



## **Smith's Wood Sports College Attendance Policy**

**September 2016**

### **RATIONALE**

Poor attendance disadvantages children.

We aim to ensure that all children attend college regularly and on time to enable them to take full advantage of the educational opportunities available.

Regular, punctual attendance is valued and positively encouraged for all of our pupils.

Children whose attendance is good will be rewarded regularly.

Improved attendance and time keeping will be recognised.

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory college age attend college on a regular and full time basis. Permitting

unauthorised absence from college is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

Attendance is a key whole-college improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the college.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory college age who are missing education in their area.

### **AIMS**

- To improve the overall attendance of children at college.
- To improve children's attainment through good attendance.
- To encourage parents to ensure that children arrive at college on time.
- To make attendance a priority for all those associated with the college including parents, pupils, teachers and governors.
- In this college we expect all pupils to have at least 96% attendance.

### **Who is responsible for attendance issues in college?**

- The College has a named senior member of staff with responsibility for attendance issues, who should work closely with the designated safeguarding lead where there are attendance concerns.
- Members of college staff both teaching and non-teaching have responsibility for attendance issues in college. **See [Appendix 1](#) for a detailed breakdown of these roles and responsibilities.**
- Attendance matters are reviewed by the Principal and members of the senior management team.
- Attendance issues are reported at least termly to the Governing body.

### **College attendance, Safeguarding and Children Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. College and college staff should follow the college's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Colleges are required to make the local authority aware of every registered pupil who fails to attend college regularly and any children who have been absent from college, where the absence has been treated as unauthorised for a continuous period of not less than 10 college days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Designated Safeguarding Lead Handbook pathway on children missing from education is in [Appendix 2](#). This provides further information and guidance on children missing from education, emphasising the link between poor college attendances and safeguarding concerns.

The attendance lead and the Designated Safeguarding Lead should work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend college regularly. Colleges use the Solihull Multi-agency Thresholds Criteria ([www.solgrid.org.uk/safeguarding](http://www.solgrid.org.uk/safeguarding)) which is summarised in [Appendix 3](#) to identify the level of concern and provide the appropriate level of support.

### **Parents' responsibilities**

Parents have a duty to ensure that their children of compulsory college age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from college at any time to do so, unless they are subject to a College Attendance Order.

Where a parent notifies the college in writing that they are home educating, the college must delete the child's name from the admission register and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the college should consider notifying the local authority at the earliest opportunity.

Children with Education, Health and Care (EHC) plans or statements of special educational needs (SEN) can be home educated. Where the EHC plan or statement sets out SEN provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the EHC plan or statement names a college or type of college as the place where the child should receive his or her education but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the plan or statement annually to assure itself that the provision set out in it continues to be appropriate and that the child's SEN continue to be met.

### **Colleges' responsibilities**

College must enter pupils on the admission register at the beginning of the first day on which the college has agreed, or been notified, that the pupil will attend the college. If a pupil fails to attend on the agreed or notified date, the college should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. The Attendance Manager, Tracey Davis will make enquiries by telephone followed by a text message to all numbers listed on the students SIMs record. If this is unsuccessful she will check with The Office Manager, Sue Bailey who will speak with Natalie Jones at School admissions to verify that the place is still needed. Once confirmation has been received telephone calls will be made to the previous school or LEA to confirm the address and telephone number we have been provided with. We will then conduct a home visit to the address provided on the data collection sheet to establish the reason for non-attendance. A card will be left for parents at the property asking them to call us as a matter of urgency. Further telephone calls and home visits will take place on the second and third days of absence. If parents still fail to make contact we will complete a CME form and report the pupil to the Children Missing Education team at the Local Authority. Mrs Craig, Principal and Mrs Brookes, DMS will be kept informed throughout the process.

Colleges must monitor pupils' attendance through their daily register. Colleges should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten college days or more without permission. Colleges should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to college for ten days after an authorised absence or is absent from college without authorisation for twenty consecutive college days, the pupil can be removed from the admission register when the college and the local authority have failed, after jointly making reasonable

enquiries, to establish the whereabouts of the child. This only applies if the college does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

## **PROCEDURES**

### **Registers**

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately.

Attendance registers will be kept in accordance with legal requirements, local authority guidelines and college regulations.

**Smith's Wood Sports College procedures for maintaining registers including the procedures for marking registers:**

<b>Procedure</b>	<b>Person responsible -</b>
<b>1.</b> Registers <b>must</b> be taken at the start of the morning session and once during the afternoon session	<b>Teaching staff and Attendance Office</b>
<b>2.</b> On each occasion a college must record whether a child was present, absent or present at approved educational activity.	<b>Teaching staff and Attendance Office</b>
<b>3.</b> Pupils should only be marked present if they are in the room when the register is called.	<b>Teaching staff</b>
<b>3.</b> Spaces must not be left in the register	<b>Teaching staff and Attendance Office</b>
<b>4.</b> College to add additional requirements about times, college procedures etc.	<b>Attendance Office</b>
<b>5.</b> College to add their procedures ensuring pupils do not go missing from college during the college day and what to do if this happens	<b>Attendance Office, DMS, Pastoral Staff, Teaching staff</b>

Every half a day of absence from college has to be classified by the college as either authorised or unauthorised. Authorised absence is where the Principal has either given approval in advance for a pupil of compulsory college age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Principal. [See the Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – Reg 7(1)].

College has procedures in place to resolve unexplained absences within two weeks.

Attendance registers may be kept manually or electronically.

College complies with and uses the DFE compulsory national attendance codes

## Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory college age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	College closed to pupils	Not counted in possible attendances

## **Working in partnership with parents**

### **Absence:**

If a child is absent from college parents should contact the college on the first day of absence and maintain contact with the college throughout the absence. Forms of communication include;

Email; [SWC\\_ATTENDANCE@smiths-wood.solihull.sch.uk](mailto:SWC_ATTENDANCE@smiths-wood.solihull.sch.uk)

Telephone; 0121 788 4100 ext.4728

Or by visiting the college office from 8am each day.

### **Illness:**

It is a colleges decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. In exceptional circumstances further evidence of a child's illness or a medical appointment may be requested.

