



ATTENDANCE POLICY

Document Control Information

Version	DATE	DESCRIPTION
8	24/11/2021	Update logo and rationale. Procedure to follow for absconded/missing pupils. Removal of unauthorised holidays – covered in the DFE Guidance for Schools. Appendix 3 moves to appendix 2. Appendix 4 moves to appendix 3. Removal of Covid-19 attendance codes.
9	09/03/2022	Dual Registered pupils and the main school responsibility
10	14/09/2022	Minor Changes
11	19/09/2023	Minor changes + removal of reference to Inclusion Manager – role now covered by SLT.
12	8/10/2024	Updated links and absence codes (Appendix 3) Appendix 4 – Foundry College Absence Procedure added Addition of Family Support Worker's role in supporting attendance.

Responsibility	Kirsty Hodge
Committee	Teaching and Learning
Review Date	September 2024
Signed	

Rationale

At Foundry College each pupil is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower pupils to gain the essential skills, both academic and social, that will equip them for life. We believe that education is essential for all. To maximise opportunities to achieve their full potential pupils need to attend regularly and punctually. The college acknowledges that a number of the pupils suffer from long term medical, vulnerable, mental health and behavioural conditions which mean they may struggle to attend regularly or be absent for protracted periods of time.

Foundry College adheres to the Department of Education (DFE) Guidance on School Attendance ([Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) and apply the recommendations relating to using attendance codes.

Wokingham 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 college 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.
- Ensure their child is in the college by their agreed time each day. Any pupil who is not on site by this time is, by definition, late.
- Sign and support the Home College Agreement in the Induction Pack.
- Phone or text the college on the first and subsequent day[s] of absence.
- Follow up every absence with an explanation (phone call, text or email). 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 provide evidence as required.
- 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 responsibilities

- 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 appropriately recorded.
- Contact parents if a pupil does not arrive within 15 minutes of their expected arrival time
- Send a school comms if we do not hear from parents explaining an absence.
- See Appendix 4 for Absence Procedures.
- Contact parents if pupils go missing during the day. If the primary contact is not responding to school, the secondary contact will be called. Report pupils absconded/missing for more than 15 minutes to the police.
- Ensure that all notes from parents regarding absences are scrutinised.
- Provide a good example by always being punctual
- Alert the Senior Leadership Team when there is an attendance problem.
- Offer recognition to individual pupils whose attendance and/or punctuality is good or improves.
- Communicate directly with the pupil about their attendance.
- Enter into discussions analysing data at review meetings.
- Review every pupil's attendance weekly.
- 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, family support worker and/or a member of the senior leadership team.
- Hold half termly consultations with the Education Welfare Officer to review individual pupil attendance.
- Regularly communicate with the parents of pupils whose attendance is a cause for concern, including holding support meetings and attendance improvement plans.
- 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. Submit a CAE form (illness based absence) or CME form (unauthorised absences).
- Conduct unannounced home visits or welfare checks in the event of 10 consecutive days of absence or where a pupil is absent and we have not been able to contact parents/carers to establish reasons for absence.
- Work in partnership with other agencies regarding any child whose attendance rate at college is a concern, including making new referrals where necessary.
- Work with parents and pupils to develop attendance plans where necessary. This could include individual attendance action plans, EBSA step planning or individual targets as appropriate.

Responsibility of the Senior Leadership Team

- Ensure that the 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.

The Headteacher has overall responsibility for whole college attendance.

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 improving learning and raising pupil achievement. 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 LearnTrek attendance data or the Family Support Worker to the Senior Leadership Team and the "Attend to Achieve" model (**Appendix 1**) will be followed.

Lateness

When a pupil arrives late the pupil's time of arrival will be recorded by the college Administration Officer, if the pupil is more than thirty minutes late, they will receive a "U" lateness after the register has closed.

If a pupil receives their provision at an offsite venue, attendance, absence or lateness will be sent into college via email or text. In the case of absence or lateness, this will be after 15 minutes of the defined lesson time.

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

Pupils who are struggling to maintain regular attendance

The Family Support Worker, supported by the Senior Leadership Team, will work with parents, teachers and other agencies to support pupils who are struggling to maintain regular attendance. Impacts of the interventions put into place are regularly discussed with SLT.

