

ATTENDANCE AND ABSENCE POLICY

Policy area: 1 – Quality assurance

Date established: September 2014

Date last revised: August 2016

Date of next revision: August 2017

This policy will be reviewed in full by the Head of College on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in August 2016. It is due for review in August 2017.

Signed

David Shandley

Head of College

Date: 18/08/2016

Overview

Policy statement

“There is a strong correlation between the amount of absence and the qualifications children achieve” Department for Education

Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16.

They must then do one of the following until they are 18:

- stay in full-time education, e.g. at a college
- start an apprenticeship or traineeship
- work or volunteer (for 20 hours or more a week) while in part-time education or training

(Source: <https://www.gov.uk/know-when-you-can-leave-school>)

Parents have a legal duty to make sure that their children go to school regularly. Newland College will inform the Local Authority of any students who are persistently absent. Following the guidance on attendance by the DfE, we will authorise absence on individual request but only in exceptional circumstances.

Purpose

At Newland College we are committed to providing a full and effective education for all our students to ensure they achieve their potential in all that they do. We believe that maximum attendance from every student is required to benefit from the education that we are offering. This policy details that we expect all students to attend college regularly, arrive on time and be prepared for the college day. We will do all we can to ensure that any problems which impede attendance are identified and acted upon as soon as possible.

Applicability

This policy applies to all Newland College staff, parents/guardians and students.

Statutory and non-statutory guidance

This policy is written in accordance with DfE guidance on school attendance and absence: <https://www.gov.uk/school-attendance-absence>

School attendance, DfE October 2014:

<https://www.gov.uk/government/publications/school-attendance>

and with due regard to:

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education (Student Registration) (England) Regulations 2006

The Education (Student Registration) (England) (Amendment) Regulations 2010

The Education (Student Registration) (England) (Amendment) Regulations 2011

The Education (Student Registration) (England) (Amendment) Regulations 2013

The Education (Student Registration) (England) (Amendment) Regulations 2014

Keeping children safe in education (September 2016)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Access

This policy is available on the website and is available on request from the college office. We also inform parents and guardians about this policy when their children join Newland College, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Code of Professional Conduct.

Failure to comply

Students at Newland College who do not comply with this policy must expect intervention from the Senior Leadership Team. Parents/guardians who do not ensure that their children attend college regularly must understand that Newland College is legally required to inform the Local Authority.

Attendance and absence policy

1 When a child can miss school

A child can miss school if either:

- They are too ill to go in
- They have got advance permission from the school.

2 Holidays in term time

2.1 Parents must get permission from the Head of College if they wish to take their child(ren) on holiday during term time.

Parents/guardians can only do this if:

- they make an application to the Head of College in advance (as a parent the child normally lives with), using the form in [Appendix A](#). All such requests should be directed to the Head of College by emailing: info@newlandcollege.co.uk
- there are exceptional circumstances

2.2 The Head of College decides how many days your child(ren) can be away from college if leave is granted.

2.3 Parents can be fined for taking their child(ren) on holiday during term time without the college's permission.

3 Parental responsibilities

- 3.1 We appreciate that most parents recognise the importance of regular attendance in improving student achievement and do their best to make sure their children come to college on time every day that they can.
- 3.2 It is the responsibility of all parents and guardians to report their child's absence from college by 9.00am by telephone or email to Reception.
- 3.3 For students who take the college bus, we request that you inform the driver as early as possible on the day of absence. (Please note it is necessary to also contact the college directly regarding the absence from college.)
- 3.4 Where the college has not been notified of a student's absence for a period, we are required by law to report the child as 'missing' to the Local Authority.

Attendance and absence procedure

1 Newland College's roles and responsibilities

- 1.1 Attendance is a student welfare and safeguarding issue. The college takes its safeguarding responsibilities in these areas very seriously.
- 1.2 Should a student not arrive at college by the designated time and no explanatory telephone call/email has been received, a member of staff will make contact with the child's parent.
- 1.3 If a student becomes unwell whilst at college, parents are informed and parents/carers are requested to collect their child as soon as possible.
- 1.4 The College Administrator ensures that the attendance of all students is closely monitored and absence effectively dealt with.

What can parents do to help?

- ✓ Let the college know as soon as possible why your child is away
- ✓ Send a note when your child returns to college
- ✓ Try to make appointments outside school time
- ✓ Do not allow your child to have time off unless it is really necessary

If you are worried about your child's attendance, what can you do?

