



**FOUNDRY COLLEGE**

**ATTENDANCE POLICY**

**Document Control Information**

<b>Version</b>	<b>DATE</b>	<b>DESCRIPTION</b>
1	20/01/2016	Updated by Tom Scantlebury
2	23/02/2016	Updated by Tom Scantlebury
3	14/09/2017	Registration procedure & other minor amendments updated by Tom Scantlebury
4	11/09/2018	Minor amendments and changes to school day.

Reviewed	11/09/2018
Responsibility	Tom Scantlebury
Committee	Teaching and Learning
Review Date	September 2019
Signed	Jay Blundell

## **Rationale**

At Foundry College we recognise the importance of good attendance in order that pupils may take full advantage of the educational and learning opportunities provided by the college. Pupils with high levels of attendance are likely to leave with better qualifications, greater confidence and with wider career opportunities and life chances. The college acknowledges that a number of our pupils suffer from long term medical, vulnerable and behavioural conditions which means they may be absent for protracted periods of time.

In law an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Penalty notices supplement the existing sanctions currently available under Section 444, Education Act 1996 or Section 36, The Children's Act 1989 to enforce attendance at school where appropriate.

In Wokingham the Education Welfare Service (EWS) delivers this LA responsibility. The aim of the EWS is to work with parents, pupils and schools along with other agencies where necessary.

Parents and pupils are supported at school and LA level to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies. Sanctions of any nature are for use only where parental co-operation in this process is either absent or deemed to be insufficiently effective to resolve the presenting problem.

## **Attend to Achieve**

Attend to Achieve will support pupils who are struggling to engage with education and have an attendance figure less than 90% of their package.

**Please see Appendix 1 - Attend to Achieve model**

### **Pupils' responsibilities:**

- To attend the college unless their absence can be authorised.
- To arrive at the college punctually.

### **Parents' responsibilities:**

- Parents have a legal responsibility to ensure that their children attend and stay at school.
- Sign and support the home college agreement in the Induction Pack.
- Ensure their child is in the college by their agreed time each day. Any pupil who is not in their tutor group by this time is, by definition, late.
- Phone or text the college on the first and subsequent day[s] of absence.
- Follow up every absence with written explanation. This is essential so that all absences can be proved to be genuine and the college can ensure that its duty of care is effectively carried out.
- Phone to advise of any medical appointments and maybe required to provide evidence.
- Parents should expect that leave for family holidays during term time, will not be granted. See Appendix 2.

## **Definition of Parent**

Section 576 of the Education Act 1996 defines 'parent' as

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

**The college will:**

- Carry out registration in the prescribed manner, a mark must be recorded for each pupil each session [this is a legal requirement & registers must NEVER be completed by pupils]. See Appendices 3&4
- Ensure that pupils who are late are recorded.
- Ensure that all notes from parents regarding absences are scrutinised.
- Provide a good example by always being punctual.
- Alert the Inclusion Manager when there is an attendance problem.
- Offer praise to individual pupils whose attendance and/or punctuality is good or improves.
- Communicate positive and negative messages direct to the pupil.
- Enter into discussions analysing data at review meetings.
- Review every pupil's attendance weekly.
- Hold annual consults with the Education Welfare Officer.
- Send a school comm's if we do not hear from parents explaining an absence.
- Ring home if pupils are missing during the day.
- If the primary contact is not responding to school, the secondary contact will be called.
- Regularly ring the parents of pupils whose attendance is a cause for concern.
- Ask for medical evidence if necessary to combat cases of condoned truancy.
- Inform parents and the Education Welfare Officer (EWO) after 10 days of absence in any academic year, or earlier if there are concerns.
- Conduct unannounced home visits and welfare checks with the police after 10 consecutive days of absence.
- Regularly inform parents in writing of their child's attendance rate, and, when appropriate, invite them in to discuss their child's absences. This may involve the tutor or a member of the senior leadership team.
- Work in partnership with a number of services regarding any child whose attendance rate at college is a concern.
- Set attendance targets for all pupils.
- Reward good/improving attendance.

**Responsibility of the Senior Leadership Team**

The Headteacher has overall responsibility for whole college attendance.

- Ensure that whole school attendance policy is implemented and regularly reviewed.
- Ensure that the policy is communicated to pupils, staff, parents and the Management Committee.
- Ensure detailed attendance data is regularly collected and used to inform strategic planning on attendance matters.
- Report to Management Committee on attendance matters through the Teaching and Learning Committee.

## **Responsibility of the Management Committee**

- The Management Committee will monitor and review the college's attendance figures.

## **Monitoring Attendance**

The Senior Leadership Team recognises the importance of good attendance in raising pupil achievement and improving learning. The SLT employs several strategies in order to reward good attendance and encourage those with lower attendance levels to improve.