- Parents will be contacted if their child's attendance starts to decline and invited in for a support meeting to look at causes and barriers and possible solutions. The College will work with parents and pupils to develop attendance plans where necessary. This could include individual attendance action plans, EBSA step planning or individual targets as appropriate.
- If College interventions are not successful in supporting pupils to attend their provision, then a referral to the Education Welfare Service will be completed. As part of this process, families will

receive an initial letter explaining their child's absence levels continue to be of concern and may be invited to an attendance meeting with the College and Education Welfare Officer to discuss next steps for support. If there is no progress following this intervention, a second letter may be sent inviting parents to further meetings.

- If there is insufficient improvement and the attendance target is not met, the Senior Leadership Team will liaise with the Educational Welfare Service about next steps, additional support and consequences, such as legal proceedings, may be started.

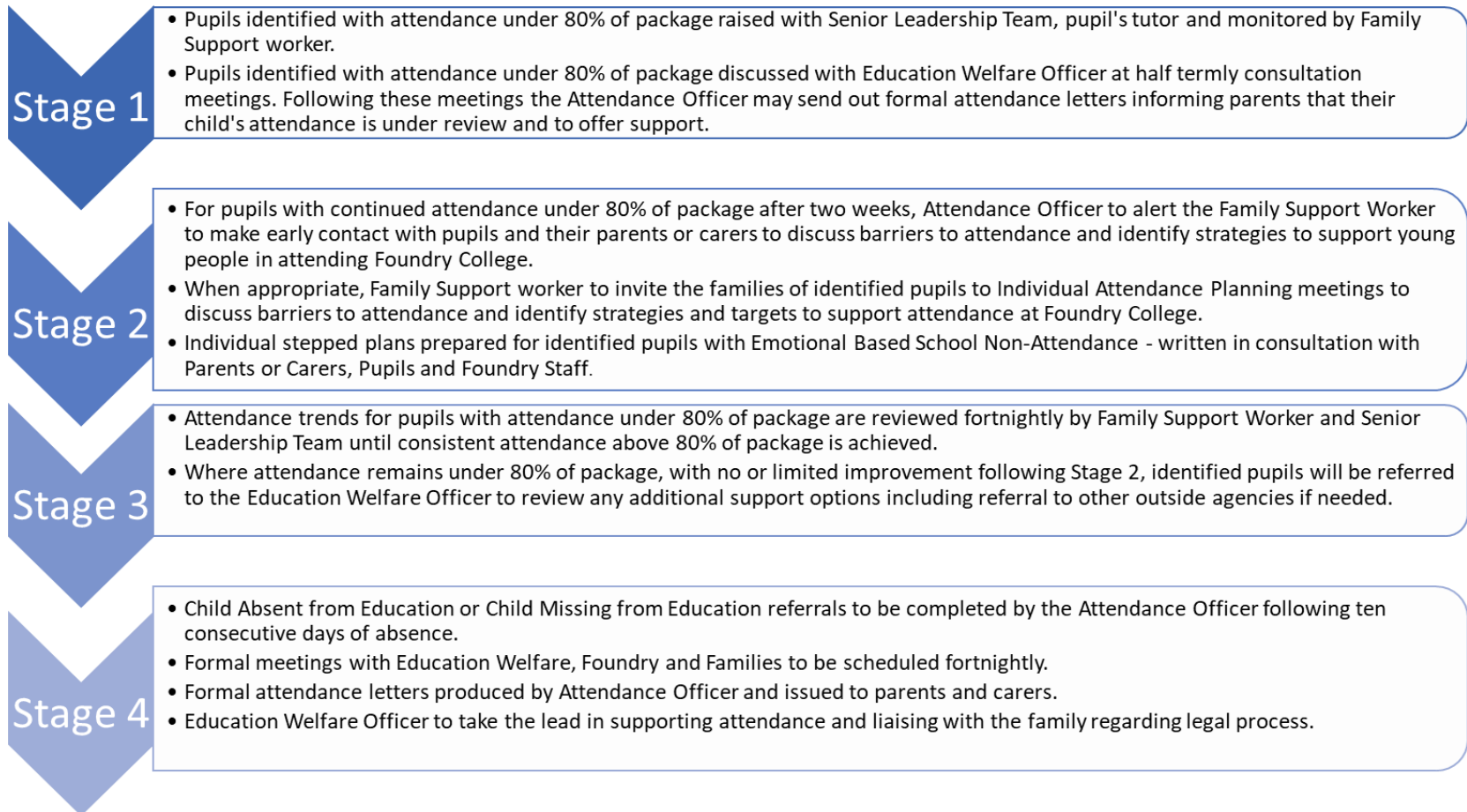
Dual registered pupils

Foundry College will share weekly attendance certificates with the Home School. The Home School retains responsibility for the monitoring of and enforcement of attendance through working collaboratively with the Senior Leadership Team of Foundry College.

Safeguarding

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

Foundry College Attendance Support Model



Appendix 2

Registration Procedures for Pupils

The college acknowledges that a number of the pupils suffer from long term medical, vulnerable, mental health and behavioural conditions which mean they may struggle to attend regularly or be absent for protracted periods of time.

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

- If a pupil is unable to attend a typical school day, they will have a Modified Timetable put in place in agreement with parents. Foundry College tracks individual attendance on a 'by session' basis (% attendance to package) as well as submitting the data required by the Department for Education on am/pm attendance. The individual % attendance of package is used to inform any interventions needed.
- 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 Administration Officer will record the reason and number 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, i.e. '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.
- If a pupil does not access a session within 5 days and no contact is received from home, an unannounced home visit may be carried out. This decision will be made based on pupils agreed package.

Definition of a session:

The school day is split into two sessions, morning and afternoon. Morning registration takes place at 9.30am and afternoon registration at 12.30pm. For some pupils this may be different according to need and a Modified Timetable will be put in place. Modified Timetables are reviewed regularly within the College and every 6 weeks with parents. A Modified Timetable risk assessment is carried out for any pupil on a part-time timetable.

