



Archbishop Beck Catholic College

Attendance Policy

This policy adheres to the guidance contained in the following documents:

- **The Education Act 1996 – sections 434 (1)(3)(4)&(6) and 458 (4)&(5)**
- **The Education (Pupil Registration) (England) Regulations 2006**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2010**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2011**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2013**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2016**

ATTENDANCE POLICY

AIMS

- To raise levels of achievement by improving levels of attendance and punctuality.
- To ensure a whole college approach to attendance and to give it a high profile within the college and the community.
- To enhance the ways in which attendance is monitored in order to produce accurate information on which to base intervention.
- To reward good attendance.

RATIONALE

- Parents have the primary responsibility for ensuring that children of compulsory college age receive their entitlement to a suitable education either by regular attendance at college or otherwise. It is the responsibility of the Local Authority (LA) to ensure that parents meet these requirements.
- Attendance improvement is a high government priority – supported by the college.
- Attendance is at the heart of the college standards.
- There is a direct and well-proven correlation between attendance and examination performance.

OBJECTIVES

- To keep an accurate and up to date record of attendance.
- To inform parents of attendance issues.
- To raise the profile of expectations around attendance and the link to attainment with students, staff and parents.
- To identify the causes of non-attendance and take appropriate action where necessary.
- To improve attendance in individuals, groups and the college.
- To support vulnerable families and to improve attendance.
- To monitor attendance and investigate data on a regular basis to look for new ways to secure improvement.

STAFF RESPONSIBILITIES

Mr L Rowland (Assistant Headteacher)

- To liaise with staff and governors on all issues related to college attendance and ensure it is given a high priority across the college and community.

- To ensure that attendance is a regular agenda item in all meetings at all levels.
- To promote good college attendance with students and parents / carers.
- To have a general overview of all aspects of attendance data and management and produce an action plan.

Mrs M Haddock (Social Inclusion Manager)

- To liaise with the Assistant Headteacher and all relevant college staff, EWOs, external agencies, parents and students on attendance matters.
- To support the Assistant Headteacher and Progress Managers in promoting the importance of good attendance with all parties.
- To liaise and act accordingly where there are serious concerns about attendance issues related to individual students.
- To inform the Assistant Headteacher and / or Leadership Team about attendance on a regular basis.
- To prepare reports and statistics in consultation with the Assistant Headteacher, for the Leadership Group, Governors, DfES and the Local Authority.
- **To manage ALL 'Requests for Leave of Absence'**

Miss P Sutton (Family Support Officer)

- To work with students and their families to support outcomes and provide effective advice and guidance
- To promote good attendance with all students
- To promote the college to outside agencies and encourage partnerships that benefit the students at Archbishop Beck Catholic College

Miss J Hazell (Attendance Officer)

- To manage the electronic reporting systems and ensure that all data is reliable.
- To prepare reports and statistics for staff, students and parents as requested.
- To liaise and act accordingly where there are serious concerns about attendance issues related to individual students.
- To monitor punctuality on a daily basis.
- To support the Assistant Headteacher, Social Inclusion Manager and Progress Managers in promoting the importance of good attendance and punctuality with all parties.
- To comply with government legislation regarding the accurate collating and recording of students attending all off-site provision and to prepare weekly reports to the Social Inclusion Manager and Assistant Headteacher

Progress Managers / Assistant Progress Managers

- To ensure that parents / carers and all students are fully aware of all matters and routines related to attendance. These should especially include:
 - Procedures and timings of registration

- Lateness procedures
- To ensure that all form tutors and team members are fully aware of any procedures and routines related to attendance.
- To ensure all form tutors and team members are fully aware of the legal documentation related to attendance and how it is used.
- To monitor form group and individual attendance on a regular basis using data supplied by the Attendance Officer.
- To liaise with form tutors on all matters related to attendance and to assist in difficult cases related to: truancy and unauthorised absences and parent / carer liaison.
- To liaise with the Attendance Officer, Social Inclusion Manager and EWOs in all matters related to attendance.
- To organise and carry out sanctions for lateness.

Form Tutor

- To take the a.m: register in accordance with the set guidelines, using only the defined codes.
- To forward all absence letters / evidence accordingly via Student Services Department.
- To be proactive in notifying the Attendance Officer and Progress Managers of concerns around the attendance of an individual student.
- To direct any requests for leave of absence to the Social Inclusion Manager
- To keep a careful overview of form / individual student statistics in liaison with the Attendance Officer.
- To display the graphs / statistics / certificates in the form room as they are distributed.
- To promote good attendance.
- To be a good role model by arriving at group on time and engaging positively with students.
- To liaise with the Progress Manager / Attendance Officer and Social Inclusion Manager on related matters.
- Ensure all students understand and are aware of the procedures around lateness.
- To organise and carry out sanctions for lateness.

All Teachers

- To ensure a register is taken using the electronic system in every lesson taught.
- To be vigilant and notify the attendance staff immediately if students daily lesson attendance history shows anomalies.
- To provide a good role model and actively promote good attendance in their lessons.
- To provide a positive learning atmosphere that promotes and encourages good attendance.
- To discourage internal truancy by the following:
 - Refrain from allowing students out of lessons unless absolutely necessary.
 - If a student is granted permission to leave class, the class teacher must give the student a

note.