However colleges can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

### **The types of scenarios when medical evidence may be requested include:**

- Attendance is less than 90%
- There are frequent odd days absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there is a particular medical problems and college may need evidence to seek additional support/provide support

### **Requests for leave of absence (exceptional circumstances)**

*The Education (Pupil Registration) (England) (Amendment) Regulations 2013* have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained college granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

### **Procedure for requesting a planned absence**

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form ([Appendix 4](#)) and submit this to the college at least two weeks prior to the date required. College will respond to the request within two weeks. If college is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.

- DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.
- If a parent/carer considers they require their child to have a leave of absences for exceptional circumstances they should complete the absence request form which can be obtained from the college office ([Appendix 4](#)). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Principal.
- Where the Principal is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, the pupils attendance record, they may use the absence leave calculator
- If the Principal deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carer ([Appendix 5: model pro forma](#)).
- If the Principal deems that the reasons are not exceptional and the leave of absence will not be authorised. A letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The letter provided in this guidance (appendix 6) must be used.
- If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. If the trigger of 10 unauthorised absences (sessions) is met then the absences should be referred immediately to the Education Enforcement Team by Tracey Davis Attendance Manager for consideration and could result in the issue of a fixed penalty notice.

#### **Other reasons for absences:**

Other reasons for absence must be discussed with the college each time, notes will not necessarily be accepted as providing valid reasons.

The college will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Examples of authorised absence may include, days of religious observance, illness, and medical appointments.

Parents are advised to make appointments for dentist/doctor or optician outside of college hours where possible.

#### **Parents can support regular college attendance by:**

- Making sure their child leaves for college with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents evenings and other events.

- Contacting the college to discuss any concerns regarding their child's attendance.
- Working partnership with the college to resolve any issues that are impacting on their child's attendance.

### **Lateness**

Children must attend on time to be given a present mark for the session.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

College registration will close at 09:40am.

### **Poor attendance**

Those children whose attendance falls below national average will be closely monitored and further action considered. College will challenge the attitude of those pupils and parents who give a low priority to attendance

All registers will be checked and absences monitored on a regular basis.

Colleges will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the college where their child's attendance causes concern.

College has a clear and escalating approach to intervention where there are concerns regarding college attendance.

After college has attempted to address attendance issues with parents, and if there is no improvement the Education Enforcement Team will be informed where the child's attendance remains a concern.

College has in place a system for enabling returning pupils to catch up on learning and re-integrate within the college.

### **Persistent Absences**

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and an action plan will be put in place to address the underlying reasons for the absence level ([Appendix 7](#) Pupil Profile).

### **Good and excellent attendance**

The college will reward good attendance and improved regularly through reward schemes and incentives. (See [Appendix 8](#)).

## **ATTENDANCE PANELS**

Parents of pupils whose attendance gives cause for concern may be invited to attend an attendance panel. An attendance panel is a formal meeting to discuss the child's college attendance, identify and barriers to regular college attendance and agree a target and action plan to improve college attendance.

An attendance panel is chaired by a college governor or senior member of college staff. College representatives will be present this may include anyone in college who is involved with your child for an example a learning mentor.

### **Data Analysis**

Attendance data is submitted to the DFE, most colleges use the management information systems via the college census. This data is published by the DFE as part of the annual publication of college statistics. Analysis of data helps to identify the main causes of absence within the college and plan appropriate action to ensure all pupils attend college regularly.

- Attendance data is analysed to identify particular groups of children whose absences cause concern and to track the attendance of individual pupils.
- Attendance data is analysed attendance by year group, classes, groups of pupils for example ethnicity or gender to help identify areas of concern and attendance patterns.

### **Appendix 1**

#### **Smith's Wood Sports College Roles and Responsibilities for College Attendance**

<b>Name</b>	<b>Role</b>	<b>Responsibilities</b>
<b>Mr G Craig</b>	Colleges Governors	<ul style="list-style-type: none"><li>• Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers)</li><li>• Setting Attendance targets</li><li>• Reviewing college attendance</li><li>• Agreeing and Reviewing College Policy</li><li>• Chairing attendance panels</li></ul>
<b>Mrs K Craig</b>	Principal	<ul style="list-style-type: none"><li>• Compliance with relevant legislation</li><li>• Putting into practice college policy</li><li>• Authorising/unauthorising absences</li><li>• Leave of absence request</li><li>• Line management</li><li>• Contact with parents: overview of clear and escalating interventions</li><li>• Responsibility for links with Education Enforcement Team</li><li>• Attendance at attendance panels</li></ul>

<p><b>Tracey Davis supported by Deputy Heads of House</b></p>	<p>Senior member of college staff /Attendance lead</p>	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Putting into practice college policy</li> <li>• Line management</li> <li>• Contact with parents</li> <li>• Overview of clear and escalating interventions</li> <li>• Recording and evaluation of interventions</li> <li>• Data analysis</li> <li>• Responsibility for links with Education Enforcement Team</li> <li>• Data analysis.</li> <li>• Promoting college attendance</li> <li>• Management of reward scheme</li> <li>• Pupil Profiles</li> <li>• Planning attendance panels</li> </ul>
<p><b>Tracey Davis (Attendance Manager) Attendance Administrators Deputy Heads of House</b></p>	<p>Support Staff:</p>	<ul style="list-style-type: none"> <li>• First day calling</li> <li>• Late arrivals</li> <li>• Attendance targeting</li> <li>• Day to day responsibility for escalating approach</li> </ul>
<p><b>All staff</b></p>	<p>Class teachers</p>	<ul style="list-style-type: none"> <li>• Marking registers</li> <li>• Promoting importance of regular colleges attendance</li> <li>• Providing early warning of attendance concerns</li> <li>• Positive role modelling</li> <li>• Following policy and procedures</li> </ul>
<p><b>Tracey Davis (Attendance Manager) Attendance Administrators Deputy Heads of House</b></p>	<p>Attendance Office</p>	<ul style="list-style-type: none"> <li>• Maintaining registers</li> <li>• First day calling</li> <li>• Late arrivals <ul style="list-style-type: none"> <li>• Attendance targeting</li> <li>• Process for clearing registers</li> <li>• Day to day responsibility for escalating approach</li> </ul> </li> </ul>

## Appendix 2

### Children missing from education pathway

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary college.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory college age who are missing in their area.

