



**KING EDWARD VI COMMUNITY COLLEGE**

**ATTENDANCE POLICY**

**Approved and adopted by the Governing Body: 8<sup>th</sup> November 2016**

**Due for Review: November 2017**

## Attendance Policy

### Introduction

King Edward VI Community College is committed to providing a full and effective educational experience for all students. We believe that if students are to benefit from education, good attendance is essential. Irregular attendance undermines the educational process and can lead to educational and social disadvantage. Any problems that prevent full attendance will be identified and we will work with students and families to address these as quickly as possible.

It is our policy to celebrate achievement. Attendance is a vital factor to a productive and successful school career. King Edward VI Community College will actively promote and encourage 100 per cent attendance for all our students. We recognise that parents have a vital role to play and that there is a need for strong home school links and communication systems that can be utilised whenever there is concern about attendance.

### Objectives

- To encourage full attendance and punctuality.
- To ensure that parents are aware of any attendance or punctuality concerns.
- To work with the Education Welfare Service and other appropriate agencies to support good attendance and punctuality.
- To record and monitor attendance and absenteeism and apply appropriate strategies.
- To acknowledge and reward a successful record of attendance through our reward system.
- To ensure a consistent approach throughout the school.
- To improve attainment and achievement of students through improved levels of attendance.

**Statutory Duty of Schools and Parents** The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school or otherwise. Schools and Colleges are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. At King Edward VI Community College an electronic registration system is in place, which monitors registration during every lesson.

**Principles** Parents/carers are legally responsible for ensuring that their children attend school. This extends to ensuring that students arrive at College on time, properly attired, with correct equipment and in a condition to learn. The College will make every effort to promote good attendance, giving advice and support where needed.

### The Educational Welfare Service (EWS) and School Attendance

The EWS is part of the Devon Local Authority (the LA). Its aim is to ensure that every child has the opportunity to benefit from a full time education by attending school regularly. The EWS can help and advise parents/carers who may be experiencing difficulties that prevent this. It is the responsibility of parents/carers to ensure that their child attends school regularly and the EWS expects parents/carers to do all that is necessary to make sure this happens.

### Statutory Attendance Responsibilities.

There is a legal responsibility to have a morning and afternoon registration.

The school will:

- Record and monitor attendance and absence.

- Use the electronic registration system to record and monitor the attendance of all lessons during the school day to ensure the safety and welfare of all students.
- Record and monitor punctuality of all students and, where necessary, inform parents/carers of persistent lateness and apply appropriate consequences.
- Only authorise student's absence in exceptional circumstances.
- Use 'Group Call' to follow up daily absences, when the reason for absence is unknown.
- Maintain strong home school liaison to inform and support families with their child's attendance.
- Work closely with the Education Welfare Officer and other agencies where there are concerns about attendance
- Support children and their families to identify and resolve any issues which may prevent full attendance at King Edward VI Community College.
- Promote the importance of attendance through assemblies and celebrating students who have achieved 100% attendance or have overcome barriers in their health.

**Parents/carers should:**

- Ensure their children arrive on time to school
- Be aware that any person who has the care of a child or who has parental responsibility is responsible for ensuring good attendance.
- Report any known absences
- Ensure they are fully aware of school procedures.

**Reporting Absences**

**Up to 3 days**

- It is the responsibility of the parents/carers to inform the school of a student's absence before 9am on the day of absence.
- Absences that are not communicated to the college will not be authorised.
- The college will operate a first day calling system and the parents of every absent student will be contacted by the attendance officer, where no reason for absence has been given.

**Absence of 3 or more days**

- Parents/carers must contact the attendance officer on 3<sup>rd</sup> day of absence giving an expected date of return
- Where there has been no parental/carer notification after 3 days, the school should contact the parents/carer.
- Where there has been an absence of more than 4 consecutive days and parents/carers have not made contact or cannot be contacted by the school, the EWO should be notified.
- In the case of long term illness the school should be notified so that teachers can set work and appropriate support can be offered.

**Methods of Reporting Absences**

In any case of absence parents/carers should contact the school by one of the following methods:

- By phone to the Attendance Officer When calling please clearly state, Student's name and registration group
- Personal contact with Attendance Officer at the school via a note passed to the tutor

- If you are unable to contact the Attendance Officer, a parental note explaining the absence must be passed to the students tutor on their first day back.

#### **Authorised Absence – Reasons for absence.**

Please note that absence from school will only be authorised if it is for the following reasons:

- Genuine illness
- Exceptional circumstances, such as bereavement or marriage of immediate family (authorised at discretion of college); LA has not made suitable transport arrangements where required to do so;
- the child is attending another school / unit where he / she is also registered
- Medical appointment where proof of appointment has been given (Signed compliment slip/GP appointment card/Dental appointment card etc.)
- When traveller children go on the road with their parents.
- Days of religious observance

NB: Where the College has cause for concern over student absence, medical evidence may be requested.

#### **Holidays / Leave of absence during Term Time**

Holidays will not be approved during term time unless there are exceptional circumstances, i.e. those that are rare, significant, unavoidable and short. If a student is taken out of school by a parent/carer, the Education Welfare Officer will be informed and may consider a Penalty Notice.

#### **Monitoring of students attendance when it causes concern**

- The school will set targets to encourage good attendance and to address any concerns.
- Contact will be made to parents/carers to advise them of poor attendance
- Students may be placed on a daily report or attendance action plan for lateness or poor attendance
- Parents/carers may be asked to come in to college to discuss their child's attendance and work with the college to improve this
- Parents/carers may be requested to provide medical evidence if there are high numbers of absences due to illness.
- A referral will be made to the EWO and your child may be placed on the 'Fast Track to Attendance' scheme.

#### **Truancy**

It is the legal responsibility of parents/carers to ensure their child receives a full and efficient education and therefore attends all lessons. Parents/carers will be informed by the College if their child has been identified as truanting from the college. Persistent cases may be referred to the EWO who may consider issuing a Penalty Notice.

#### **Punctuality**

It is the responsibility of parents/carers to ensure their child attends full time education and arrives at College on time. Punctuality is monitored by the college and parents will be contacted if their child is not arriving to college on time. School starts at 8.50am. All students are expected to be in college for this time. Any student who is late to College [after 8.50] must sign in to college, in their lesson, to ensure that we know of their late arrival. It is our expectation that the parent/carer will support and work with the College to improve punctuality. Persistent lateness will result in college sanctions and will be referred to the EWO who may consider a Penalty notice.