**ATTENDANCE POLICY**

**Document Control Information**

| Version | DATE | DESCRIPTION |
|---|---|---|
| 5 | 23/09/2019 | Update the Attend to achieve model. Minor amendments |
| 6 | 11/09/2020 | Minor amendments |
| 7 | 23/03/2021 | Update unannounced visits to include 5 day visits. Tweaks to the format of the document. Update new codes to include COVID-19 codes. |
| 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. |

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| 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 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 and behavioural conditions which mean they may be absent for protracted periods of time.

Foundry College adheres to the Department of Education (DFE) Guidance on School Attendance (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf) 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 in their tutor group 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 written explanation. 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
- 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 praise 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.
- Hold annual consultations with the Education Welfare Officer.
- Send a school comms if we do not hear from parents explaining an absence.
- Regularly ring the parents of pupils whose attendance is a cause for concern.
- 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.
- Conduct unannounced home visits or welfare checks with either the police, social service or the EWS; after 5 consecutive days of no contact from parents and 10 consecutive days of absence.
- 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 or a member of the senior leadership team.
- Work in partnership with a number of services regarding any child whose attendance rate at college is a concern.
- Set attendance targets for all pupils.

**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 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.

**Persistent absentees**

The Senior Leadership Team will work with parents, teachers and other agencies to support pupils who are deemed to be in danger of qualifying as a persistent absentee [PA]. The impacts of the interventions put into place are regularly discussed with SLT.

Parents will be contacted if their child's attendance starts to decline. They will receive a letter explaining their child's attendance has dropped below 90%. If they continue to be persistently absent, a second letter is sent and the parents are invited in for a meeting to discuss ways of improving their child's attendance.

If there is insufficient improvement and the attendance target is not met, the Senior Leadership Team will refer to the Educational Welfare Service and legal proceedings may be started.

**Dual registered pupils**

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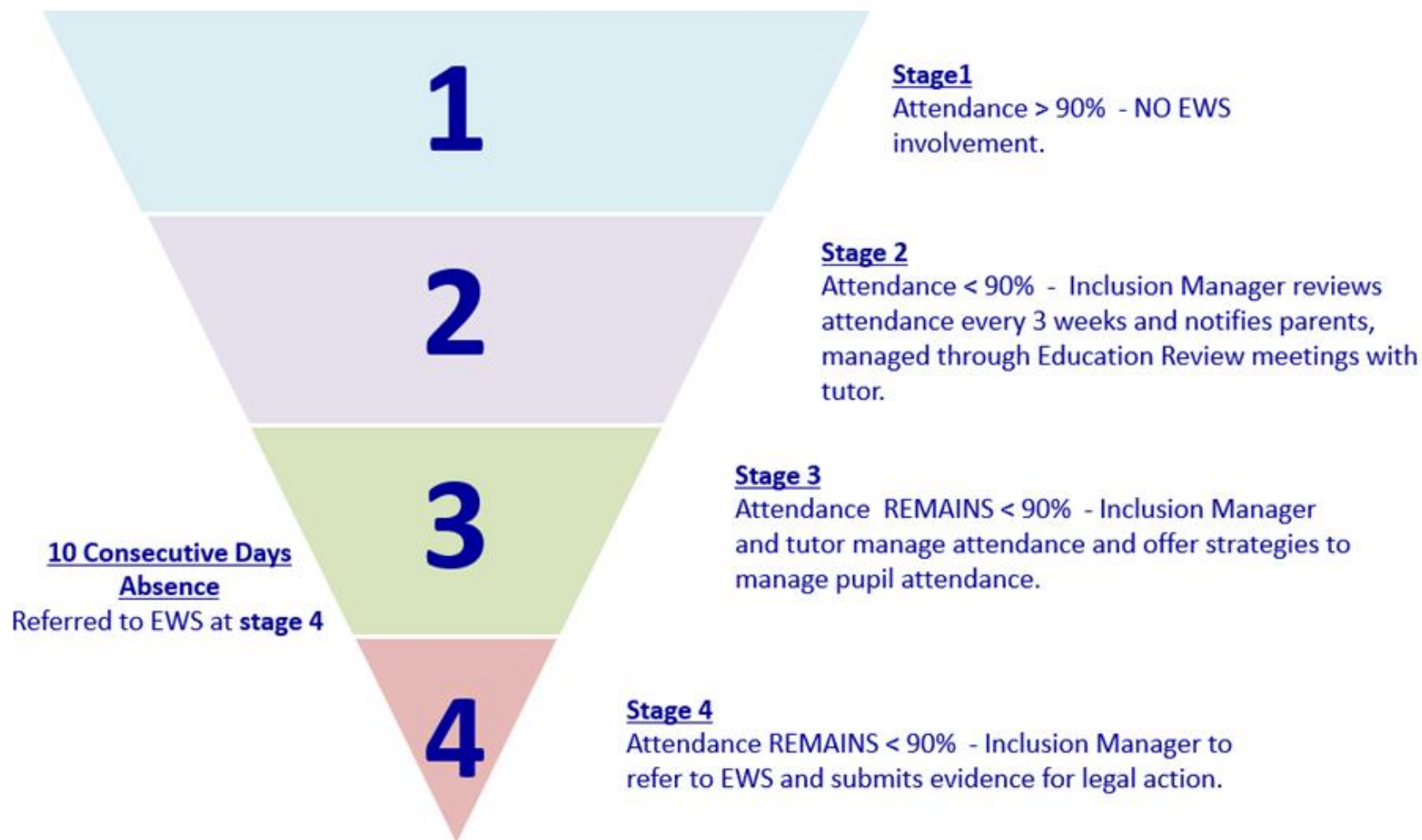
**Safeguarding**