All education providers should:-

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory college age who are registered at college attend regularly
- Ensure all pupils are punctual to college and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

### College Requirements

The **law** requires colleges to have an admission register and an attendance register. All pupils must be placed on both registers. Colleges should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the College Census System. The codes are detailed in College Attendance (DfE, October 2014 - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_college\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_college_attendance_sept_2014.pdf)). Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 11).

Colleges should promote good college attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. The local authority model attendance policy and attendance toolkit are useful resources to support this work.

<https://extranet.solgrid.org.uk/collegeissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

It is essential that staff are alert to signs to look out for, and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM, CSE, forced marriage.

## **Involving other agencies and signposting:**

All colleges must inform the local authority of any pupil who fails to attend college regularly, or has been absent, without the college's permission for a continuous period of 10 college days or more, at such intervals as are agreed between the college and the local authority.

Email: [educationwelfare@solihull.gov.uk](mailto:educationwelfare@solihull.gov.uk) or telephone 0121 779 1737.

**Pupils at risk of harm/neglect** - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected colleges should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

### **Solihull Children's Services:**

MASH (0121) 788 4333

Out of Hours (EDT) (0121) 605 6060

### **Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care**

[http://solihullscb.proceduresonline.com/chapters/p\\_ch\\_missing.html](http://solihullscb.proceduresonline.com/chapters/p_ch_missing.html)

### **Solihull MBC LSCB procedures for Children Missing Education**

[http://solihullscb.proceduresonline.com/chapters/p\\_safeguard\\_educ.html](http://solihullscb.proceduresonline.com/chapters/p_safeguard_educ.html)

If the college do not know where the child (and family) are and have made reasonable enquiries (including liaising with the police and Social Services), they can refer to the Child Missing Education team for further checks and advice.

- |                     |   |
|---------------------|---|
| College Action: (1) | Email address <a href="mailto:childrenmissingeducation@solihull.gov.uk">childrenmissingeducation@solihull.gov.uk</a>  |
|                     | Telephone: 0121 704 6145  |
| (2)                 | Complete CME notification form  |
|                     | <a href="https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx">https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx</a> |

### **Families of members of the Armed Forces**

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Colleges and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

### **Children of Gypsy, Roma and Traveller (GRT) Families**

Research has shown that many children from these families can become disengaged from education, particularly during the secondary college phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves college without identifying a new destination college. Colleges should inform the CME team as soon as they become aware that a secondary college application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Colleges should work with families to minimise disruption to GRT pupils' education, for example if the family need to travel in order to work, they should be supported to dual register with other colleges.

## **Persistent Absence**

The definition of persistently absent (PA) pupil as set by the DFE for 2015 - 2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A pupil profile template which will support colleges to identify the issues impacting on PA pupils and detail actions to be taken is available on the Solihull MBC attendance toolkit

[https://extranet.solgrid.org.uk/collegeissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20\(2\).doc](https://extranet.solgrid.org.uk/collegeissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20(2).doc)

### Solihull Local Authority Penalty Notice Code of Conduct

- 1 Where a request for **leave of absence** has been made and the college have sent written notification to parents that the absence will be unauthorised a **penalty notice** will be issued where **the trigger of 10 sessions** of unauthorised absence is met.
- 2 In all other cases of unauthorised absence accrued over time, a **Warning letter** will be issued by the SMBC Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at **least 10 sessions** of unauthorised absence.

A penalty notice may be issued, subsequent to a Warning letter, if there are a **further five sessions** or more unauthorised absences.

Relevant paperwork can be found at

<https://extranet.solgrid.org.uk/collegeissues/BehaviourAttendance/GPGATPS>

Education Enforcement Team contact details:

Email: [educationwelfare@solihull.gov.uk](mailto:educationwelfare@solihull.gov.uk)

Telephone: 0121 779 1737

### Deletion of pupil from the admission register

Colleges must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Colleges

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

All colleges must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of college by their parents and are being educated outside the college system, eg: elective home education (EHE). Colleges must not seek to persuade parents to educate their

children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record

- have ceased to attend college and no longer live within reasonable distance of the college at which they are registered
- have been certified by the college medical officer as unlikely to be in a fit state of health to attend college before ceasing to be of compulsory college age, and neither he/she nor his/her parent has indicated the intention to continue to attend college after ceasing to be of compulsory college age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to college at the end of that period
- have been permanently excluded

### **Additional Guidance**

Guidance including an additional letter for when parents do not request a leave of absence but college become aware they have taken a holiday in term time is available at

[https://extranet.solgrid.org.uk/collegeissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Colleges%20Sept%202015%20EEO%20version%20\(2a\).doc](https://extranet.solgrid.org.uk/collegeissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Colleges%20Sept%202015%20EEO%20version%20(2a).doc)

### **Resources, Guidance and Legislation on CME**

Removing Pupils from Roll: Guidance for Colleges (SMBC, September 2011)

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

College attendance: Departmental advice for maintained colleges, academies, independent Colleges and local authorities (DfE, October 2014)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_college\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_college_attendance_sept_2014.pdf)

Ensuring a good education for children who cannot attend college because of health needs: Statutory guidance for local authorities (DfE, January 2013)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269469/health\\_needs\\_guidance\\_-\\_revised\\_may\\_2013\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf)

Exclusion from maintained colleges, academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion (DfE, 2012)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_colleges\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_colleges_academies_and_pupil_referral_units.pdf)

SMBC Exclusions Documents

<https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx>

Solihull MBC model attendance policy

<https://extranet.solgrid.org.uk/collegeissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC attendance toolkit

<https://extranet.solgrid.org.uk/collegeissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC CME notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Solihull MBC removing pupil from roll notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Keeping Children Safe in Education (2015)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children missing education: Statutory guidance for local authorities (DfE January 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

HMCI Advice Letter (July 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444746/Advice\\_letter\\_from\\_HMCI\\_on\\_the\\_latest\\_position\\_with\\_colleges\\_in\\_Birmingham\\_and\\_Tower\\_Hamlets.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444746/Advice_letter_from_HMCI_on_the_latest_position_with_colleges_in_Birmingham_and_Tower_Hamlets.pdf)



Solihull Local Safeguarding Children Board

If you believe a child is suffering, or is at risk of suffering, significant harm, always contact the Referral and Assessment Team on 0121 788 4333.