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

Appendix 3

Absence and Attendance Codes to be used for Registration

ATTENDANCE CODES

Present codes:

The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed

Present and educated off site – B is used for alternative provision such as Storyy or autoskills, V will be used every character Friday:

The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.

Authorised absences:

The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.

Unauthorised absences codes:

The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.

Appendix 4



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FOUNDRY COLLEGE ABSENCE PROCEDURE

Parents and carers are required to let the school office know **before 9am or by the pupil's expected provision start time** if their child is going to be absent from school or their off site tutoring session.



If no contact from parents or carers is received **within 15 minutes** of a pupil's expected start time, the school office will send out a School Comms informing parents of the absence and requesting a reason.



If no response from the parent or carer is received **by 10am or within 30 minutes** of the School Comms being sent, the school office will email and telephone all contacts on the school system to obtain a reason for the absence.



If within another 30 minutes, the school office has been unable to establish any contact with parents or carers, the school office will refer the absence to the Family Support Worker. **If the Family Support Worker is absent, the school office will inform SLT.**



The Family Support Worker (or SLT) will try again to speak with parents and carers to establish a reason for absence using all available contact methods.



If contact with parents or carers has not been achieved, the Family Support Worker (or SLT) may carry out an **unannounced home visit to complete a welfare check.**



If, following the home visit welfare check, the school has still not received any communication from parents or carers regarding the absence, the Family Support Worker will liaise with SLT and may refer the family to Wokingham Children's Services due to safety concerns. If there are urgent safety concerns, advice from the police will be sought as soon as possible.

FOR CHILDREN BEING EDUCATED OFF SITE

Student does not arrive for off site tutoring session



Off site tutor to inform the school office **within 10 minutes** so the above procedure can be completed.



Off site tutor to stay at tutoring location for the duration of the teaching session.



In the event that the pupil is contacted directly but still does not arrive at their teaching location, SLT and the Family Support Worker will be informed of the absence. Contact with the parent or carer must be made **within 30 minutes** of the scheduled session start time.



In the event that parents and carers are uncontactable after this time, a decision may be taken to conduct a home visit to complete a welfare check, or to contact the police to report the child as missing.