consideration the sensitivity of some of the reasons for student absence and will approach families to offer support rather than immediately reach for punitive approaches.
- 14.5. Where these barriers are related to the student's experience in college, e.g. bullying, the attendance team will work with the Headteacher and any relevant college staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the college's control, e.g., they are related to issues within the student's family, the attendance team will liaise with any relevant external agencies or authorities, e.g., children's social care or the LA, and will encourage parents to access support that they may need.

## **15. Persistent absence (PA)**

- 15.1. There are various groups of students who may be vulnerable to high absence and PA, such as:
  - Children in need
  - LAC
  - Young Carers
  - Students who are eligible for FSM
  - Students with EAL
  - Students with SEND
  - Students who have faced bullying and/or discrimination.
- 15.2. The college will ensure it provides support to students at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.
- 15.3. The college will use a number of methods to help support students at risk of PA to attend college. These include:

- Offering catch-up support to build confidence and bridge gaps in learning
  - Meeting with the student and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having
  - Establishing plans to remove barriers and provide additional support
  - Leading weekly check-ins to review progress and assess the impact of support
  - Making regular contact with the student's parent to discuss progress
  - Assessing whether an EHC plan or IHP may be appropriate
  - Considering what support for re-engagement might be needed, including with regard to additional vulnerability.
- 15.4. The college will focus particularly on students who have rates of absence over fifty (50) percent and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.
- 15.5. Where a student at risk of PA is also at increased risk of harm, the college will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the college's duty of care.

## **16. [Updated] Legal intervention**

- 16.1. The college will allow sufficient time for attendance interventions and engagement strategies to improve students' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the attendance team will consult with the LA with regards appropriate action this may involve:
- Holding a formal meeting with parents and the college's point of contact in the college's student Support Team
  - A penalty notice warning letter
  - Fast-track warning letter
  - An attendance case conference
  - Working with the LA to put a parenting contract or an education supervision order in place
  - Engaging children's social care where there are safeguarding concerns.
- 16.2. Where attendance still does not improve following the above, the college will work with the LA to take forward attendance prosecution as a last resort.
- 16.3. Where a student reaches the national threshold of eight (8) sessions of unauthorised absence in a rolling period of ten (10) college weeks, the

college will consider whether a penalty notice is appropriate. Each case will refer to the LA who will issue a penalty notice.

- 16.4. A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.
- 16.5. Where attendance still does not improve following a fixed penalty notice, the college will work with the LA to take forward attendance prosecution as a last resort.
- 16.6. **[Updated]** Issuing a penalty notice is appropriate in light of any obligations under the Equality Act 2010, for example where the student has a disability must be considered.

## **17. [New] Education Supervision Orders (ESOs)**

- 17.1. Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.
- 17.2. Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:
  - Requiring the parents to attend support meetings.
  - Requiring the parents to attend a parenting programme.
  - Requiring the parents to access support services.
  - Requiring an assessment by an educational psychologist.
  - Review meetings involving all parties to be held every 3 months.

## **18. Monitoring and analysing absence**

- 18.1. The attendance team will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.
- 18.2. The college will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:
  - The college cohort as a whole
  - Individual year groups
  - Year groups preparing for exams
  - Individual students
  - Demographic groups, e.g. students from different ethnic groups or economic backgrounds

- Other groups of students, e.g. students with SEND, LAC and students eligible for FSM
  - Students at risk of PA.
- 18.3. The attendance team will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:
- Patterns in uses of certain codes
  - Particular days of poor attendance
  - Subjects which have low lesson attendance
  - Historic trends of attendance and absence
  - Barriers to attendance.
- 18.4. The attendance team will provide regular reports to staff across the college to enable them to track the attendance of students and to implement attendance procedures. The attendance team will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.
- 18.5. The governing body will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.
- 18.6. The college will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools and secondary level colleges.
- 18.7. Teachers will use School Synergy to regularly check the attendance of students in their classes and ensure it forms part of their parent's evening conversations.

## **19. Training of staff**

- 19.1. The college will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students as part of their induction and refresher training.
- 19.2. The governing body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.
- 19.3. Training will cover at least the following:
- The importance of good attendance
  - That absence is almost invariably a result of wider circumstances
  - The legal requirements on colleges, e.g. the keeping of registers

- The college's strategies and procedures for monitoring and improving attendance
- The college's procedures for multi-agency working to provide intensive support for students who need it.

19.4. The Attendance Lead will receive enhanced attendance training, this will include training regarding interpreting and analysing attendance data and supporting students to overcome barriers to attendance.

19.5. Staff will receive training to ensure they understand that increased absence from college could indicate a safeguarding concern and know how such concerns should be managed.

## **20. Deletions of names from the admission register**

20.1. The college will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A student's name will never be removed for any other reason and the college is aware that doing so could constitute off-rolling.

20.2. The college will make returns to the LA when students' names are deleted from the admission register. This will be with the exception of students whose name has been deleted from the register at or after the end of the last term of the college year when they are in the most senior year group, unless the LA has requested this information.