If, once you have taken appropriate action, you are then concerned about the response of another agency refer to Solihull Escalation guidance which supports the resolution of case disagreements: [http://solihullscb.proceduresonline.com/chapters/p\\_resolve\\_diff.htm](http://solihullscb.proceduresonline.com/chapters/p_resolve_diff.htm)

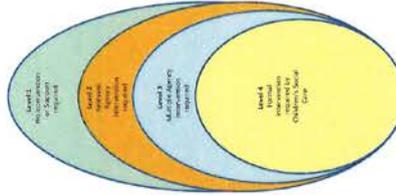
The Multi-agency Guidance on Threshold Criteria to help support Children, Young People and their Families in Solihull can be found on the Solihull LSCB website (detailed below) by clicking the About us/Interagency procedures tabs.



Solihull Local Safeguarding Children Board  
The Bluebell Centre, 10 West Mall  
Chelmsley Wood Shopping Centre  
North Solihull B37 5TN  
Phone: 0121 788 4325 (General) & 0121 788 4478 (Training)  
Fax: 0121 788 4414  
E-mail: [lscb@solihull.gov.uk](mailto:lscb@solihull.gov.uk) (General) or [lscbrtrain@solihull.gov.uk](mailto:lscbrtrain@solihull.gov.uk) (Training)  
Website: [www.solihull.gov.uk/staysafe](http://www.solihull.gov.uk/staysafe)

We acknowledge Herefordshire Safeguarding Children Board

## Supporting Professional Judgement: Thresholds

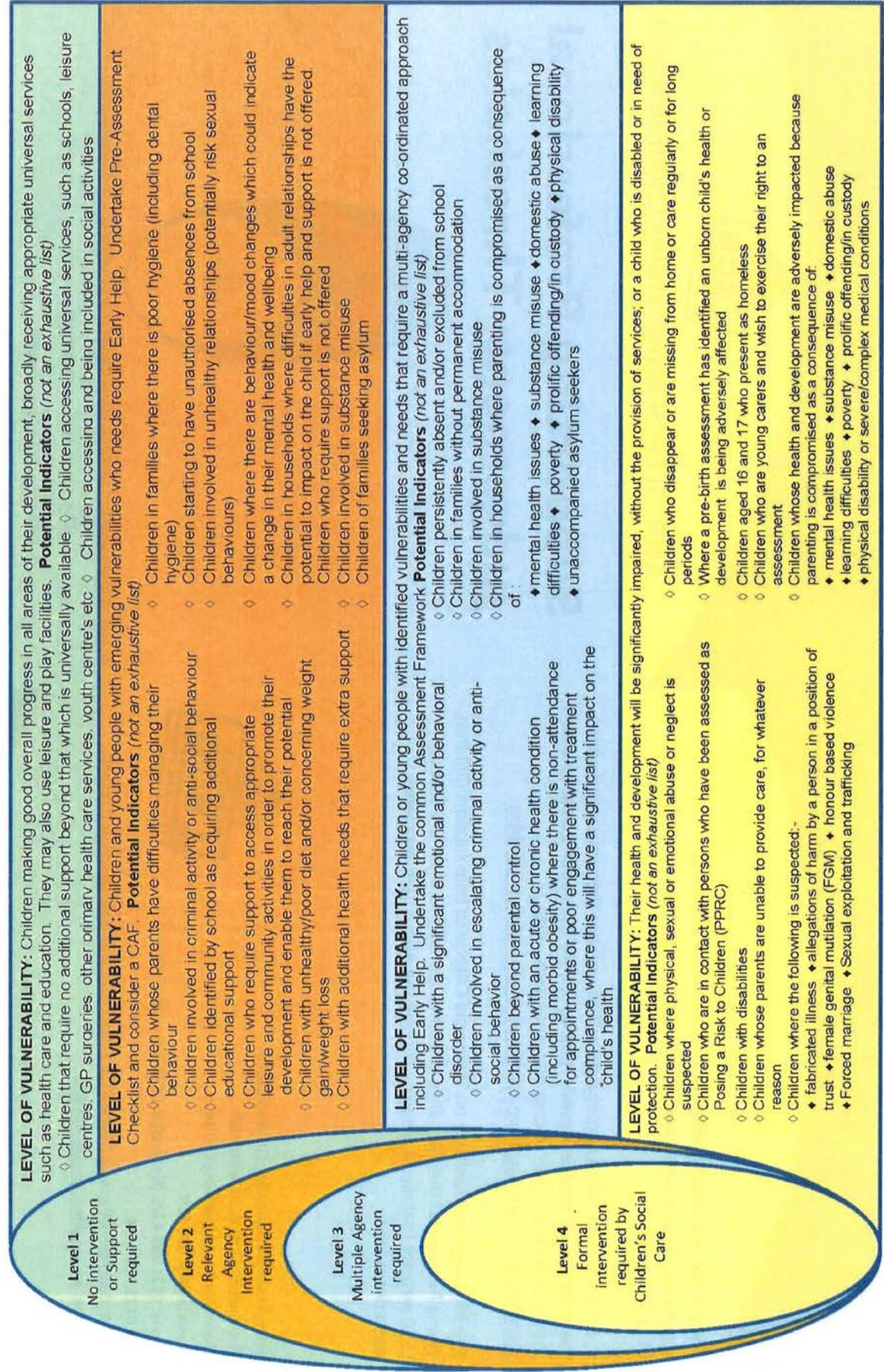


All staff who are aware of concerns about the welfare or safety of a child should know:

- ◇ What services are available locally
- ◇ How to gain access to services
- ◇ Who to contact in what circumstances
- ◇ When and how to make a referral to Children's Social Care

# Levels of Need

## Supporting Your Professional Judgement





Authorised

Unauthorised

By Principal

**Authorised Exceptional Leave of Absence Standard Letter**

**Appendix 5**

Authorised Exceptional Leave of Absence Standard Letter

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely

Principal

cc Class Teacher/File

## Appendix 6

Unauthorised Leave of absence letter

TO THE PARENTS OF:

*Dear (inset name of parent. An individual letter should be sent to each parent, for each child as each is potentially a separate offence and a penalty notice may be issued to each parent for each fine)*

### **Re Leave of absences request for (pupil name DOB)**

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

**Section 444 of the Education Act 1996** states that: If a child of compulsory college age, who is a registered pupil at a college, fails to attend regularly at the college his/her parent(s) are guilty of an offence.

