

**TREVI GLAS COMMUNITY COLLEGE****POLICY STATEMENT: ATTENDANCE AND REGISTRATION**

The Governors expect that parents will contact the college on the first day of absence by telephoning. If no such communication is received then the Attendance Officer will send a standard absence letter. A record should be made of the sending of the letter and the Attendance Officer will continue to try and contact parents. If there is no response to this communication within five days of its dispatch, the Head of House will inform the Educational Welfare Officer as circumstances require.

The Governors also expect that when a student returns to college following an absence, a note from their parent(s)/carer, or a medical certificate, should be brought. On receipt of such a note the absence may become an 'authorised absence' and the appropriate symbol should be entered. If daily contact has been made, however, this note is not necessary. All notes should be retained in the central office for that college year plus one term.

If no notification of an absence is received from parents the Attendance Officer should take steps to obtain such a note by reminding the student that if that fails, the Attendance Officer will contact parents.

Contact will be made with students in discrete groups or those whose attendance is a cause of concern on their first day of absence.

The Government has decided that in order to reach 97% as a minimum target, it will not allow Headteachers, across the country, to authorise holidays.

Absences during term time can only be authorised if they are taken due to exceptional circumstances – for example, compassionate leave. Parents will only be able to make a formal request for leave of absence by submitting a letter addressed to the Headteacher in which the exceptional circumstances are explained.

Every case will be considered individually and there are no set criteria defining 'exceptional circumstances'. The law dictates that each child's current attendance figure and educational level will be considered in each case, and detailed records will be required to be kept so that absence over a child's time in education can be examined.

The law says that if you do take unauthorised holiday it may result in a fixed penalty notice being issued. The fixed penalty notice would be £60 but would increase to £120 if not paid within 21 days. There is a possibility that further prosecution could result.

N.B. Attendance is monitored by the Heads of House and the Attendance Officer on a weekly basis.

**Early intervention****Monitoring systems**

- The attendance target for all students is 97%. Attendance is discussed with the students in review and guidance. At target setting interviews attendance is discussed with parents.
- Parents are informed of their child's attendance in all reports.
- House teams review attendance at every meeting and decide on interventions.
- Heads of House and the Attendance Officer maintain a record with a summary of attendance, unauthorised absence and interventions.
- The college seeks to contact parents on the first day of absence by phone, text or email

- Attendance letters are logged on SIMs

### **Intervention points**

#### **For students whose attendance is below 90% where parents have given medical reasons.**

- The college will raise a concern and offer support.
- If there is no improvement in attendance the parents will be requested to provide medical evidence.
- The college will then decide whether to authorise further absence, this decision will be made by the Head of House and Senior Leader for attendance.

#### **Long term medical issues suspected:**

- After 3 consecutive days absence the Attendance Officer will ring to offer support with reintegration and college work.
- If a student is absent for 10 days with the same medical reason a home visit may be offered. The college will not authorise without medical evidence
- If a student is absent for 15 days with a medical reason the college doctor will be involved.
- If a student is absent for 20 days with a medical reason the college will only authorise where a Medical Consultant is involved.

### **Students leaving college during lesson time**

Students may leave the college during lesson time providing:

1. There is a letter from the parents indicating the nature of the request for absence and this has been approved by the Form Tutor and/or Student Services/Head of House.
2. An exeat is obtained from and, signed by, the Form Tutor/Student Services or Head of House.

### **Lateness to morning registration**

A student will be coded as 'L' if they do not register by 8.40 a.m. If a student is late twice in one week or fail to attend a detention at break time for being late they will be issued with an after-college detention on Friday, 12.30 – 1.30 p.m. Students will be expected to arrange their own transport home from the detention.

If students receive two after-college detentions in one half term then the Head of House will have a parental meeting.

If lateness persists then the Educational Welfare Officer will be involved.

NB: Students will not be given a detention if their college bus was late.

### **Attendance Rewards**

Certificates for 100% attendance will be given to students termly.

At the end of each academic year, students with 100% attendance will be entered into a prize draw.