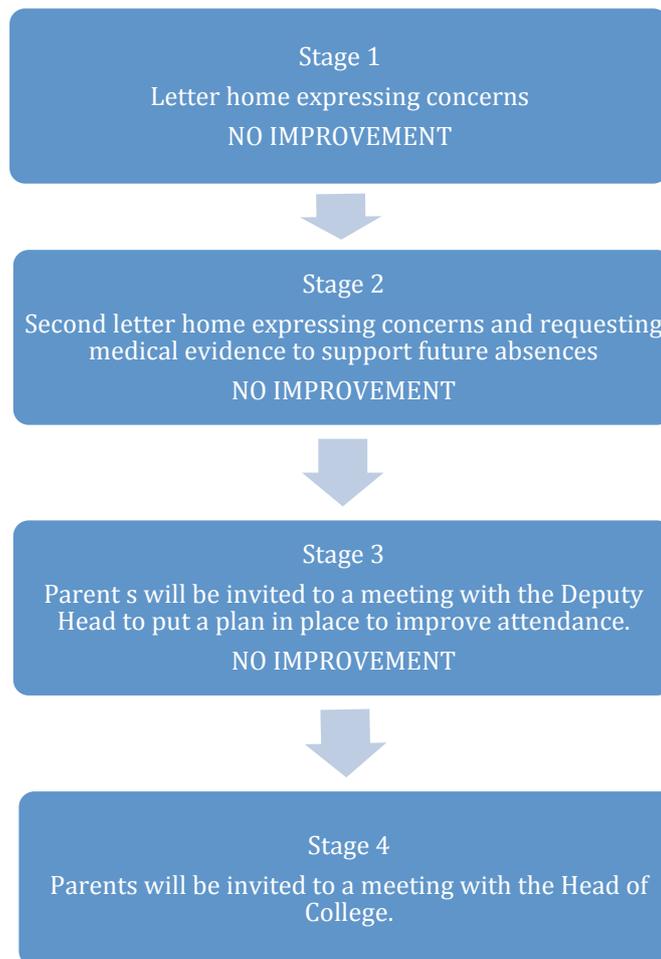
- ✓ Talk to your child, it may be something simple
- ✓ Talk to the Deputy Head and staff at the college

2 Lateness

- 2.1 At the start of the college day all students are expected to be in college for registration. Any child arriving after registration should enter college via the main entrance and report to Reception. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register. The child will then be sent to their classroom.
- 2.2 **Registration for all students is at 8:45am and classes start at 9.00am. Students who arrive after 8:45 must sign the Late Arrival Book at Reception before going to class.**
- 2.3 Students who are consistently late are disrupting not only their own education but also that of others.
- 2.4 If a child is late on a continuous basis (more than 10% of school days), parents/carers will receive a formal letter stating our concerns with a copy placed in the student's file.

3 Persistent Lateness

Where students are persistently late, the college will implement the following procedure:



4 The role of parents/carers, students and teachers

Parents/carers

- 4.1 Strong links and effective communication with parents is vital.
- Parents must telephone the college by 9:00am on the first day of any absence to explain the reason for absence and give an expected return date.
 - Parents are legally responsible for ensuring their child's regular attendance. Students must arrive on time and be ready to learn.
 - Parents must provide an up to date contact number and an emergency number that may be used in exceptional circumstances. It is important that, should the need arise, we can contact parents without delay.
 - On a student's return to college, following an absence, a written note or a doctor's note should be provided. The Head of College reserves the right to ask for medical evidence before making a decision as to whether to authorise the absence.
- 4.2 Parents who do not give an acceptable reason for the absence of their child must understand that the absence will be recorded as unauthorised.
- 4.3 If children have medical appointments parents/carers are asked to supply appointment cards.
- 4.4 The Home/College Charter (see [Appendix B](#)) states the responsibility of the parent and student to ensure that expectations relating to attendance are met.
- 4.5 Parents must commit to ensuring that students attend on a full time basis unless medical evidence proves that this is not possible.

Students

- 4.6 Students are expected to be responsible and independent. Unless there are exceptional circumstances, they are personally responsible for maintaining good attendance.
- 4.7 Good attendance also means good punctuality.
- 4.8 Good attendance means attending lessons. Arriving in college and not attending lessons does not constitute good attendance.
- 4.9 All students will be provided with a timetable showing clearly their lesson schedule.

- 4.10 Students must attend all lessons on their timetables unless they have permission from the Head of College to be excused from a lesson.
- 4.11 Students are expected to attend punctually every day.
- 4.12 Students will not leave the college site without permission from staff.

Teachers

- 4.13 Teachers record attendance at each lesson.
- 4.14 Teachers report absence from lessons to senior staff.

5 Information on a child missing from education

- 5.1 All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.
- 5.2 A child going missing from education is a potential indicator of abuse or neglect. College staff must follow our procedures above for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. All staff must also follow information provided in our Safeguarding (including child protection) policy, available on the Google Drive and our website if they suspect that any student is a victim of abuse or neglect.
- 5.3 It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

6 Attendance register

- 6.1 The law requires us to have an admission register and an attendance register. All students must be placed on both registers.
- 6.2 The Registrar must inform our local authority of any student who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded. The local authority must be notified when a school is to delete a student from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the student's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

6.3 The Registrar must inform the local authority of any student who fails to attend college regularly, or has been absent without the college's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the college and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

6.4 The Registrar is responsible for updating the attendance register at the start of the first session of each college day and in the first lesson after lunch, using the national absence and attendance codes. On each occasion the Registrar must record whether every student is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The Registrar follows up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the college's electronic register, which is used to download data to the School Census.