- Not allowing students to go to the toilet during lessons unless they have a medical pass.
- When a student is clearly ill they should be sent, with a note, to Student Services. Should it be necessary to send a student home this will be done via the Progress Manager or another senior member of staff.
- Students who arrive at Student Services without a note from the teacher should be sent back for one. However, in the case of a medical emergency, the priority must be to seek medical attention. In this instance the Progress Manager will be informed.

Education Welfare Officer (EWO)

Students are selected for referral at weekly discussion meetings. Some referrals will be students with a history of poor attendance, some will be students whose attendance has started deteriorating; some referrals will be for pastoral reasons.

When a student is first referred to Education Welfare a College Referral Form is completed along with a printout of their attendance. Re-referrals are made by the EWO being given a printout of the student's attendance.

The EWO will provide a regularly updated summary of individual referrals to the Social Inclusion Manager and will follow Local Authority guidelines which may lead to legal procedures.

PARENTS

Parents have a legal responsibility for ensuring that registered students of compulsory college age attend regularly. If a child does not attend college regularly the Social Inclusion Manager will investigate and involve the assigned EWO. Action will be taken to try to improve the attendance, and the college will use all its powers in collaboration with the Local Authority such as Internal Attendance panels, or P.A.C.E. (Police and Criminal Evidence) the issue of fixed penalty notices, prosecution and contracts.

STUDENT REGISTRATION

The college is required to take an attendance register at the start of each lesson. Registers are taken electronically, and class teachers take lesson registrations electronically. For each student, the register must be marked either as a present or absence by the form tutor or class teacher. The Attendance Officer will record students who are engaged in an approved educational activity away from the college site, or record accordingly for any other reason.

AUTHORISED ABSENCE

Authorised absence is absence with permission **from the college**. This includes instances of absences for **which a satisfactory explanation has been provided (e.g. illness) when supported by medical evidence if the absence is for 3 or more consecutive days. College can only authorise a maximum of 10 full day's absence for ALL matters in one full academic year.**

AUTHORISED ABSENCE

An absence is authorised by law if:

- The student is prevented from attending due to sickness which requires medical support.
- A day set apart for religious observance by the religious body to which the parents belong.
- The student is participating in work experience.
- The student is participating in field trips or educational visits at home or abroad if it is part of their current curriculum.
- Sporting activities (approved when supported by relevant documentation and based on individual attendance).
- Link courses with FE colleges where students attend for part of the time.
- Students receiving tuition at another college while remaining on roll at their home college. Their attendance will be closely scrutinised and recorded.

An absence may be authorised **at the college's discretion** for:

- Attendance at an interview with a prospective employer or another educational establishment.
- Medical or dental appointments by necessity made in college time – after 1.30pm whenever possible.
- Exclusions of fixed term.
- Student attending another educational institution where they are also required to be on roll (dual registration).
- In some instances personal family issues will be considered providing the students attendance remains above 95%.

UNAUTHORISED ABSENCE

Unauthorised absence is absence without permission from the college and includes all unexplained or unjustified absences.

- Truancy - where a student is away from college without permission from a daily authorised person. The parent is not an authorised person and the college can refuse to accept their reason.
- Lateness. Arrival after the morning register has closed unless late arrival is duly authorised.

COLLEGE RESPONSIBILITY

Stage 1

FIRST DAY RESPONSE

This has become an essential tool in tackling casual non-attendance and meeting rigid safeguarding processes. A text message is sent home to parents. They can then respond to the message via the free return explaining the reasons for absence. If there is no response, letters are sent identifying the unauthorised absence. These must be completed and returned without delay providing / confirming current contact details, directly to Student Services. Failure to do so will render the absence as unauthorised and contribute to your child's non-attendance profile.

STAGED RESPONSE

Social Inclusion Process

Stage 2 – Text messages to be sent home.

Each Attendance Focus Week messages will be sent home to students in the following categories:

- **Less than 90%** - Your child is currently classed as Persistently Absent from college. Their attendance is being monitored by Assistant Progress Managers.
- **90 – 95%** - Your child is currently below the college target of 97%. They must make every effort to increase this
- **97%** - Your child is currently reaching the college target. Well done! Keep up the good work.

STAGED RESPONSE

Family Support Officer

Stage 1 (ESO1)

Letter sent home to students causing concerns with attendance below 95%. Parents asked to contact the Family Support Officer directly to discuss concerns.

Stage 2 (ESO2)

Letter sent home to students with attendance below 90% where there has been no contact with the college. Parents are asked to attend an in-college meeting with the Family Support Officer and Social Inclusion Manager to discuss concerns. Parents are informed of the intention to take steps towards prosecution unless there is a marked improvement in attendance or ongoing medical matters where **ALL** absence **MUST** be evidenced by medical documentation – (appointment cards will **NOT** be accepted unless it is stamped and dated).