If you decide to go ahead with the proposed leave of absence requested for *(pupil name)*, the absence will be marked as unauthorised on the college register. Unauthorised absences are referred to Solihull MBC enforcement team. This may result in a Penalty Notice being served with a fine of up to £120 payable for failure to comply with the law.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Principal

C.c. Class Teacher/File

**Appendix 7:**

Attendance Profile

**Name:**

**Form:**

<b>Date:</b>	<b>Att.</b> % (attach registration certificate)	<b>Siblings :</b>
<b>SEND</b> <input type="checkbox"/>	<b>EHCP</b> <input type="checkbox"/>	<b>Young Carer</b> <input type="checkbox"/>
<b>FSM</b> Y/N	<b>Exclusion no days :</b>	<b>LAC</b> Y/N
<b>Current college interventions:</b> <input type="checkbox"/> Early Help <input type="checkbox"/> Curriculum support <input type="checkbox"/> Exclusions <input type="checkbox"/> Report <input type="checkbox"/> Child Protection Plan <input type="checkbox"/> Enforcement Notice <input type="checkbox"/> Individual Health Plan <input type="checkbox"/> Other		<b>Other agencies currently involved:</b> <input type="checkbox"/> Early Help Engage Service <input type="checkbox"/> Youth Offending Team <input type="checkbox"/> Solar Mental Health Service <input type="checkbox"/> Child Protection Plan, <input type="checkbox"/> Child in Need Plan, <input type="checkbox"/> Looked After Child, <input type="checkbox"/> Specialist Inclusion Support Service <i>(i.e. ESBD, Hearing Impairment etc.)</i> <input type="checkbox"/> Housing <input type="checkbox"/> Adult Mental Health <input type="checkbox"/> Solihull Integrated Addiction Services <input type="checkbox"/> Health <input type="checkbox"/> Young Carers Service <input type="checkbox"/> Police <input type="checkbox"/> SMBC Child Sexual Exploitation Team  Other please specify.....
<b>Key Issues</b> (including reasons for absence if known):  <b>Pupil Developmental Needs</b> (for example, Educational Needs, Behavioural Needs, Social Relationships, Health Needs)           <b>Parenting Capacity</b> (parental engagement, attitude towards education, routine and boundaries, parental issues such and drug and alcohol misuse)		

**Family and Environmental Factors ( Housing, Finance,)**

**Historical Attendance Concerns?**

**Action Plan:**

**Impact/Monitoring and evaluation:**

**Profile completed by:**

**Review date:**

## Appendix 8

### Processes for rewarding good and improved attendance

#### Positively Promoting College attendance

- College has a weekly power point delivered in guidance that promotes the importance of College attendance.
- College uses class displays to promote attendance with pupils.
- College/House assemblies are used to promote the importance of College attendance.
- Tutor Groups have attendance targets to work towards.
- Good class attendance is rewarded weekly through a House Tutor Group of the week competition and chocolates for the winners
- Good pupil attendance is rewarded half termly through Vivos.
- Individual pupil attendance is rewarded termly by certificates for children with 96% and higher attendance
- Individual pupil attendance is rewarded termly by certificates for children with 100% attendance
- Good attendance is recognised in the pupil's College report.
- Poor attendance is recognised with parents through regular letters home.
- Improved attendance is recognised verbally through Pastoral Teams and House support staff in Guidance Time and through a Vivo reward
- A pupil Premium incentive for pupils with 96% and above attendance to win a Kindle Fire HD each month has been created from October 2016

## **Appendix A – College procedures and Policies**

### **WHOLE COLLEGE POLICY FOR COLLEGE ATTENDANCE – AIMS**

- To improve the overall percentage of pupils at College to **94% by 2017**.
- To reduce the number of pupils that are persistently absent year on year.
- To make attendance and punctuality a priority for all those associated with the College including pupils, parents, teachers and governors.
- To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and College.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with LEA and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### **Procedures for recording latecomers:**

#### **Morning Lates**

Pupils must attend on time to be given a present mark for the session.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

College registration will close at 09.40 at Smith's Wood Sports College.

- Lateness and poor punctuality will also be sanctioned using the detention system. Lateness to College will be dealt with in the following way for all pupils:
- Pupil arrives late between 08.40 – 09.00 - 30 minute same day detention.
- Pupils arrive late after 09.00 – 60 minute same day detention and isolated until Period 2. Pupils arriving late to lesson after the second bell – placed in isolation.
- Every two instances of lateness – 30 minute detention.
- Persistent lateness will be addressed, in addition to the detention system, by Leadership Team meetings with parents, coordination with the Educational Welfare Officer and fixed penalty fines where Local Authority thresholds are met.
- Year 11 pupils will lose lunch off site pass for being late to College.
- For persistent lateness the College will enforce incremental sanctions which could include loss of break and lunch privileges.
- Lateness to Period 2 and Period 4 results in loss of breaks and lunch privileges.
- Two instances of late to lesson – 30 minute detention.
- Third and fourth instances of late to lessons 60 minutes.
- Five or more latest - 1 day in isolation plus 60 minutes.
- More than ten latest results in formal meeting with Principal of House and parents to discuss further sanctions. Principal of House to escalate further persistent lateness to Leadership Team as required.
- Patterns of persistent lateness to lessons to be identified within departments and parents to be met by Head of Department. At this meeting an action plan for improvement will be discussed to include lost learning hours to be completed.

**Year 11 pupils will not be allowed off site at lunchtime if they have been late to College that morning.**

### **Afternoon Lates**

- Year 11 are the only year group permitted off site and are expected to go home at lunchtime. Written permission is needed from parents/guardians stating a suitable address where students will be spending dinnertime. Students are not allowed to spend their dinner break at local shops. A register of those students leaving the premises will be taken as they leave and arrive back. They will be allowed back into college at the 1.55pm bell, although names are registered from 1.45pm.
- On the second occasion a student arrives after the 2.00pm bell or does not return to College they will lose the privilege to leave site at dinnertime for the remainder of the half term (or the following half term if the second offence is in the two weeks prior to a half term/term break).