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.

**Appendix 1**

# Foundry College "Attend to Achieve" Model
*Safe, Respectful Learning Environment*

**1**

**Stage1**
Attendance > 90% - NO EWS involvement.

**2**

**Stage 2**
Attendance < 90% - Inclusion Manager reviews attendance every 3 weeks and notifies parents, managed through Education Review meetings with tutor.

**3**

**Stage 3**
Attendance REMAINS < 90% - Inclusion Manager and tutor manage attendance and offer strategies to manage pupil attendance.

**10 Consecutive Days Absence**
Referred to EWS at **stage 4**

**4**

**Stage 4**
Attendance REMAINS < 90% - Inclusion Manager to refer to EWS and submits evidence for legal action.

**Appendix 2**

## Registration Procedures for Pupils

The college acknowledges that a number of our pupils suffer from long term medical, vulnerable and behavioural conditions which mean they will 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, their registration time starts from the time agreed with the Headteacher / Raising Standards Lead / Senior Teacher.

- 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 amount 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. The definition of the morning session is; starting 9:30am and finishing at 12:15pm. The afternoon session starts 12:15pm and finishes 14:45pm. For some pupils this may be different according to need. For pupils accessing a part-time timetable please see the Modified Timetable Statement.

- If a home tutored pupil is unable to engage with their education due to medical reasons eg 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

- **/** = present for AM
- **\\** = present for PM
- **B** = Off site education activity
- **C** = Leave of absence authorised by the college
- **D** = Dual registration (i.e. pupil attending other educational establishment)
- **E** = Excluded (no alternative provision made)
- **F =** Extended Family Holiday (agreed)
- **G** = Holiday not authorised by the college(not agreed or days in excess of agreement)
- **H** = Holiday authorised by the college
- **I** = Illness (not medical or dental etc. appointment)
- **J** = Interview
- **L** = Late (arrival before the register has closed)
- **M** = Medical/Dental appointments
- **N** = Reason for absence not yet provided
- **O** = Absent without authorisation (not covered by any other code/description)
- **P** = Approved sporting activity
- **R** = Religious observance
- **S** = Study leave
- **T** = Gypsy, Roma and Traveller absence
- **U** = Arrived in college after registration closed
- **V** = Educational visit or trip
- **W** = Work experience
- **X** = Un-timetabled sessions for non-compulsory school-age pupils
- **Y** = Unable to attend due to exceptional circumstances advised by college
- **Z** = Pupil not on roll
- **X** = Non-compulsory school age or COVID-19 related
- **-** = All should attend / No mark recorded
- **#** = College closed to pupils