



Attendance Policy

Aims

Our college aim is to meet its obligations with regards to college attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every Student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory college age attend regularly, and will promote and support punctuality in attending lessons. Regular attendance at college is a priority at Scott College, we recognise the strong link between attendance and attainment and the missed opportunities when students do not regularly attend.

Legislation and guidance

This policy meets the requirements of the [college attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [college attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern college attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(student Registration\) \(England\) Regulations 2006](#)
- [The Education \(student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(student Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [college census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

School procedures

Attendance register

By law, we are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each college day and once during the afternoon session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

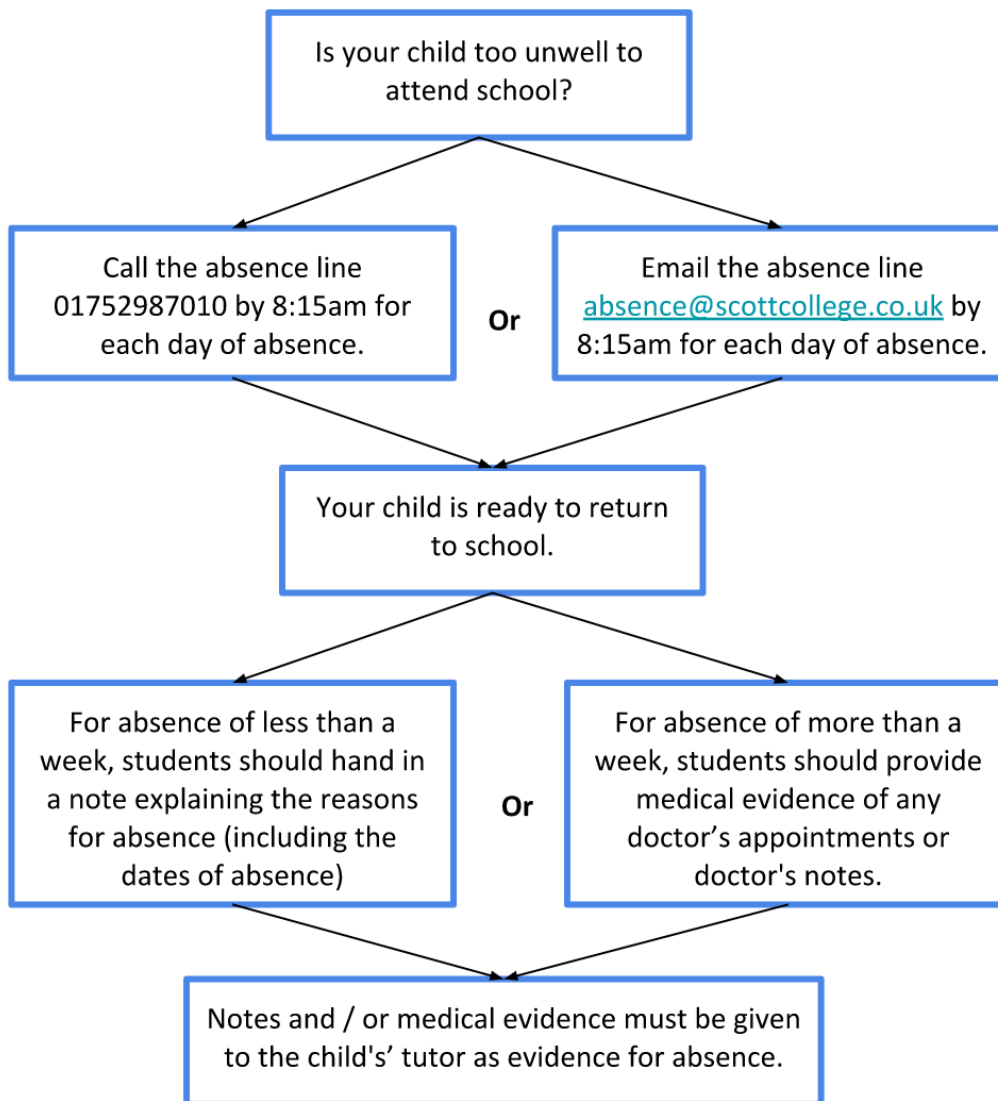
Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students must arrive at college and be ready to start their lesson at 8:55am on each college day.