### **1. Half Termly Updates & Monitoring**

### **2. Attendance Letters**

### **3. Messages sent in a text or email format. [School Comms]**

### **4. Attendance/Punctuality Report**

Pupils whose attendance or punctuality level is identified as being a cause for concern will be flagged by the Inclusion Manager and the "Attend to Achieve" model (**Appendix 1**) will be followed.

## **Lateness**

Poor punctuality is not acceptable. Late arriving pupils also disrupt lessons.

When a pupil arrives late to the college they should sign in at reception. The pupils time of arrival will be recorded by the college administration assistant, if the pupil is more than thirty minutes late, they will receive a "U" lateness after the register has closed.

These procedures must be adhered to in order to conform to Health and Safety Regulations.

## **Persistent absentees**

The Inclusion Manager will work with Parents, Teacher and other agencies to support pupils who are deemed to be in danger of qualifying as a persistent absentee [PA]. The impacts of the interventions put into place are regularly discussed with SLT.

Parents will be contacted when their child's attendance starts to decline. They will receive a letter explaining their child's attendance has dropped below 90%. If they continue to be persistently absent a second letter is sent and the parents are invited in for a meeting to discuss ways of improving their child's attendance.

If there is insufficient improvement and the attendance target is not met, the Inclusion Manager will refer to the Educational Welfare Service and legal proceedings may be started.

## **Safeguarding**

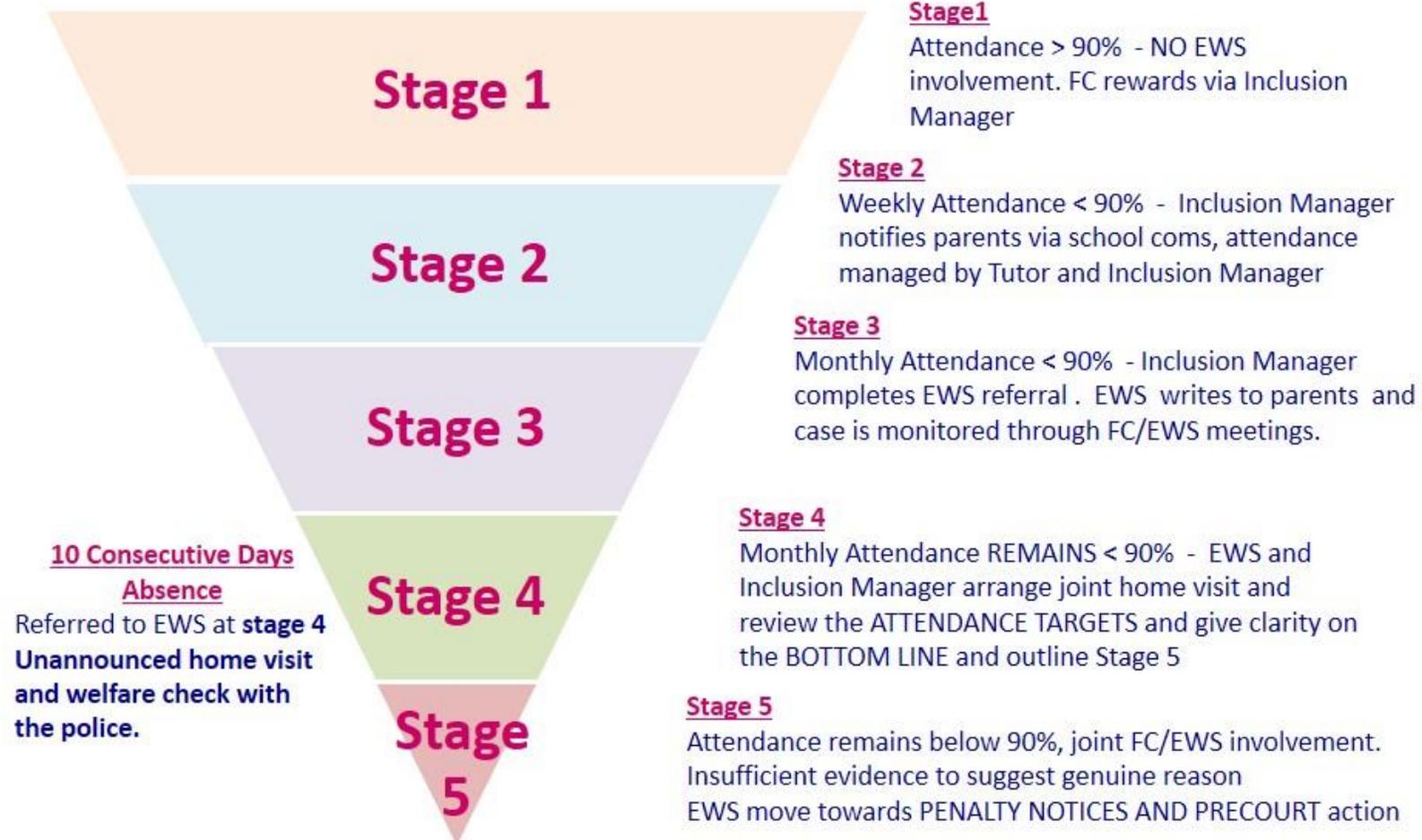
This attendance policy is designed to contribute to the safeguarding of all young people we work with. All members of staff within the college follow the guidelines and procedures as set out in the college's Safeguarding policy.

