



Policy Title:	Attendance Policy (Student)
Version:	1.5
Member of Staff Responsible:	Headteacher
Status:	Statutory
Date adopted by governing body:	March 2014
Cycle of Review:	Annually
Date for next review:	February 2024

Change Record		
Version	Date	Description
1.1	May 2018	Pastoral terminology updated to Student services. Leadership terms updated.
1.2	April 2019	Updated nomenclature and minor nuances removed.
1.3	May 2019	Nomenclature updated and HOY added
1.4	November 19	General updates relating to absence evidence and communication.
1.5	February 21	Updates for line management to Deputy Headteacher and additions surrounding Covid changes.
	February 2022	No changes
	February 2023	No changes

“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy”



ATTENDANCE POLICY (STUDENT)

Settle College aims to work together with parents and students in order to ensure the achievement of high levels of attendance and punctuality.

Rights, Responsibilities and Roles

Settle College expects:

- Students to attend school regularly, to arrive on time and to be prepared to learn.
- Parents and carers to call school on each day of absence – before 8.30am, with a reason for the absence.
- Good attendance and will investigate all unexplained absenteeism.
- College staff to set a good example in matters of attendance and punctuality.

Students will:

- Ensure that they attend school regularly and on time.
- Attend all lessons punctually.
- Not leave the school without permission (including lunchtimes unless in the Sixth Form).
- Have individual records of attendance/punctuality acknowledged by the school.

Parents are:

- Legally responsible for ensuring their child's regular and punctual attendance.
- Responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- To avoid arranging family holidays and routine medical and dental appointments during term time.
- Responsible for ensuring evidence is provided when a medical or dental appointment occurs. This type of absence will become unauthorised without medical evidence.

Tutors will ensure that:

- Attendance issues are discussed with students in their form and the Pastoral team (Student Services/ Attendance Officer and HOY) are informed of any concerns.
- Attendance is kept a high profile through tutor discussions.
- Letters from parents re absence are signed and dated by the tutor, sent to the attendance officer and stored in the student's file.

The Attendance Officer will ensure that:

- There is communication to parents and carers if attendance is below 90% (fast tracked process will start).
- Figures produced for the Senior Leadership Team, Heads of Year's and Form Tutors.
- Attendance is kept a high profile through assemblies and is visibly displayed on the monitors throughout school.

Registration (including Punctuality)

Registration procedures:

- Registers will be taken punctually each day at 8.40am and at 1.15pm. (During Covid, this is Period 1 and 4 respectively)
- Each student should be called by name and respond in the prescribed formal manner.
- Should a student arrive in school after the registers have closed, he/she should sign in at reception, providing an explanation for his/her lateness.
- All staff will take a register in each lesson this is important for Health and Safety reasons and in the monitoring of attendance and punctuality.



- Staff will only register those students who are actually present in the classroom at that time (if students are elsewhere in school e.g. in an intervention programme), it is the responsibility of the member of staff supervising the student to let reception know of the student's whereabouts.
- Staff take the registers within 10 minutes of lessons and amend if students are late.

Authorised/Unauthorised Absence

No parent/carer can demand leave of absence as a right. The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the college in exceptional circumstances. Each leave application is considered individually by the college taking into account any factors presented by the family. Application forms are available from the College. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company - evidence must be provided.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the College, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the Headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

Procedures for Following Up Absence/Lateness/Tuancy

- If a student is marked absent during morning registration, the attendance officer will contact home. The absence may be authorised following a conversation with the parent and will be recorded on SIMS.
- Should a student be late on two or more occasions in a week to morning registration, a detention will be imposed by the Form Tutor or the Student Services team (unless the student is able to present a satisfactory explanation). Lateness to registration is tracked by the Deputy Headteacher in charge of Student Services and SEND manager.
- Should a student be persistently late or absent, the Attendance officer will invite the parents into school for meeting.
- When a student is persistently late or absent without good reason and the College's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Education Social Worker.
- If a student truants from a lesson they will be issued with an After School Detention and parents informed.

Strategies for Promoting Attendance/Punctuality

- The curriculum will be monitored and developed to meet the needs of all students.
- Attendance statistics will be collected weekly and used to inform pastoral and curriculum practices.
- Parents, students and staff are to be regularly reminded (including text and email) of the types of absence which are recognised as authorised and as unauthorised.
- The school will award termly certificates to all students whose attendance/punctuality is either excellent or much improved.
- Regular, structured meetings will be held with the Education Social Worker in order to identify and support those students whose attendance/punctuality is a source of concern.



- Parents will be kept regularly and fully informed of all concerns regarding attendance and punctuality in the first instance by the form tutor and thereafter by the Attendance officer.
- 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 school through a structured and individually tailored programme.
- A Collaborative referral will be completed by the Student Services team for those students absent from school due to medical issues. In these cases a personalised learning programme would be provided by the Craven P.R.S.
- Visits to primary schools will be made in order to ensure the fullest support for all students during secondary transfer and in order to help identify any pupils who may need special help.
- Individual student attendance is recorded on all Progress Reviews and Reports.
- At all Parents' Information and Option Evenings a presentation on attendance is given.

To ensure our 97% attendance target is met the following procedures have been adopted:

- On a weekly basis, the Attendance officer issues attendance reports for each Form to the tutor.
- The Deputy Headteacher reports weekly attendance to SLT and ensures cumulative attendance reports are available to Student services who identify those students who require referral to the Educational Social Officer including persistent absentees.
- The Deputy Head teacher in charge of Student Services and SEND manager provides a termly report to the Link Governor for attendance.
- Student Services team liaise with form tutors to establish which students are genuine cause for concern (i.e. not holidays or illness).
- Form tutors to speak to student where concerns are raised and attendance falls below 95% and make contact with home.
- Attendance posters and data for each Form to be displayed prominently in form bases.
- On a weekly basis, students record their attendance during form time.
- Students whose attendance continues to cause concern will be referred to the Local Authority Prevention Team – NYCC Fast Tracked.

Collation of Attendance Data

Each week, the following data will be collated by the Attendance officer who analyses whole school attendance rates:

- numbers and proportion of persistent absentee students.
- rates of unauthorised absence.
- attendance/absence rates for particular cohorts and groups (year groups, gender, ethnicity, SEN, CLA, PP, Ever6).

NB: The Student Services team also includes the Attendance and Careers officer.