



Attendance Policy

Approved by: Governing Body
Date: Autumn 2016
Review date: Autumn 2018

1. Preamble:

We want all students to enjoy playing their part in making the college successful. We strive for an environment which enables and encourages all members of the community to aim for excellence. Full attendance allows students to achieve the greatest benefit from their education and it is therefore vital for all students to attend regularly, on time, every day the college is open (unless the reason is unavoidable).

Any absence affects the pattern of a student's schooling and regular absence will seriously affect learning. Parents/Carers have a legal responsibility to ensure their child's regular attendance at school and permitting absence from school without good reason creates an offence in law and may result in prosecution.

2. Promoting Regular Attendance:

Parents/Carers, students and staff have a responsibility in ensuring regular patterns of attendance. The college will:

- Ensure regular information to parents and carers is available.
- Include Attendance information on all reports home.
- Value and reward excellent attendance in college regularly.
- Ensure that open contact to pastoral staff (with a responsibility for maintaining excellent patterns of attendance) is available via the Main Reception or email.

3. Understanding Types of Absence:

Every half-day absence from college has to be classified by the college (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are morning or afternoons away from college for a good reason such as illness, medical/dental appointments which unavoidably fall in college time, emergencies or other unavoidable cause.

Unauthorised absences are those which the college does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily;
- truancy before or during the school day;
- absences which have never been properly explained;
- children who arrive at college after the registers have closed;
- shopping, looking after other children or birthdays;
- absences **which have not been agreed as exceptional circumstances.**

If a child shows reluctance to attend college then a member of the pastoral staff should be contacted immediately.

4. Persistent Absenteeism (PA):

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level has a considerable impact on learning and we need parents' fullest support and cooperation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark **or** is at risk of moving towards that mark is given priority and parents will be informed of this. PA students are monitored carefully through our pastoral system.

All our PA students and their parents will be contacted by the college to make them aware and be offered opportunities to request support. School Attendance Panels (SAPs) will be set up if the student's attendance does not improve in the next half term. All PA cases are also automatically made known to the Education Welfare Officer.

5. Absence Procedures:

If your child is absent:

- Contact the Pastoral Manager for your child's Year group as soon as possible on the first day (this can be done via the attendance line or in person).
- For each day's absence you should inform the college of the absence.
- If you suspect the absence could be prolonged, then please contact your child's Progress Leader.

The college will:

- Telephone or text message you on the first day of absence if we have not heard from you;
- invite you in to discuss the situation with our Pastoral Manager or Progress Leader if absences persist;
- refer the matter to the Education Welfare Officer if attendance moves below 90%.

6. The Education Welfare Officer (EWO):

Parents/Carers are expected to contact college at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the college may refer the child to the Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but if other ways of trying to improve attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at college are available from the Local Authority. Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the college and will give impartial advice.

7. Lateness:

Poor punctuality is not acceptable. This leads to disrupted learning and frequently late students not receiving vital information from their tutor.

Students should be on site at 08.30 and in tutor groups for registration at 08.35. Form period ends at 08.55 and students arriving outside of this time will need to sign in at the main Reception.

At 9.35am registers will be closed. Students arriving after this time will be marked absent for the morning session and contact from home will be required.

Students with persistent late records will be asked to meet with a member of the pastoral team or Senior Assistant Headteacher in charge of Attendance.

8. Absence from College for Exceptional circumstances:

As a college we have adopted the East Riding of Yorkshire's Behaviour Partnership 'Absence from School for Exceptional Circumstances Policy' (see separate document) and applications are available from the College attendance office.

Summary information is available on the College Website but please note that Headteachers cannot, under law, authorise absence purely for the purpose of family holiday as an exceptional circumstance.

9. The People Responsible for Attendance Matters in this College are:

Pastoral Managers

Mrs G Hurst (Year 7)
Mrs M Murray (Year 8)
Mrs A Day (Year 9)
Mrs C Brattan (Year 10)
Mrs K Edmondson (Year 11)

Assistant Headteachers

Mr T Harris (KS3 & KS4)
Mr N Pinder (KS5)

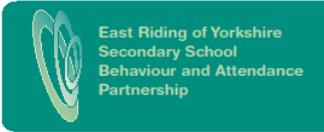
Headteacher

Mrs E Croft

10. Summary

The college has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All college staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible.



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School Name		
Student/Pupil Details		
Name	Date of birth	Class or Form
Address		
Contact Numbers		
Sibling Details of Compulsory School Age (or other children living in the household)		
Name	Date of birth	School
Name	Date of birth	School
I request permission for my child to be absent from school between: -		
First Day of Absence from School	Date of Return to School	Total of School Days Absent
Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher <u>will not</u> be able to consider your request without your <u>supporting documents</u>. <i>Please read carefully the Absence From School for Exceptional Circumstances Information for Parents which is attached.</i>		
Declaration:		
<i>I have read the Absence From School For Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.</i>		
Signed: (Parent/Carer) Full Name:		Date:

For School Use Only		
The school has considered your request for leave of absence and your child's absences will be recorded as follows: -		
Number of Authorised Sessions	Number of Unauthorised Sessions	Number of Unauthorised sessions to date:
Signed:		
Position:		
Date:		

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.

Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.



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Absence From School For Exceptional Circumstances Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not an entitlement**. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence From School For Exceptional Circumstances Policy'. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. **Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.**

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Penalty Notices

Under the Anti Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one days absence equals two sessions and a five day absence is equal to 10 sessions etc).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example if your child is absent for one day this equals 2 sessions and a five day absence is equal to 10 sessions.**

If your request is declined and you still take your child out of school each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.

