ATTENDANCE AND INCLUSION POLICY

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1. PRINCIPLES
1.1 THE LAW STATES THAT ALL CHILDREN MUST RECEIVE A FULL-TIME EDUCATION FROM FIVE TO SIXTEEN YEARS OF AGE
1.2 We are very proud of the excellent attendance level achieved by our students.
1.3 Students who attend regularly tend to make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum.
1.4 We work with outside agencies, including Rutland’s Inclusion Officer, who may become involved in your child’s attendance.

2. REPORTING STUDENT ABSENCE:
- on the each day of absence contact the College to explain the reason; You can email via: studentabsence@catmosecollege.com or using the Xpressions app. If we have not received contact from the parent/guardian by 11am we will contact you by telephone to ensure that you are aware of your child’s absence.
- if we have no confirmation that you are aware of your child’s absence by 11am, a member of College staff will do a Safe and Well visit at your home address. If we receive no communication within 24 hours as to the child’s whereabouts we will contact the Police and/or Social Care.
- when a student returns to College there must be an absence note handed in, signed and dated. The written note is always required unless an email has been received.
- if after 48 hours there is still no explanation, a letter will be sent home;
- if there is still no response to the College’s letter, the absence will be recorded as unauthorised.

3. MONITORING AND FEEDBACK
3.1 Student attendance will be included on checkpoint, key assessment and form tutor reports. Three times a year, during terms 2, 4 and 6, parents will receive a full attendance report for their child.
3.2 Any student who has provided no reasons for an absence, coded N, will also receive a letter requesting an explanation. It may be that there are perfectly valid reasons for such an attendance level. However, this may be an opportunity for parents and guardians to raise any issues that are affecting their child at College.
3.3 If a student has been absent regularly due to illness, the College may ask for a supporting evidence of a medical need e.g. appointment card, photograph of medication or confirmation of medical appointment. These will only valid for 6 weeks from the date of issue and the College should be kept up-to-date of ongoing medical needs.
3.4 A score card which contains information absence and persistent absence (across year groups and groups of students) will be shared with the Governing Body on a termly basis.
4. **ACADEMY/SIDO RESPONSIBILITY**

4.1 Each week the Social Inclusion Development Officer (SIDO) will be made aware of any student whose attendance has fallen below 92%.

4.2 The form tutor/class teacher and Assistant Principal for attendance will monitor the student’s attendance closely, and targets will be set to improve attendance.

5. **BELOW 92% ATTENDANCE**

5.1 It is the legal responsibility of parents to ensure that their child attends school regularly. Permitting absence from school without a good reason is an offense in law and may result in prosecution. Poor attendance could also be considered a safeguarding matter and lead to a referral being made to social care.

5.2 If a student’s attendance falls below 92%, the Attendance and Inclusion Service will be informed and the situation monitored.

5.3 Parents or guardians may be invited to a College and/or Local Authority Attendance Panel in order to explain and resolve the student’s low attendance. If appropriate, an Attendance Action Plan will be produced.

5.4 The Attendance and Inclusion Service may also be compelled to place the parent or guardian at Stage 1 of the Local Authority’s Prosecution Procedure. An immediate attendance target will be set to avoid prosecution under Section 444 of the 1996 Education Act.

5.5 Failure to meet the Local Authority’s target will result in further formal proceedings and possibly a fixed penalty notice being issued or court action.

5.6 Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

**ONE OF THE MOST IMPORTANT THINGS YOU CAN DO FOR YOUR CHILD IS TO MAKE SURE THAT HE OR SHE ATTENDS COLLEGE REGULARLY**

6. **ACCEPTABLE REASONS FOR ABSENCE**

6.1 Authorised absences are mornings or afternoons away from College for a good reason such as:

- My child is too ill to leave the house.
- My child has a hospital appointment, which cannot be arranged outside of Academy hours.
- My child has toothache and has an emergency appointment.
- To attend the funeral of a relative.
- To attend a significant event involving education, music or sport.