### **Key Responsibilities and commitments**

The following will dedicate the time indicated to attendance matters:

**The Principals, Angela Miller and Katy Craig** have overall responsibility for attendance. The Principals receives monitoring statements every week, evaluate performance and, in conjunction with the Assistant Principal, amends policy as required.

**The Principal, Mrs Craig**, will dedicate time to working with the LA and the Attendance Manager on attendance, going into assemblies and celebrating success. The Attendance Manager will;

- Meet with the Principal to consider progress towards targets.
- Meet with the LEA Attendance and Behaviour Consultant to discuss improvement to policy and practice and recommend these to the College.
- Together with the Heads of House, liaise with the Local Authority.

**The Attendance Manager, Tracey Davis** will dedicate 35 hours per week to attendance matters. This will include generating statistics and either acting upon these or getting them to the appropriate person, direct contact with parents, including first day contact; and meeting with pupils.

**The Attendance Administrator, Jill D'Amore** will assist the Attendance Manager for 12 hours per week Monday-Thursday as will **Anita Heard (College Administrator)** for 3 hours per week on a Friday. The Attendance Manager and Attendance Administrators will;

- Be responsible for the late gate and the late detention administration.
- Book detentions and notify parents immediately by text message of the sanction
- Monitor attendance returns and make first day calls.
- Receive absence notifications and authorise absence where this is appropriate.
- Work with Heads of House and Deputy Heads of House on a variety of issues.
- Administer the Vivo rewards System.

**Heads of House and Deputy Heads of House** will dedicate time every day in liaising with tutors and the other members of staff who are working with pupils in that class.

**Heads of House will;**

- Assist the Deputy Head of House and Attendance Manager in contacting the parents of pupils with unauthorised absence.
- Monitor the attendance of young carers and those from families under stress.
- Assist the House Tutors and Deputy Heads of House in monitoring the attendance of pupils joining the College.

**Deputy Heads of House will;**

- Monitor lateness to or truancy of a lesson and ensure College policy is adhered to.
- Ensure the weekly monitoring statements get to the House Tutors and ensure actions are taken to authorised absences where appropriate.
- Meet weekly with The Education Welfare Officer and monitor attendance and PA's.
- Together with the Attendance Manager, liaise with the Education Welfare Service.
- Ensure that procedures for authorising absence are followed.
- Assist the Attendance Manager in contacting the parents of pupils with issues relating to attendance.
- Assist the House Tutors and Principals of House in monitoring the attendance of pupils joining the College.
- Maintain the lists of pupils who require monitoring – those with an attendance of below 90%. The most severe will be referred to the Education Enforcement Team through the Attendance Manager.
- Attendance profiles are used for pupils below 90% and saved electronically by each Deputy Principal of House in a central file.
- Deputy Heads of House will prepare weekly monitoring statements for each Tutor Group and summaries for each house. Each pupil should have ongoing access to their rolling attendance target so that progress can be made towards their targets. Colour coded graphs will be displayed in Tutor bases to encourage good attendance.

**House Tutors** have a crucial role to play in pupil attendance and mainly will want to help. House Tutors will;

- Check electronic registers for Guidance.
- Take responsibility for getting notes absence notes from parents and for getting notes/communications from parents to the Attendance Manager for absence authorisation.
- Assist pupils in setting targets. Progress towards these targets will be reviewed during guidance sessions.

The **College** will work with the poorest attendees; those with attendance below 90%. Governors will meet with parents prior to prosecution to give one last chance for improvement at Attendance Panels. Prosecutions will be sought as required. **The Attendance Manager will;**

- Oversea meetings with the Deputy Heads of House and Education Welfare Officer on a weekly basis to discuss pupils and take appropriate action.
- Monitor the progress of pupils with an attendance of below 90% and take appropriate action with the relevant Deputy Head of House.
- Contact parents/carers of pupils with poor attendance, through home visits, telephone calls, letters and meetings in conjunction with the deputy Heads of House.
- Complete written reports following contact with parents/pupils, in order to provide feedback to members of staff.
- Where appropriate, instigate legal proceedings according to Local Authority's procedures.
- Perform register checks and analyse attendance-related data on a regular basis, in partnership with Deputy Heads of House.
- Liaise with other members of College staff, in particular the Pastoral Teams and SLT.

- Meet with the Principal weekly, to discuss attendance.
- Issue fixed penalty warning notices where unauthorised absence exceed 10 days and is appropriate.

**Co-tutors** and other **non-teaching members of staff** will be asked to take on a caseload as required. **The Learning Mentors** will monitor the progress of their mentored pupils.

#### **Assistant Principals**

- Attend the Guidance Team and Guidance Board Meetings.
- Attend the House assemblies and make reference to attendance where appropriate. Assist in the distribution of awards and sanctions.

#### **Governors**

- Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers)
- Setting Attendance targets.
- Reviewing College attendance.
- Agreeing and Reviewing College Policy.
- Chairing attendance panels.

#### **Inclusion and Access Team**

- Those pupils that are statemented and pupils at action + will have their attendance monitored by their child specific teaching assistant, AAP Vulnerable students or their caseworker. These people will liaise with Deputy Head of House or Attendance Manager for statistics. Each house will have a Child and Family Support Worker attached with responsibility for vulnerable pupils.
- The DMS and Attendance Manager will monitor LAC on a daily basis. Registers are checked period 1 and any LAC child absent from college without notification from carers will be called as a matter of urgency. All actions relating to telephone calls made, text messages sent resulting in an unauthorised absence are reported to the Mrs Brookes, DMS. Birmingham LAC children are monitored additionally through a daily telephone call from a company called 'Welfare Call' to Tracey Davis Attendance Manager. Any absences or late marks are reported to them and their own records are updated.
- Young carers and those from families under stress will be monitored by their Head of House.
- The DMS –Philippa Brookes will monitor pregnant College girls and teenage mothers.

#### **College attendance, Safeguarding and Children Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. College and college staff should follow the college's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

The following attendance systems are in place at Smith's Wood Sports College to ensure all pupils are accounted for every lesson. Tracey Davis Attendance Manager will take responsibility for reporting all pupils missing from Education (CME).

