



ATTENDANCE POLICY

Document Control Information

Version	DATE	DESCRIPTION
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.
12	8/10/2024	Updated links and absence codes (Appendix 3) Appendix 4 – Foundry College Absence Procedure added Addition of Family Support Worker's role in supporting attendance.
13	22/09/2025	Removal of Appendix 4

Responsibility	
Committee	Teaching and Learning
Review Date	September 2026
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 maximise opportunities 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, mental health and behavioural conditions which mean they may struggle to attend regularly or be absent for protracted periods of time.

Foundry College adheres to the Department of Education (DFE) Guidance on School Attendance ([Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/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 80% 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 on site 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 an explanation (phone call, text or email). 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 Appendix 3
- 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
- Send a school comms if we do not hear from parents explaining an absence.
- See Appendix 3 for Absence Procedures.
- 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 recognition 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.
- At 'Education reviews' 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, family support worker and/or a member of the senior leadership team.
- Hold half termly consultations with the Education Welfare Officer to review individual pupil attendance.
- Regularly communicate with the parents of pupils whose attendance is a cause for concern, including holding support meetings and attendance improvement plans.
- 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. Submit a CAE form (illness based absence) or CME form (unauthorised absences).
- Conduct home visits or welfare checks in the event of 5 consecutive days of absence or where a pupil is absent and we have not been able to contact parents/carers to establish reasons for absence.
- Work in partnership with other agencies regarding any child whose attendance rate at college is a concern, including making new referrals where necessary.
- Work with parents and pupils to develop attendance plans where necessary. This could include individual attendance action plans, EBSA step planning or individual targets as appropriate.

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 support 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 LearnTrek attendance data or the Family Support Worker to 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.

Pupils who are struggling to maintain regular attendance

Tutors, the Family Support Worker, supported by the Senior Leadership Team, will work with parents, teachers and other agencies to support pupils who are struggling to maintain regular attendance. Impacts of the interventions put into place are regularly discussed with SLT.

- Parents will be contacted if their child's attendance starts to decline and invited in for a support meeting to look at causes and barriers and possible solutions. The College will work with parents and pupils to develop attendance plans where necessary. This could include individual attendance action plans, EBSA step planning or individual targets as appropriate. As part of this process, families will receive an initial letter explaining their child's absence levels continue to be of concern and may be invited to an attendance meeting with the College and Education Welfare Officer to discuss next steps for support. If there is no progress following this intervention, a second letter may be sent inviting parents to further meetings.
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- If College interventions are not successful in supporting pupils to attend their provision, then a referral to the Education Welfare Service will be completed.
- If there is insufficient improvement and the attendance target is not met, the Family Support Worker and/or the Attendance Officer will liaise with the Educational Welfare Service about next steps, additional support and consequences, such as legal proceedings, may be started in liaison with the Senior Leadership Team.

