

ATTENDANCE AND PUNCTUALITY POLICY

Last Reviewed/Updated: 15.08.2018

Next Review/Update: 15.08.2019

Aims:

This policy covers attendance requirements for two groups of pupils served by the College

1. Pupils in Years 10 and 11 (pre-16 GCSE) of Compulsory School Age (CSA)
2. Pupils in Years 12 and 13 (post-16 GCSE, Lower Sixth, Upper Sixth, and A-Level Intensive) for whom attendance at school or college is not compulsory

Our policy aims to:

- Emphasise the importance to all students of maximum attendance at school as an essential prerequisite for making full use of all educational opportunities and to maximising individual achievement
- Make explicit to all relevant parties (teachers, parents/carers and students) the College's expectations on attendance levels;
- Promote a consistent approach throughout the College towards all matters relating to attendance;
- Communicate to all relevant parties the legal position with regard to attendance and the categories of absence which are deemed "authorised";
- Stress the need for home and College to work in close partnership to achieve high attendance

Although attendance at college is subject to differing legal requirements for the two groups of pupils, our view on attendance is, nonetheless, covered by a single overarching statement: we believe that a pattern of regular attendance at school, college, or any other learning establishment is vital. Regular attendance entails the discipline and structure without which effective learning cannot take place. Without regular attendance, the learning process becomes fragmented and unsatisfactory.

1. Attendance Policy for CSA pupils

Attendance is a national priority. All schools must submit data electronically (both in an aggregated form and on an individual pupil basis) every term. It is a key indicator of an effective school and, as such, will be scrutinised by the appropriate regulatory authorities (ISI). National data shows a correlation between high attendance rates and high examination performance.

We expect 100% attendance from all our students. Sickness, when it occurs, usually entails a block of time over a continuous period. What we want to see is unbroken weeks of attendance (i.e. those where the pupil is marked present on all ten sessions); students should not have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the College.

Students are required to attend all lessons, pastoral tutorials and SSP unless they are ill or have permission for an authorised absence.

Students should discuss with their tutor any planned absences and seek permission well in advance.

Students are, of course, responsible for catching up on work missed due to absence.

Students should be available for contact at all times providing the college with up to date mobile phone numbers and must respond promptly to any contact from the college.

In cases of illness

Parents of students should contact the College on the first day of non-attendance confirming reason for absence. For absences longer than 3 days then a medical note is needed.

Any other reports of absence due to illness e.g. via another student, are not “authorised”.

Routines

Teaching staff keep registers of attendance to class and promote prompt attendance to lessons. In order to allow time for movement between buildings the following times of lessons apply

	Start	End
Tutor Period	08.45	09.00
Period 1	09.00	09.45
Period 2	09.45	10.30
Period 3	11.00	11.45
Period 4	11.45	12.30
Period 5	13.15	14.00
Period 6	14.00	14.45
Period 7	14.45	15.30
Period 8	15.45	16.30

A student who arrives 5 minutes after the official start time of Tutor Period/the lesson (see above) must be reported by the member of staff on SIMS and must report to Lynne in order to be admitted to class. A student will be recorded as “officially late” if they report to Lynne 5 minutes after the class was due to start.

The Academic administrator (Lynne Bonfim) records the absence and chases the student as follows

*phone call to mobile or home if day student. The reason for being late is recorded on the absence report. The absence report is checked by tutors who will follow up with the student concerned daily. The Head Teacher and Academic Administrator will check the attendance and punctuality for the whole College every Monday morning. Letters will be sent home accordingly and uploaded to SIMS.

Obtaining Leave of Absence for absence during term

Routine permissions (for example, for university open days, dental and medical appointments) can be given by the Tutor who will liaise when necessary with parents, and should be notified in advance to the Office/Teachers as authorised absences.

Leave during term time for holidays, family or religious reasons, can be granted by the Principal/Head Teacher, provided parents apply in writing in advance. The Principal/Head Teacher will take into account the student's attainment, attendance record and ability to catch up on lost work, the time of the year proposed, the nature of the holiday and parental wishes. The Principal/Head Teacher will inform the Tutor and Teachers in all such cases. If a student

goes on a holiday which has not been approved by the College this will count as unauthorised absence.

RIC will notify the local Social Care team if there is an unexplained absence of more than two days' duration from college (or one day following a weekend) of a GCSE student. Moreover, this will happen if the child is subject to a protection plan; or as agreed as part of any child protection plan or core group plan. (Please also refer to RIC Safeguarding Policy)

Unauthorised Absence

If a student has less than 90% attendance over a period of time the Principal/Head Teacher will notify the parents and ask them to attend a meeting to determine the best way forward. If the un-authorised absence continues then the student may be asked to withdraw from the college.

Routines for dealing with unauthorised absence and lateness (defined to be arrival at class 5 minutes after the start time of the lesson)

1. If a student is absent from a lesson this will be picked up initially by the subject teacher, who is obliged to report every absence 5 minutes after the start time of the lesson, and by the tutor who receives an email at the end of each the day highlighting the absence/late. If a student's late arrival or absence from class is unauthorised the teacher must deal with the matter with the student decisively and clarify the situation.
2. In the case of the second and third unauthorised absence or late arrival in any one term, the Tutor needs to discuss this with the student at the next tutorial. The Tutor might impose sanctions such as extra work during SSP and/or a lunch time detention. Tutors should record this on SIMS.
3. In the case of a fourth unauthorised absence or late arrival in any one term, the Principal/Head Teacher will see the student to discuss strategies for dealing decisively with the problem and to try and establish any underlying cause. The Principal/Head Teacher will ensure that the parent is aware (by email) that further absence will result in the student having a formal meeting with the Principal/Head Teacher. Any subsequent formal correspondence will be uploaded to SIMS.
4. If a fifth unauthorised absence or late arrival occurs in any one term the student and the parent/guardian will be asked to see the Principal/Head Teacher to discuss ways to improve the situation.
5. Should the agreed action be unsuccessful, then the Principal/Head Teacher will write formally indicating that should further unauthorised absence or late arrival occur the student may face exclusion.