Appendix A: Request for leave of absence during term time



REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Please send this completed form to the Head of College
at least 2 weeks before the absence is due to start.

NAME OF STUDENT(S) _____

YEAR GROUP(S) _____

REASON FOR APPLYING FOR LEAVE OF ABSENCE IN TERM TIME

Does the student have brothers or sisters at college?

Yes / No

Please specify the dates of the absence:

Absence leave from _____ to _____

Name and Signature of Parent/Guardian

_____ Date _____

Name and telephone number of relative/friend who the college can contact if
needed, during the absence

The college will consider the following points:
The student's previous attendance history
The age of the student
The student's stage of education
The nature of the absence (an exceptional event/cultural experience)
The time of year
If there is a fixed return date
If previous holidays have been applied for, what length have they been

Office use only

Seen by Head of College Y / N

Agreement reached Y / N

Authorised/Unauthorised

Other points

Date:

Appendix B: Home/College Charter



Student Name: _____

Aims:

- **To create an ethos of understanding and openness in home-college relationships**
- **To help parents to develop a positive role in complementing and supporting the work of the college in educating their children**

PARENTS or GUARDIANS	STUDENTS	COLLEGE
We will do our best to:	I will do my best to:	We will do our best to:
Vision and Mission		
<ul style="list-style-type: none"> - Demonstrate commitment to the College Vision and Mission by working with the college to support our key values. - Be aware and sensitive to the different needs and abilities of students in the college - Support international mindedness, its multiple perspectives and the diversity of our cultural makeup as a college. 	<ul style="list-style-type: none"> - Reflect the values of our Vision and Mission in my actions and attitudes as a member of the student body - Uphold the five British values (Rule of Law, tolerance of other faiths and beliefs, democracy, individual liberty and mutual respect) 	Communicate our College Vision and Mission through: <ul style="list-style-type: none"> - Inclusive Admissions policy. - Engendering inclusive practices in our approach to teaching and learning. -Fostering a spirit of respect, compassion and empowerment among our students. - Uphold the five British values (Rule of Law, tolerance of other faiths and beliefs, democracy, individual liberty and mutual respect)
Attendance and Punctuality		
<ul style="list-style-type: none"> - Ensure our child attends college regularly and on time. - Inform the college as soon as possible if our child cannot attend college for medical/ Visa appointments and provide a note to explain each absence. (Please see the Leave of Attendance policy for further	<ul style="list-style-type: none"> - Arrive on time and attend college every day. - Be on time for every lesson. - Catch up with any work missed and review it with the teacher on my return. 	<ul style="list-style-type: none"> - Encourage and reward good attendance and punctuality. - Ensure that all absences are accounted for. - Respond consistently and sensitively to all requests for leave of absence.

details). - Inform college if parent/ guardian is away travelling and the arrangements in your absence.		
Positive Growth Mind Set		
- Check Managebac regularly. - Support our child with completing their homework and meeting deadlines. - Support students in understanding that making mistakes and following corrective feedback is a major step to becoming a great learner.	- Complete homework and meet deadlines. - Listen to staff and work hard. - Be prepared for college each day with required equipment for class. - Follow teacher's expectations in each subject. - Learn from the feedback and develop the skills to enable you to make sustained progress. - Follow the Academic Honesty Policy.	- Set homework on a regular basis via Managebac. - Give opportunities for each child's talents to develop, promoting their personal growth. - Use assessment to inform teaching and learning. - Provide students with the learning skills to become independent learners.
Behaviour and Safety		
- Support the College's Behaviour for Learning Policy. - Ensure that my child behaves safely and responsibly whilst travelling to and from college.	- Respect the needs of others and accept responsibility for my own actions. - Be honest with myself and others. - Follow the college rules at all times including those based on e safety and behavioural expectations.	- Promote a well disciplined and safe environment where positive attitudes are maintained.
Communication		
- Attend Parent Teacher Conferences or make alternative arrangements. - Work with my child to help them meet learning targets. - Let the college know of any concerns that might affect my child. - Be mindful of our diversity and tolerance and respectful of other views and cultures.	-Take all letters home and show them to a parent or guardian. - Let a teacher know if I have any worries.	- Keep you informed regularly about your child's progress. - Encourage each student to take responsibility for their own learning. - Involve students in setting targets for achievement and behaviour. - Respond quickly and sensitively to concerns.
Signed:	Signed:	Signed:
Parent/Guardian	Student	On behalf of Newland College