

The City of Leicester College



Attendance Policy

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Chair of Governors:		

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1. Ethos

The City of Leicester College has high expectations, which are embedded in our ethos and underpin our work. A consistent approach to managing attendance is critical in reaching these values.

1.2 Principles

- 1.21 Regular attendance at The City of Leicester College is essential if students are to achieve their full potential.
- 1.22 The City of Leicester College believes that regular attendance at School is the key to future success.
- 1.23 The City of Leicester College values all students. As set out in this policy, we will work with families and other agencies to identify the reasons for poor attendance and attempt to resolve any difficulties.
- 1.24 The City of Leicester College recognises that attendance is a matter for the whole school and community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding and Child Protection, Behaviour for Learning, Anti-bullying and Teaching and Learning
- 1.25 The procedures for monitoring attendance are outlined in the appendices of this policy. The Pastoral team work in partnership with all stakeholders, students, parents/carers, all staff, outside agencies (including Education Welfare Service at the Local Authority). This supports the achievements of securing high levels of attendance and supports students who may be having difficulties in school and periods of absences.

2. Legal Framework

- 2.1 Section 7 of the Education Act 1996 states that parents/carers must ensure that children of compulsory school age receive full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- 2.2 A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and will where necessary, implement legal sanctions
- 2.4 The Education (Student Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 2.5 The register must record whether the student was:
 - Present;
 - Absent;
 - Present at approved educational activity; or
 - Unable to attend due to exceptional circumstances.

3. Roles and Responsibilities

The City of Leicester College believes that improved attendance at school can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, students and the wider school community.

3.1 The Governing Body

As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents/carers.
- Annually review the Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that The Education (Student Registration) (England) Regulations 2006 and other attendance related legislation is complied with.
- Agree School attendance targets and submit these to the Governing Body each year, and report on performance
- Ensure that there is a named member of the school leadership team (CLT) to lead on attendance.
- Ensure that the School has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
- Request and hear reports on all matters related the college's progress on attendance on a termly basis at the relevant Governing body sub-committee.

This list is not intended to be exhaustive

3.2 The Senior Leader in charge of Attendance

The Senior Leader in charge of attendance is Jill Walton (Senior Deputy Headteacher)

- Ensure that there is a named member of the Senior leadership team to lead on attendance and allocate sufficient time and resources.
- improve whole school, key group and individual attendance to agreed targets as set by the governing body and in line with national trends.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Actively promote the importance and value of good attendance to students and their parents/carers and maintain good working relationships
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that The Education (Student Registration) (England) Regulations 2006 and other attendance related legislation is complied with.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collated, analysed frequently to identify causes and patterns of absence, devise solutions to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the Senior Education Welfare Officer and Local Authority should legal proceedings be instigated.
- Line manage the attendance team, including the Attendance Welfare Officer and Family Liaison Officer.

- Ensure attendance data is used well by leaders and tutors to address declining attendance at group and individual student level.
- Ensure attendance data is used well by leaders and tutors to celebrate improving and good standards of attendance at group and individual student level.
- Report attendance and other related issues to the Senior Leadership Team and Governing Body.

This list is not intended to be exhaustive

3.3 Attendance Welfare Officer

The Attendance Welfare Officer is Sandra Lloyd

- Work with the Senior Leader in charge of Attendance to improve whole school, key group and individual attendance to agreed targets as set by the governing body and in line with national trends.
- Be proactive in the early identification of increasing absence at individual and group level.
- Ensure that The Education (Student Registration) (England) Regulations 2006 and other attendance related legislation is complied with.
- Use systems to report, record and monitor the attendance of all students in KS3, KS4 and KS5, including those who are educated off-site are implemented.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the Senior Education Welfare Officer and Local Authority should legal proceedings be instigated.
- Use regular and prompt recording of attendance.
- Oversee the student admissions process, including reporting information to the local authority
- Analyse attendance data frequently to identify causes and patterns of absence
- Have good communication and contact with parents/carers, addressing concerns when there is a pattern of a student failing to attend school regularly without a good reason
- Work specifically to improve the attendance of those students identified as persistent absentees.
- Review students' attendance with the Head of Year and identify any key groups and/or emerging patterns.
- Attendance Officer will meet with the EWO in accordance with the agreed meeting schedule.
- Make decisions around fixed penalty notices in conjunction with the Senior Leader in charge of Attendance and the EWO
- Organise and run attendance panel meetings with parents/carers

This list is not intended to be exhaustive

3.4 The Family Liaison Officer

The Family Liaison Officer is Lisa Tailby

- Work with the Senior Leader in charge of Attendance and the Attendance Welfare Officer to improve whole school, key group and individual attendance to agreed targets as set by the governing body and in line with national trends.
- Analyse attendance data frequently to identify causes and patterns of absence
- Have good communication and contact with parents/carers, addressing concerns when there is a pattern of a student failing to attend school regularly without a good reason.
- Improve the attendance of those student who display inconsistent and poor habits towards school attendance
- Work specifically to improve the attendance of those students identified as SEND and Disadvantaged whose attendance is at risk of falling below 90%
- Make first day absence calls for RED vulnerable students.
- Liaise with Attendance Welfare Officer and EWO to ensure students' attendance meets agreed attendance targets.
- Work with families to identify why their children are not achieving full attendance. ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with college staff, the child and the child's family;
- Support parents and carers to develop improved habits towards school attendance.