#### **Colleges' responsibilities**

College must enter pupils on the admission register at the beginning of the first day on which the college has agreed, or been notified, that the pupil will attend the college. If a pupil fails to attend on the agreed or notified date, the college will make reasonable enquiries to establish the child's whereabouts and consider notifying the local authority on the first day of absence. The Attendance Manger, Tracey Davis will make enquiries by telephone followed by a text message to all numbers listed on the students SIMs record. If this is unsuccessful she will check with The Office Manager, Sue Bailey who will speak with

Natalie Jones at School admissions to verify that the place is still needed. Once confirmation has been received telephone calls will be made to the previous school or LEA to confirm the address and telephone numbers we have been provided with. We will then conduct a home visit to the address provided on the data collection sheet to establish the reason for non-attendance. A card will be left for parents at the property asking them to call us as a matter of urgency. Further telephone calls and home visits will take place on the second and third days of absence. If parents still fail to make contact Tracey Davis (Attendance Manager) will complete a CME form and report the pupil to the Children Missing Education team at the Local Authority. Mrs Craig, Principal and Mrs Brookes, DSL will be kept informed throughout the process. An electronic copy of the document will be attached to the pupil log. A hard copy will be filed in the attendance office.

Where a pupil has not returned to college for ten days after an authorised absence or is absent from college without authorisation for twenty consecutive college days, the pupil can be removed from the admission register when the college and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the college does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Both processes will be carried out by the attendance team following the above CME process.

### **Attendance Office Systems**

#### **Late gate.**

Manned from 8.40-9.00

Tracey Davis to record all late pupils on Sims, record their behaviour as 'Late am' and book them into a 30 minute detention that night or the next available slot. In her absence Jill D'amore will perform this function

#### **Detention Text**

A report is generated in Sims for all pupils issued with the 30 minute detention and a text message is sent through the 'Text anywhere' service advising parents of the sanction.

#### **Answer machine**

Jill D'amore will be responsible for taking all messages off the answerphone and recording on Sims in addition to writing the information in the blue absence book. Anita Heard will deputise for her on a Friday. In their absence Tracey Davis will complete this task whilst 2 Deputy Heads of House cover the Late Gate.

#### **Late after 9am**

Pupils arriving after 9am will be admitted through reception and escorted to S13 for the remainder of the lesson. Reception will ring attendance with details of the arrival time and any reason provided. They will be recorded on Sims as late and the number of minutes provided. Their behaviour will be recorded as 'Late am' and they will be issued with a 60 minute detention that evening or on the next available slot. Pupils arriving after 9.40 will be recorded as above but using the 'U' code, Late after registration closes. This will count as an unauthorised absence.

#### **Link**

Jill D'Amore to call Sharon Lee and Donna Potter and mark all the pupils present with an additional comment attached showing their attendance is in the link

#### **S13 isolation**

The member of staff covering the isolation room will contact attendance via telephone or email with the names of all pupils present and if they were late to lesson. Their Sims records will be updated

accordingly with a comment stating they are in S13. Their behaviour will be logged on Sims by the isolation room staff.

### **Manual Registers**

Any manual registers or PE registers showing pupils off site will be entered onto Sims by the attendance Office.

### **Missing Registers**

A message will be sent to staff advising that outstanding registers need to be completed as a matter of urgency.

### **Looked after children**

A group has been created showing our LAC children. These need to be contacted by phone as a matter of urgency if not present in school. Reasons provided need to be passed on to PBR and any concerns brought to her attention immediately. Birmingham LAC children have their attendance reported to the Local Authority through the Welfare Call system. They call the Attendance office daily and are advised on any absences or late marks that have been recorded.

### **Daily absences**

A report is generated in Sims showing all pupils absent that day. An electronic copy should be saved in the Daily absence folder on the U drive and identified under the relevant date.

### **Telephone calls**

Any pupil absent from college will be contacted by phone. Attendance will be highlighted to parents, a reason for absence will be sought and pupils should be encouraged to return to college as soon as possible. In the event of an ongoing illness parents will be encouraged to seek medical help and evidence to be provided to the attendance office. In the event of no contact with home a text message will be sent to parents asking them to contact us. A detailed daily absence sheet for each House group is emailed to the relevant Deputy Head of House once calls are made. Pupil logs and legal logs are updated with any relevant information gleaned.

### **Absence Texts**

Phone numbers will be used to contact parents initially. If this is unsuccessful a text message will be sent and the registers recorded with an unauthorised absence mark. In the event of no working numbers a letter will be sent to the home address with a data collection sheet asking for updated contact details. If no contact from home on the second day of absence a home visit will be requested/made by Tracey Davis or June McCutcheon as the next step. A copy of the attendance certificate will be left along with a calling card asking parents/carers to contact college as a matter of urgency.

### **Telephone responses.**

Answerphone messages and telephone calls providing reasons for absence will be recorded in the blue book and Sims updated accordingly.

### **Reception**

Reception are responsible to notifying us of all pupils leaving site for medical appointments, illness or those that have been sent home for behaviour.

### **Weekly Attendance Meetings**

Designated time is set by each week for Deputy Heads of House to meet with June McCutcheon (EWO) to analyse attendance data and absences. Any patterns of absence that may give cause for concern re CSE, neglect and Persistent absentees are referred to Phillipa Brookes (DSL) immediately.

All staff are reminded at the beginning of the school year and periodically that unexplained lesson absences where a pupil was present in the previous lesson **MUST** be reported immediately to The Attendance Office or The Pastoral Team. After comprehensive checks are made if the pupil is found to be absent from college premises a telephone call is made to the Parents/carers to inform them of the situation and Phillipa Brookes (DSL) will be informed. LAC and Vulnerable pupils will be reported to known social workers too. All new staff are advised of the systems in place through their new staff induction process.

## **Appendix B –Sixth Form Attendance**

At Smith's Wood Sports College we aim to develop all our students to their full potential as successful learners. We know that excellent attendance and punctuality are essential for students to benefit fully from the learning opportunities available to them at Smith's Wood. We also know that employers and universities value high standards of attendance and punctuality as these demonstrate that the individual is responsible, reliable and an independent/successful learner. We aim to work in partnership with parents, guardians and support agencies to encourage and support all students to achieve 100% attendance and punctuality.

