

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 96%

- The college will raise a concern and offer support
- For students whose attendance is below 94%
- All parents/ carers 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
- A parenting contract is likely to be used as intervention if there is no improvement
- For students whose attendance is below 91%
- A letter will be sent requesting that a parental meeting takes place
- If there is no response to the request, legal action will be taken. This may be An Educational Planning Meeting or First Warning of Prosecution

Long term medical issues suspected:

- After 4 consecutive days of absence the Attendance Support Team 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.

NB: Treviglas would like parents /carers to plan routine medical or dental appointments at either end of the school day to avoid disruption as far as possible

Lateness to morning registration

A student will be coded as 'L' if they do not register by 8.45 a.m. If a student is late twice in one week and fails 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

Form tutors will issue a punctuality report where a student is late more than twice in one week

Heads of House will hold a parental meeting if lateness becomes a cause for concern

If lateness persists then the Assistant Headteacher – Attendance or 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 half termly

At the end of each academic year, students with 100% attendance in any one half term will be entered into a prize draw

Improved attendance will result in a praise letter being sent home by Heads of House

On random days throughout the academic year, attendance prizes will be issued. Students need to be 'present' that day to be eligible for a prize

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing – text message or email is acceptable.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local 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 school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Any student at Treviglas identified as having attendance below 93% will have all further absence unauthorised on schools register.

However, should parent(s)/ carers provide evidence from a medical practitioner advising that the period of absence was necessary, the absence for the evidenced period will be authorised.