- Carry out home visits where appropriate to support families in encouraging their children to maintain full and regular attendance.
- Work with HOYS, tutors, students and parents to identify and implement a range of strategies and interventions that lead to the improvement of an individual's attendance.
- Take responsibility for the college attendance rewards programme and promote this accordingly with the students, parents/carers and staff.
- Manage the attendance rewards budget
- Support the attendance team with the day to day management of whole school attendance.

This list is not intended to be exhaustive

3.5 Attendance Officer

The Attendance Officer is Karamjit Kaur

- Be a point of contact for the attendance line for parents/carers
- Check register accuracy
- Compile a daily list of those not completing registers and inform the Attendance leaders of where action needs to be taken
- Make first day absence calls for AMBER students.
- Ensure text messages are sent for absent students on first day

3.6 Heads of Year

- Actively promote the importance and value of good attendance to students and their parents/carers and maintain good working relationships
- Work with the Attendance Team to improve year group, key group and individual attendance.
- Analyse attendance data frequently to identify causes and patterns of absence.
- Have good communication and contact with parents/carers, addressing concerns when there is a pattern of a student failing to attend school regularly without a good reason.
- Review students' attendance with the Attendance Welfare Officer and identify any key groups and/or emerging patterns.
- Provide information, guidance and advice around attendance for the team of year group tutors
- Talk to students about the value of education and the importance of attendance.
- Promote attendance promotions, competitions and rewards with the year group

This list is not intended to be exhaustive

3.7 Tutors/Teachers will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Form positive relationships with students and parents/carers.
- Contribute to a whole school approach which reinforces good attendance at school, with good teaching and learning experiences that encourage all students to attend and achieve.
- Comply with The Education (Student Registration) (England) Regulations 2006 and other attendance related legislation.
- Analyse attendance data to identify causes and patterns of absence.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support students and their families.

3.8 Parents and Carers

- Actively promote the importance and value of good attendance to their child
- Talk to their child about school, taking a positive interest in their child's work and educational progress.
- Contact the school by 8.30am if their child is absent to let them know the reason why and the expected date of return; follow this up with a note where possible.

- Where the school raises a concern about attendance, work with the school to develop improved habits towards attendance
- Try to avoid unnecessary absences; wherever possible make appointments for the Doctors, Dentists, etc. outside of school hours.
- Instil the value of education; encourage their child to look to the future and have aspirations.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with the College and acknowledge the importance of children receiving the same messages from both The City of Leicester College and home.
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child on holiday during term-time. If there are exceptional circumstances they will write to the Head Teacher.

4. Support Systems

- 4.1 The City of Leicester College recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or at The City of Leicester College. Parents/Carers should make the College aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help identify any additional support that may be required.
- 4.2 The City of Leicester College also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with physical or mental health needs, migrant and refugee students or Children In Care.
- 4.3 The College will implement a range of strategies to support improved attendance, which will include:
- Texting on first day of absence
 - Tiered intervention system
 - Tiered system of letters
 - Discussion with parents/carers and student
 - Panels meetings
 - Social and Emotional Aspects of Learning within the curriculum
 - Referrals to support agencies
 - Family liaison support
 - Behaviour support
 - Parent contract meetings
 - Reintegration support packages
 - Time limited part time time-tables
 - Reward systems
 - Home visits
 - Early morning calls
- 4.4 Support offered to families will be centred around the student and planned in discussion and agreement with both parents/carers and students.
- 4.5 Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, The City of Leicester College will discuss with the Senior Education Welfare Officer who will consider a referral to the Local Authority, Education Welfare Service.

For more information regarding the Local Authority information can be found at:

- <https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/attendance-behaviour-and-welfare/>

5. Monitoring and reviewing the policy.

- 5.1 The policy will be monitored and evaluated annually and will involve stakeholders.
- 5.2 The Governing body and CLT will monitor attendance regularly.

6. TCOLC Attendance Strategy

Absence Codes

Code	Description	Meaning
/	Present (am)	Present
\	Present (pm)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
K*	No Kit	Present in lesson
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q*	Not in timetabled lesson	Present in lesson
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Education visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendance
Y	Enforced closure	Not counted in possible attendance
#	School closed to students	Not counted in possible attendance
*TCOLC School attendance codes		

NB: The City of Leicester College adhere to the DFE 'School Attendance' guidance document, update August 2020 when applying codes, and work in conjunction with any local protocols.