Where an appointment is unavoidable, try to ensure that the student is not absent for the whole College day.
7. **UNACCEPTABLE REASONS FOR ABSENCE**

7.1 Unauthorised absences are those which the College does not consider reasonable and for which no “leave” has been authorised. This includes:

- To look after other family members.
- Sleeping in.
- To avoid being late.
- One child is ill, so all are kept off.
- Minor ailments such as tummy ache or headache.
- End of term.
- To mind the house or take a delivery.
- Holiday in term time.

This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

8. **TERM-TIME ABSENCE**

8.1 As by the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off from College in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing at least 10 working days in advance. The College cannot authorise absence requests on the basis of cost, nor can the College authorise a known absence retrospectively.

9. **CHILDREN WHO DO NOT ATTEND COLLEGE DUE TO MEDICAL REASONS**

9.1 We recognise that there will be times when students need to be absent due to illness. When a student is too unwell to attend for a few days we do not routinely provide work; if they are well enough to complete work at home they should be attending College. However, we do recognise that there are some exceptional circumstances, for example following an operation, when a student may be diagnosed as too unwell to be in College but well enough to complete work at home for a short period of time. During this period, the College will aim to provide work to match that which is covered within the lessons. However, this should only be for a short period of time, because without specialist teacher input, students inevitably progress at a slower rate to their peers. Once an absence extends for more than a few lessons, it becomes increasingly difficult to plan and assess work as well as provide effective feedback.

9.2 If you believe your child will be too ill to attend College for a longer period of time, please:

- Contact the College at your earliest convenience to explain the nature of the illness.
- Provide medical evidence to the College in the form of a GP or hospital note.
- Refer to the Federation Supporting Students with Medical Conditions Policy.
10. CELEBRATING AND REWARDING GOOD ATTENDANCE

10.1 It is important to recognise and reward the vast majority of our students who have consistently outstanding attendance. The College does this through:

- End of year assemblies where certificates and badges are awarded to those students with outstanding attendance.
- The attendance lottery – at the end of each term students with 100% attendance for the year are entered into a prize draw. Winners will receive their prize during assemblies.

11. LATENESS

11.1 Poor punctuality is not acceptable. Students who arrive late miss work, have reduced contact time with teachers, disrupt the learning of other students and can suffer embarrassment.

11.2 The College opens at 8am and by 8.40am all students should be in lessons and ready to commence their learning.

11.3 Morning registers are marked as students swipe their card to go through the turnstiles. Students will receive a late make if they go through the turnstiles after 8.40am GMT.

11.4 If a student arrives after 8.40am, immediate sanctions will be used and the student will be required to make up the time missed either at break, lunch time or the end of the College day.

11.5 Students who are persistently late will be referred to the Local Authority.

11.6 At 9.30am the morning registers are closed. In accordance with government guidance, if a student arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence.
AUTHORISED ABSENCES
FOR TERM-TIME ABSENCE

Dear Parents/Guardians

Absences adversely affect the progress that students make. One of the most important things you can do for your child is make sure that he or she attends the Academy regularly and on time. It is only me, as the Executive Principal, that can authorise any absence from the Academy.

We are only able to authorise time off the Academy in exceptional, once in a lifetime circumstances. Any applications must be received in writing in advance. The Academy cannot authorise absence requests on the basis of cost nor can the Academy authorise a known absence retrospectively.

Unauthorised absence will form part of a student’s record. It is often difficult for students to catch up with work as they miss out on the interaction with the teacher and other students.

If you wish to take your child out of the Academy for what you consider an exceptional reason, please complete the form below and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours sincerely

Stuart Williams

WARNING – A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised absence during term time. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid within 28 days. Where relevant this will apply to each child.

Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (name)..................in form........should be granted an authorised absence from (start date)....................to (end date).................... This is a total of ...........Academy days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the Academy requires at least 10 working days’ notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:

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I confirm that I am aware of the Federation policy and it is not possible to avoid this absence by using Academy holidays. I understand that this absence cannot be authorised unless it is deemed to be exceptional or an once-in-a-lifetime event.

Signature of Parent/Guardian:.......................... Date:..........................