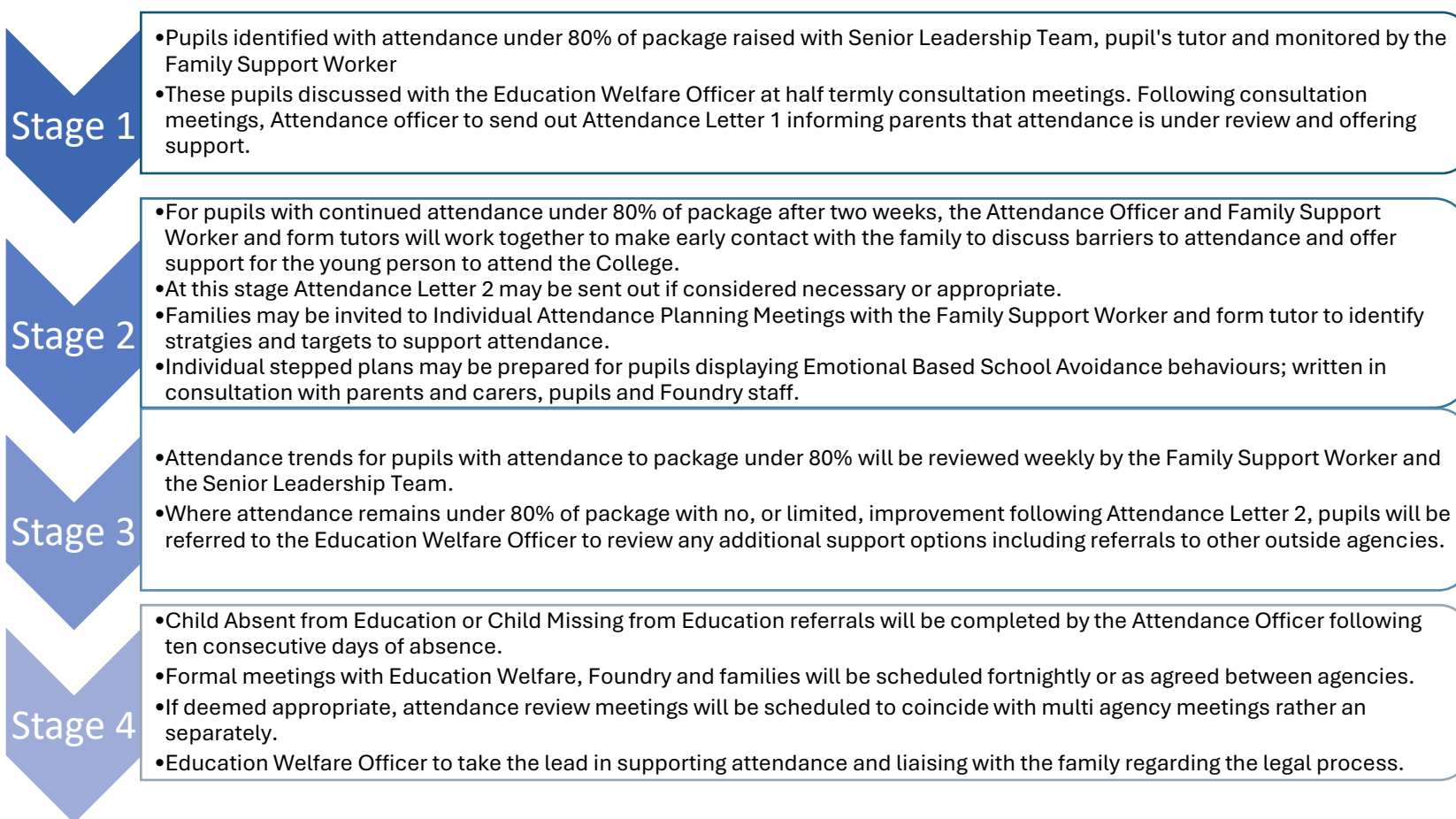
Dual registered pupils

Foundry College will share weekly attendance certificates with the Home School. The Home 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

Foundry College Attendance Support Model



Appendix 2

Registration Procedures for Pupils

The college acknowledges that a number of the pupils suffer from long term medical, vulnerable, mental health and behavioural conditions which mean they may struggle to attend regularly or 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, they will have a Modified Timetable put in place in agreement with parents. Foundry College tracks individual attendance on a 'by session' basis (% attendance to package) as well as submitting the data required by the Department for Education on am/pm attendance. The individual % attendance of package is used to inform any interventions needed.
- 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 number 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 for the whole school day and no contact is received from home, parents will be informed that a welfare check will be completed the following day at the pupil's home. **Definition of a session:**

The school day is split into two sessions, morning and afternoon. Morning registration takes place at 9.30am and afternoon registration at 12.30pm. For some pupils this may be different according to need and a Modified Timetable will be put in place. Modified Timetables are reviewed regularly within the College and every 6 weeks with parents. A Modified Timetable risk assessment is carried out for any pupil on a part-time timetable.

- If a pupil is unable to engage with their education due to medical reasons e.g., 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

Attendance procedure update

General attendance procedure update for non-attendance

1. If a young person is absent, parents and carers are expected to email Foundry College admin by the start of the young person's provision to advise school the reason for absence.
2. If the young person does not arrive in school at the expected time, a member of the admin team will send a SchoolComms to the parent to request a reason for the absence within 15 minutes of the start of the day or young person's planned provision.
3. If no response has been received within 30 minutes of the SchoolComms being sent a member of the admin team to contact the primary contact by telephone and leave a voicemail if necessary. all telephone numbers and email addresses, and send a text, to request a reason for the young person's absence.
4. If no response has been received within 30 minutes of the SchoolComms being sent a member of the admin team to contact all telephone numbers and email addresses, and send a text, to request a reason for the young person's absence. All the contacts will be advised that we will conduct a home welfare check the following day should we be unable to make contact with the family to obtain a reason for absence.
5. If no response has been received within a further 30 minutes if later in the day, the family will inform to the Family Support Worker and SLT.

Home welfare check follow up procedure

1. If no response received from the home visit, the Family Support Worker will liaise with SLT to decide whether a referral to Wokingham Children's Services should be submitted to ensure safety.
2. Submission of referral will be completed by the end of that school day and will be submitted without consent of the family should they be uncontactable. If we believe there is an urgent safety issues, advice from either the police or Wokingham Children's Services will be sought as soon as possible.

Sickness absence

1. Parents and carers are permitted to self-certify illness in their child for the first five school days of being unwell.
2. After the fifth day of sickness absence, parents and carers are required to provide evidence of medical treatment their child is receiving (proof of Dr appointments, hospital appointments, pharmacy receipts).
3. If sickness absences become a continued issue, the family may be referred to the Family Support Worker to explore support available.
4. If a pupil is absent due to sickness for a period of ten consecutive days a referral to Education Welfare will be made to register the pupil as a Child Absent from Education.

Education Welfare Officer referrals and non-contact procedure

1. For pupils who miss ten school days in total across an academic year, a referral to the Education Welfare Officer will be made to seek advice on how to support the family with improving attendance.
2. If a pupil is absent for any other reason for a period of ten consecutive days a referral to Education Welfare will be made to register the pupil as a Child Missing from Education.
3. For children whose attendance drops below 80%, a referral to the Education Welfare Officer may be made to seek advice on how to support the family in improving attendance.
4. If a pupil is absent for a period of 5 consecutive school days, a staff member will carry out a home visit to complete a welfare check.

For pupils being educated off site

1. If the pupil does not arrive to their planned provision, the off site tutor will inform the school office within 10 minutes so the above absence procedure can be completed
2. The off site tutor will stay at the tutoring location for the duration of the teaching session.
3. Contact with the parent or carer must be made within 30 minutes of the schedule session start time; this is regardless of whether the pupil has made direct contact with the college.
4. In the event that parents and carers are uncontactable after this time, a decision may be taken to conduct a home visit to complete a welfare check, or to contact the police to report the child as missing.