The register for the first session will be taken at 9:50am and will be kept open until 10:45am. The register for the afternoon session will be taken at 1:20pm and will be kept open until 1:50pm.

Unplanned absence

Parents must notify the college on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:15am or as soon as practically possible. The following flowchart should be followed:



Absence due to illness will be authorised unless the college has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the college may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the college is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of college hours where possible. Where this is not possible, the student should be out of college for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the college can authorise such absences can be found in the next section.

Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code. Parents will be informed of student arriving late to college through a text.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Following up absence

The College will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If no reason is given for absence it will be marked as unauthorised, if a student has 10 or more unauthorised absence it may lead to further intervention from Plymouth City Council. Parents will be informed of any unauthorised absences by letter.

Reporting to parents

The College will contact parents/carers by text, letter or phone call when no contact has been made to report an absence. When no contact is made following these attempts, letters are sent reporting concern to parents which include a record of unauthorised absence.

Attendance information is available to all parents and students via GO4Schools and is also provided at via Tutors at intervals through the year. Parents/Carers can request their child's attendance record at any time via the attendance team or individual year teams

Authorised and unauthorised absence

Granting approval for term-time absence

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The college considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the college will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the college but it is not known whether the student is attending educational provision.

Legal sanctions

Schools can fine parents for the unauthorised absence of their child from college, where the child is of compulsory college age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during college hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Procedures during periods of remote learning:

Students are registered each morning by tutors in a morning assembly. A text message is sent to parents of any student recorded as absent. Student attendance is monitored lesson by lesson by the attendance team and follow up phone calls are made to any students not attending.

The attendance team meets each day to discuss student attendance and engagement concerns. Any students causing concern are given an online support package, which involves student reminder text messages (twice daily) and pastoral support from an identified staff mentor. Students who do not respond to support plans will be invited into school to learn onsite (where appropriate).

Strategies for promoting attendance

In the belief that all students are more likely to attend regularly if the curriculum is challenging, engaging and meets their needs, the curriculum will be regularly reviewed. The curriculum will be monitored and developed to meet the needs of all students. As well as this the College has high expectations of its students, allowing students to be in an environment to learn and thrive.

Attendance data will be collected and analysed to inform pastoral and curriculum practices. Parents/Carers, students and staff are to be regularly reminded of the types of absence which are recognised as authorised and unauthorised.

Heads of Year will award termly certificates and rewards to all students whose attendance and punctuality is either excellent or much improved. Good (and improved) attendance and punctuality will be promoted and rewarded through assemblies and the tutorial programme.

Regular, structured meetings will be held with the college's Attendance team in order to identify and support those students whose attendance and punctuality is a source of concern.

Parents/Carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality. Students are to be constantly reminded of the importance and value of good attendance.

Students who have been absent for any extended period of time will be reintegrated back into college through a structured and individually-tailored programme.

All issues which may cause a student to experience attendance difficulties are to be promptly investigated by the Tutor, Heads of Year or leadership team.

Attendance monitoring

The attendance lead monitors student absence on a daily basis. Parents are expected to call the college in the morning if their child is going to be absent due to ill health.

Absences will only be authorised by a member of the Attendance Team and If a student's absence goes above 10 days we will contact the parents to invite them into college to complete an individual attendance plan to explore any barriers to attendance and set targets for improvement. If after contacting parents a student's absence continues to rise, we will consider legal invention including Fixed Penalty Notices (FPN) of £60.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

student-level absence data is collected each term and published at national and local authority level through the DfE's college absence national statistics releases. The underlying college-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Roles and responsibilities

The governing board

The governing board is responsible for monitoring attendance figures for the whole college on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the college, and for monitoring college-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

The attendance officer

The attendance officer:

- Monitors attendance data at the college and individual student level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

Monitoring arrangements

This policy will be reviewed bi-annually by the Assistant Head with responsibility for attendance. At every review, the policy will be shared with the governing board.

Links with other policies

This policy is linked to our behaviour and welfare, child protection and safeguarding policies.

Policy Written: January 2020

Policy Review: January 2022

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on college attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the college
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the college
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the college
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment

R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the college
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the college
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at college after the register closed

Code	Definition	Scenario
X	Not required to be in college	Student of non-compulsory college age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	student not on admission register	Register set up but student has not yet joined the college
#	Planned college closure	Whole or partial college closure due to half-term/bank holiday/INSET day