### **We will:**

- Highlight and celebrate the importance of excellent attendance through rewards, assemblies and newsletters
- Carryout daily checks on student attendance
- Notify parents/guardians where attendance is a concern and work in partnership to support improvements
- Ensure that records are accurate and support the tracking and analysis of information
- Work with the Attendance Office to support students to improve attendance and punctuality

### **Expectations, Roles and Responsibilities**

**The sixth form** will maintain an electronic register of attendance and punctuality throughout the school day for each appropriate timetabled lesson and guidance session.

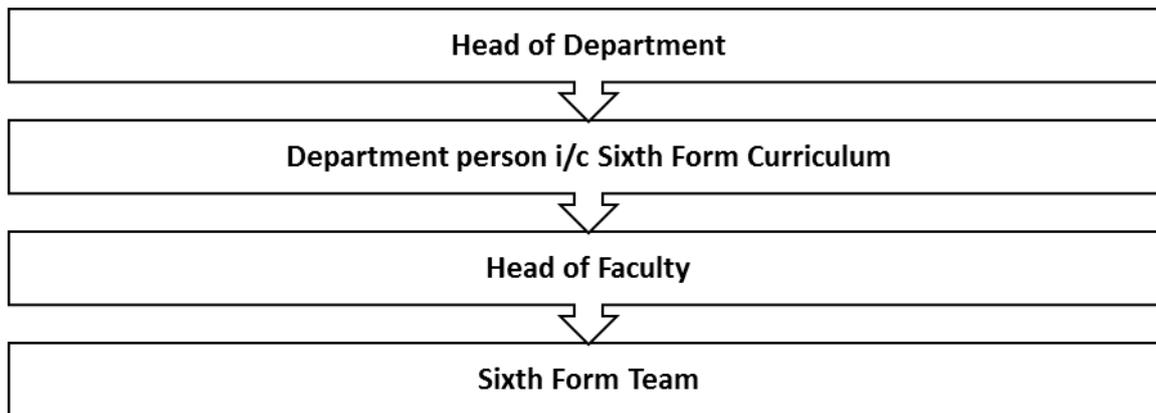
**Students** are expected to attend regularly and arrive on time for all lessons throughout the day.

**Parents/Guardians** should notify the college, when possible, on the first day of absence and give a date for returning to College. If a student is off for more than a couple of days then parents/guardians should notify the College. Parents/Guardians are asked not to arrange holidays during term time as they will not be authorised.

**Guidance Tutors** will maintain an overview of attendance for their respective groups of students. They will encourage the highest standard of attendance and punctuality and communicate successes, improvements and concerns to the Head of Sixth Form. They will monitor attendance and will review attendance with each student individually once a half term.

**Subject teachers** will register students as close to the start of each lesson as possible using the specified codes. **All teachers** will consistently encourage excellent attendance and punctuality and share any concerns they have with Head of Departments, Department person i/c 6<sup>th</sup> Form Curriculum, Head of Faculty and the Head of Sixth Form.

### **Referral Flow Diagram**



**The Attendance Office** will maintain an accurate register of absences. They will liaise directly with the Head of Sixth Form to provide regular and accurate data.

**Department person i/c Sixth Form Curriculum** will monitor and maintain an overview of attendance in their respective areas and will promote excellent standards of attendance and punctuality. They will follow up on all student referrals from subject teachers as causes for concern and will liaise with parents/guardians as appropriate. They will provide regular analysis of attendance and punctuality for discussion at Magic Numbers Meetings outlining strategies for improvement and the impact.

**The Head of Sixth Form** has the responsibility for strategic planning to raise standards of attendance and punctuality at the sixth form. They will lead and direct the work of the Guidance Tutors, Lead Teachers and the Attendance Office to improve attendance. They will contact parents on a half termly basis if there is concern about attendance and/or punctuality.

### **Authorised/Unauthorised Absence**

It is vital that all staff adhere to the same criteria when deciding whether or not to authorise an absence.

#### **Absence is authorised if:**

- The student was ill or prevented from attending by an unavoidable cause. A letter of confirmation will be required from the parent/guardian, a doctor or hospital or a phone call.
- There is a family bereavement (confirmation will be required in writing)
- The student is attending an interview with either an institution of further or higher education in connection with a place or with a prospective employer.

Absence for any reason other than those outlined above will be **unauthorised**, unless in exceptional circumstances approved by the Vice Principal (Upper School) or Head of Sixth Form.

### **Standards and Monitoring**

**All students should aim for 100% attendance.** Any attendance below 96% must be targeted for improvement. Students will be regularly reminded of the importance of maintaining excellent levels of attendance through notices, newsletters, assemblies and tutorials. The expectations regarding attendance form part of the students' learning agreement with the sixth form.

**Reports** on attendance statistics will be produced regularly (weekly) to enable Tutors, Subject Teachers, Department person i/c Sixth Form Curriculum and the Head of Sixth Form to monitor, manage and challenge attendance issues.

High levels of attendance will be **rewarded and celebrated** publicly and students will receive letters and prizes to mark their achievement. Students who improve their attendance will also be recognised and congratulated. The sixth form will actively seek ways of rewarding students whose attendance is Excellent or shows significant improvement.

### **Punctuality**

Students are expected to arrive on time for all lessons or scheduled learning activity including guidance and assemblies. Students will be reminded that failure to arrive on time for all lessons is a breach of conduct which could lead to disciplinary action being taken.

Students who arrive late for a lesson will make up the time missed with their subject teacher.

Teachers are required to remind all students who arrive late about the importance of ensuring they arrive on time.

All students who are late on three occasions in a week will be referred to a 'Punctuality session' with the Head of Sixth Form and will be asked to attend a meeting with their parent/guardian at which point they will be reminded of the consequences of arriving late.

### **Support and Sanctions**

Students' attendance and punctuality may be affected by a number of factors some of which may be personal. The guidance tutor should be the first point of contact and support for students to help improve their attendance/punctuality.

There are a number of services within the sixth form which tutors could access in their efforts to help students manage their attendance and punctuality.

These include:

- The Sixth Form Mentor team – motivational and organisational support
- Financial Support – Bursary funding

Students whose attendance falls below the expected level and who are persistently late or absent will be put on **notice to improve** and placed on Sixth Form report. Targets for improvement will be set in discussion with the appropriate guidance tutor. Students will be placed on a final report if they consistently fail to meet the targets set and risk being withdrawn from the sixth form in line with the behaviour flowchart and policy.