Stage 3 (ESO3)

Penalty notice issued. *(From January 2017 Parents who repeatedly fail to attend ESO meetings in college with the EWO will be referred to attend a PACE meeting in the presence of a Police Officer – this meeting is recorded on the student's attendance profile Parents will also be liable for legal proceedings)*

PERSISTANT ABSENCE

Persistent Absence (PA)

Attendance data is analysed continuously to identify key levels of non-attendance referred to as Persistent Absence. This is reported to the Local Authority each half term. Students who have reached Persistent Absentee status become a part of our PA cohort.

Strategies are put in place as soon as a concern is identified to support and improve the attendance at an individual level for each student.

Persistent absence is classed as below 90% attendance. All students will be monitored weekly to check that they are not slipping into that category.

MONITORING OF PERSISTENT ABSENCE

Weekly analysis of attendance data.

Identification of students and analysis by group – Disadvantaged, SEN, EAL, CLA.

Intervention strategies, including one to one interviews by Assistant Progress Manager.

Half termly and termly reports to Local Authority and Governors.

ACTIONS INCLUDE

Individual Attendance Action Plans put in place by Assistant Progress Manager for students between 90 – 82%

named senior staff. (All additional data input managed by Social Inclusion Manager - SIM)

On-going communication between parents and Social Inclusion Manager to help review and encourage continued improved attendance. Students below 82% are monitored by Social Inclusion Manager.

Meeting with both students and parents held in college or at home.

Alternative support through multi agency network.

Referral to the Team around the College. (Multi-Agency Team of Professionals).

LEAVE OF ABSENCE

From September 2013 the guidance for colleges regarding the authorising of absences is much more rigorous and stricter guidelines have therefore been put in place. The reason for this is that any time missed in education has a significant impact on your child's progress and achievement.

As part of the new legislation, Parents/Carers can face a fine of £60.00 each per child for taking time out of college during term time without the colleges consent. For example, a two-parent family with two children would be fined £240.00 per week of absence.

Archbishop Beck Catholic College has been advised to update our attendance policies to reflect the changes and to ensure they communicate to parents and carers the consequences of planning absences including holidays during term time.

The Local Authority will robustly monitor all college absences during term time, challenging Colleges and Parents who do not adhere to the new legislation.

Therefore, Archbishop Beck Catholic College encourage Parents / Carers to take holidays (**or trips away from home for any other reason**) during the college holidays, rather than during term time. As colleges are closed for 13 weeks a year it should not normally be necessary for children to miss college for these reasons. ***Leave of absence for any reason should only be requested in the most exceptional circumstances.***

What does the law say? In 2013 the Government took steps to discourage absences in term time and passed legislation abolishing the right of colleges to authorise specifically 'Term-time absences' that did not meet specified 'Extenuating Circumstances Criteria'. This means that from September 2013 leave of absence for any reason can only be granted if the college is satisfied that extenuating circumstances exist. Colleges may still refuse if your child has a poor attendance record, or, if the proposed leave of absence is at a particularly important time, such as in the run up to exams or at the start of a new college year.

No term-time holidays will be considered. Sporting and extra-curricular activities will be considered on receipt of the original lettered logo complete with dates. However, all absences are scored against our

child's overall attendance profile and monitored vigorously.

LONG TERM ABSENCE

Students who are absent for a long period of time or in hospital will have special arrangements to ensure that they have sufficient and appropriate work to do at home. This is monitored by the Learning Mentors. A reintegration programme will be put in place for their return to college.

MEANS OF ACHIEVING AIMS

- Constantly highlighting attendance as a whole college issue of the highest priority.
- Close monitoring by form tutors, Progress Managers, Assistant Progress Managers and the Social Inclusion Manager.
- Target setting - Individual students, Form groups, Year groups.
- Encouraging all staff to be vigilant and proactive in raising attendance anomalies and concerns.
- Letters / texts home.
- Interview with parents / carers.
- Involvement of EWO. In-house and external truancy checks.
- Celebrating attendance at assemblies and rewarding good attendance publicly.
- Data analysis and reports to Leadership Group and Governors on a regular basis.
- Competitions.
- Student Interviews.
- Mentoring.

REWARDS

Staged approach

Individual Students - each term

- 100% Attendance certificates and rewards at Celebration Assembly.
- 95% - 100% Attendance text sent home to parents.
- 92% - 95% Attendance, postcard sent home to parents.
- Each half term texts sent home to parents for 100% attendance and 100% punctuality.

Each Class

- Weekly Attendance rewards.
- League table of excellent attendance published and posted around college.

Persistent Absence (PA)

- PA students who have shown a significant improvement in attendance will be included in the reward process.

MONITORING (METHODS)

- First day response / statistics.
- Letters / text messages to parents.
- Data analysis by PA, gender, ethnicity, CLA, SEN, EAL, disadvantaged Student Premium.
- Parents made aware of responsibilities.
- EWO works with the college.
- Regular meetings between Family Support Officer and Social Inclusion Manager.
- All attendance and punctuality printouts for Form Tutors.
Punctuality lists to Senior Leadership Team and Assistant Progress Managers.
- Home visits carried out by Family Support Officer to support students and parents/carers