Appendix 1



# Foundry College “Attend to Achieve” Model

*Safe, Respectful Learning Environment*



## Appendix 2

### Code of Conduct Regarding Unauthorised Holidays in Term Time

**From September 2012 the education welfare service is making important changes to the code of conduct regarding unauthorised holidays taken during term time.**

Parents can make an application for holiday during term time; they will need to get permission from the Headteacher. The Headteacher will consider the application and if it is deemed an exceptional circumstance the Headteacher may grant the leave.

If an unauthorised holiday is taken during term time, the school can make a referral to the education welfare service and a Penalty Notice may be issued as a result:

- **Each parent** may be issued with a Penalty Notice for each child who is absent from school as a result of unauthorised holiday.
- Use of **Penalty Notices** will be restricted to one per pupil per term. In cases where families contain more than one poor-attending pupil multiple issues may occur but this will be the subject of careful consideration and co-ordination. Each parent/carer will receive a Penalty Notice for each pupil.
- The legal definition of a parent is contained in Section 576 of the Education Act 1996 and refers to any adult who is a natural parent, someone with parental responsibility or someone who cares for a child.
- Payment of a Penalty Notice within **21 days is £60**, per parent/carer per pupil, and payment after this time, but within **28 days, is £120**.
- Non-payment of a Penalty notice, other than those for unauthorised holiday absence, will trigger the fast-track prosecution process under the provisions of Section 444 of the Education Act 1996.
- **Non-payment of a Penalty Notice** issued for unauthorised holiday absence will result in immediate referral for prosecution for non-school attendance. Where a prosecution does not result following non-payment then the Penalty Notice will be withdrawn under Regulation 9 of the 2007 Regulations.

## Appendix 3

### Registration Procedures for Pupils

The college acknowledges that a number of our pupils suffer from long term medical, vulnerable and behavioural conditions which means they will be absent for protracted periods of time.

**This is a guide to ensure best practises are being made and all pupils are given the correct registration mark.**

- If a pupil is unable to attend a typical school day, their registration time starts from the time agreed with the Headteacher / Raising Standards Lead / Inclusion Manager / Senior Teacher.
- Every pupil will have 15 minutes to register and this mark will be recorded as “/” or “\” depending on the session they attend.
- If a pupil arrives up to 30 minutes after their agreed start time they will receive a late mark “L” in the register.
- If a pupil arrives 30 minutes after their agreed start time, they will receive a “U” late after the register is closed. The college administrator will record the reason and amount of minutes late.
- If a pupil doesn’t attend their timetabled session at the college they are to be recorded as “O”, unless there is notification from a parent that may require an alternative code, ie ‘I’ or ‘M’.
- If a pupil is home educated and their education falls over two sessions then they are recorded as present for both sessions.

#### **Definition of a session:**

The school day is split into two sessions, morning and afternoon. The definition of the morning session is; starting 9:30am and finishing at 12:15pm. The afternoon session starts 12:15pm and finishes 14:45pm. For some pupils this may be different according to need. For pupils accessing a part-time timetable please see the Modified Timetable Statement.

- If a home tutored pupil is unable to engage with their education due to medical reasons eg anxiety, this is to be recorded as “I” and a comment placed on to their SIM’s record, in the same way a viral infection may be recorded as ‘I’.

## Appendix 4

### Absence and Attendance Codes to be used for Registration

- / = present for AM
- \ = present for PM
- **B** = Off site education activity
- **C** = Leave of absence authorised by the school
- **D** = Dual registration (i.e. pupil attending other educational establishment)
- **E** = Excluded (no alternative provision made)
- **F = Extended Family Holiday (agreed)**
- **G** = Unauthorised Holiday (not agreed or days in excess of agreement)
- **H** = Agreed Holiday
- **I** = Illness (not medical or dental etc. appointment)
- **J** = Interview
- **L** = Late (arrival before the register has closed)
- **M** = Medical/Dental appointments
- **N** = No reason yet provided for absence
- **O** = Unauthorised Absence (not covered by any other code/description)
- **P** = Approved sporting activity
- **R** = Religious observance
- **S** = Study leave
- **T** = Traveller absence
- **U** = Arrived in school after registration closed
- **V** = Educational visit or trip
- **W** = Work experience
- **X** = Un-timetabled sessions for non-compulsory school-age pupils
- **Y** = Forced and Partial closure
- **Z** = Pupil not on roll
- **#** = School closed to pupils