20.3. When the college is notifying the LA that a student's name is being deleted from the admission register, the following information about the student will be provided:

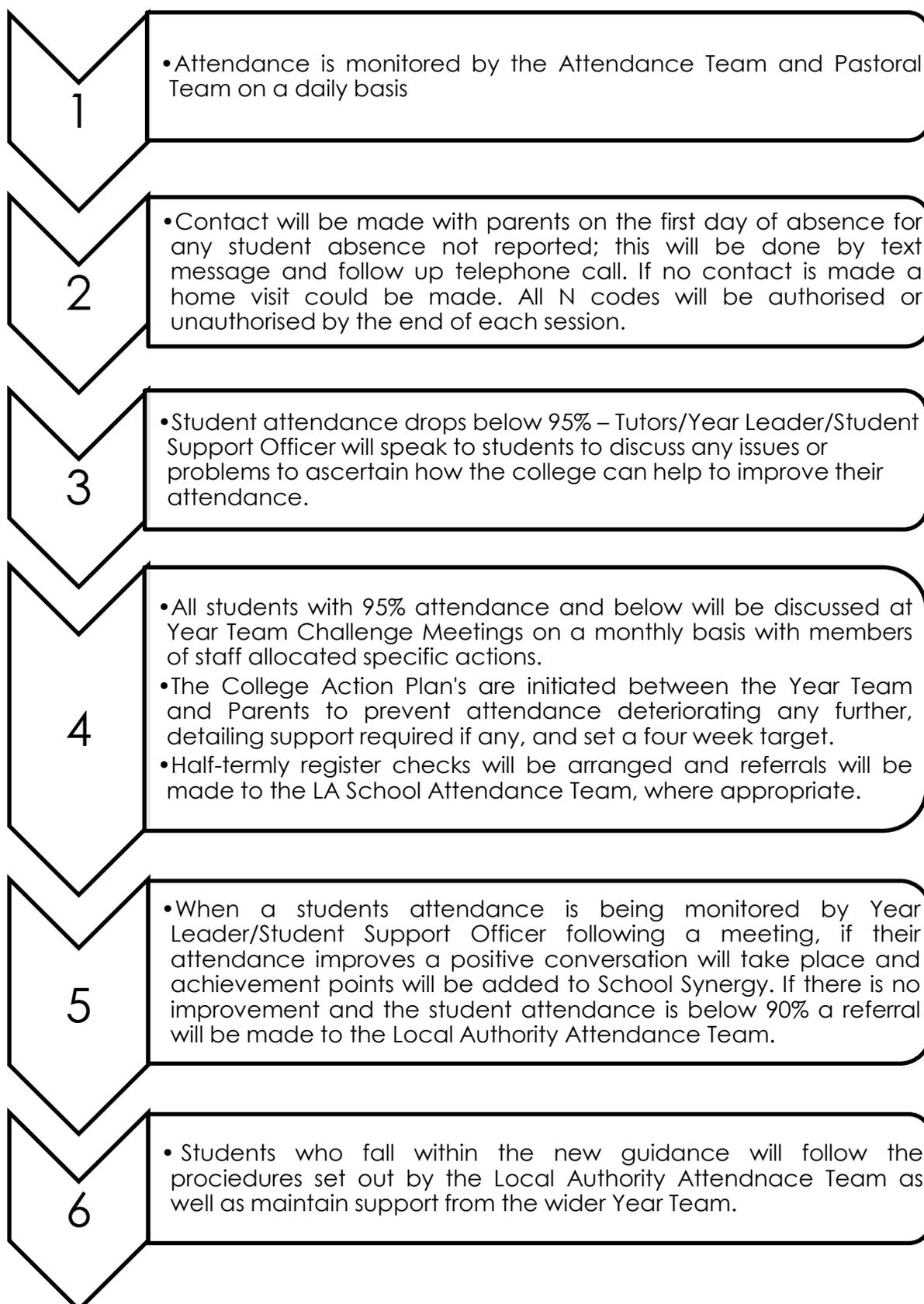
- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the student normally lives with can be contacted in an emergency
- If applicable, the student's future address, the full name and address of the parent who the student is going to live with and the date the student will start living there
- If applicable, the name of the student's other college and when the student began or will begin to attend the college
- The reason under which the student's name has been deleted from the admission register.

20.4. Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered student and their attendance at any given time. Student s' attendance will be recorded up until the date that their name is deleted from the admission register.

## **21. [Updated] Monitoring and review**

- 21.1. The College monitors attendance and punctuality throughout the year. The college's attendance target is ninety-five (95) percent each year.
- 21.2. This policy will be reviewed annually by the Headteacher and the Designated Safeguarding Lead, Attendance and Safeguarding.
- 21.3. Any changes made to the policy will be communicated to all members of staff.
- 21.4. The next scheduled review date for this policy is March 2027.

## APPENDIX A: Attendance Monitoring Procedures



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