Categorising absence

- A.1 Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by The City of Leicester College and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory

explanation for the student's absence has been received

A.2 Parents/Carers should advise The City of Leicester College by telephone by 8.30am on the first day of absence and provide The City of Leicester College with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

A.3 Absence will be categorised as follows:

i) Illness (I)

In most cases a telephone call or a note from the parents/carer informing the school that their child is ill will be acceptable. Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

ii) Medical/Dental Appointments (M)

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend School for part of the day. Parents/carers should show the appointment card to School.

iii) Other Authorised Circumstances (C)

This related to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

iv) Excluded (E) (No alternative provision made)

Exclusion from attending The City of Leicester College is counted as an authorised absence. Arrangements for work to be sent home will be made.

iv) Family Holidays (H) and Extended Leave

Parents/carers are strongly advised to avoid taking their children on holiday during term time. Parents/carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

However, leave of absence **may** be granted at the discretion of the Principal under exceptional circumstances. Parents requesting leave due to exceptional circumstances must write to the Principal.

Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- The student's general absence/attendance record
- Proximity of public examinations
- Student's ability to catch up the work missed
- Student's educational needs
- General welfare of the student
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken

All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents/carers must contact school should any delays occur
- That the student's place may be withdrawn if the family do not return as expected.

If a student fails to return and contact with the parents/carers has not been made or received, the College will refer to the Local Authority, Education Welfare Service as a Child Missing Education (CME). The outcome may be to remove the student from the College's roll in compliance with The Education (Student Registration) (England) Regulations 2006. This means that the student will lose their school place. (See Appendix C – Students being taken off roll.)

If the permission to take leave is not granted and the student still goes on holiday, the absence will be unauthorised (G). This will lead to a referral to the Local Authority, Education Welfare Service and a Penalty Notice or legal proceedings being issued.

v) Religious Observance (R)

The City of Leicester College acknowledges the multi-faith nature of British Society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to allow their children not to attend the College on any day of religious observance if recognised by the parent's/carers religious body. Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absences will be categorised as unauthorised

vi) Traveller Absence (T)

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent/carer is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable nor does it relieve parents/carers of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Leicestershire, if a family can reasonably travel back to The City of Leicester College then the expectation is that their child will attend full-time.

The City of Leicester College will be regarded as the base school, if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the student's school place at The City of Leicester College will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

The City of Leicester College can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents/carers must:

- Advise of their forth coming travelling patterns before they happen; and
- Inform the school regarding proposed return dates.

The City of Leicester College will consider authorising absence of Traveller children if the College is satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited School
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer-based distance learning that is time evidenced.

Where Traveller children are registered student at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending School, the absence will be investigated in the same way as that for any student.

vii) Late Arrival (L)

Morning Registration begins at 8.30 am and afternoon school starts at 12.25 pm, students arriving after this time will be marked as present but arriving late. The register will close at 9.30am and 12.25 pm, students arriving after the close of the register will be recorded as late, this will not be authorised and will count as an absence for that School session (U).

On arrival after the close of register, students must immediately report to their class teacher where the register will indicate the student is in school. This ensures that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

viii) Late After the register has closed (U)

The absence will be recorded as **unauthorised (U)** if the student has arrived late (after 9.30am in the morning or 12.25pm in the afternoon), without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

ix) Unauthorised absence (0)

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by The City of Leicester College.

Student Absence from School

When a student is absent from school and parents/carers have not given a reason for the absence, contact will be made on the first day of absence, requesting the reason for absence and expected date of return. First contact will be a text message; this will be followed up with a phone call if there is no reply to the text.

If there is still no contact from the parent/carer, a letter will be sent requesting a reason for absence. The student will also be spoken to on their return to find out the reason for absence.

Student Illness in School

If a student is seriously injured in school, then contact is made with parents/carers requesting that they arrange for the child to be collected

If it appears that urgent medical attention is required, arrange for the student to be taken to hospital (normally this means calling an ambulance accompanied by a member of staff who must inform medical staff of the injury/illness suspected.) Parents must be informed that the student has been taken to hospital.

If at all possible, it is preferable that parents make the journey to hospital rather than staff.

If a student is vomiting or showing signs of illness, then contact is made with parents/carers requesting that they arrange for the child to be collected.

If a student goes to reception complaining of illness during a lesson, they are placed in the medical room and checked on regularly. Their Head of Year will make a decision whether to contact parents/carers. If a risk assessment is made by a trained first aider that the student cannot be left alone, then the student will be monitored in the reception area, or in the medical area.

If a student has bumped their head in school (minor incident), a 'bumped head' letter is always issued and sent home with the student.

If the student is sent home, then the signing out book is completed for the remainder of the session.

They are then recorded absent at the next session and illness is recorded as the reason for absence.

Students being removed from roll

- C.1 In accordance with The Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:
- The college is replaced by another college on a School Attendance Order.
 - The School Attendance Order is revoked by the Local Authority.
 - Permanent exclusion has occurred, and procedures have been completed.
 - Death of a student.
 - Transfer between school.
 - Student is withdrawn to be educated outside the school system.
 - Failure to return from an extended holiday after both the School and Local Authority have tried to locate the student.
 - In custody for more than four months (in discussion with The Youth Offending Team).
 - 20 days continuous unauthorised absence and both the Local Authority and school have tried to locate the student.
 - Left the school but not known where he/she has gone after both the School and the Local Authority have tried to locate the student.
- C.2 The City of Leicester College will follow their own Children Missing Education Policy working alongside Leicester City Council's Children Missing Education protocols when a student's whereabouts is unknown.