



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

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

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

## 2. REPORTING STUDENT ABSENCE:

- On each day of absence a parent/guardian must contact the College to explain the reason; this can be done using email via: [studentabsence@catmosecollege.com](mailto:studentabsence@catmosecollege.com) or by using the Xpressions app. If we have not received contact from the parent/guardian by 11am we will make contact by telephone to ensure that a parent/guardian is aware of the child's absence.
- If we have no confirmation that a parent/guardian is aware of their child's absence by 11am, a member of College staff will do a Safe and Well visit at the child's 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, unless an email has been sent. 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 Parents of any student who have 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/guardians to raise any issues that may be affecting their child at College.
- 3.3 If a student has been absent regularly due to illness, the College may ask for supporting evidence of a medical need e.g. appointment card, photograph of medication or confirmation of medical appointment. These will only be valid for 6 weeks from the date of issue and the College should be kept up-to-date of ongoing medical needs. If the school 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.
- 3.4 Medical or Dental appointments  
Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice to the College is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.
- 3.5 Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 8.
- 3.6 Lateness and punctuality
  - A student who arrives late but before the register has closed will be marked as late, using the appropriate code.
  - A student who arrives after the register has closed will be marked as absent, using the appropriate code. Further information can be found within section 11.
- 3.7 A score card which contains information on 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 The Early Help and Inclusion Development Officer at Rutland County Council 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 College regularly. Permitting absence from College 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/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/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 College 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.

## 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.
- Another 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 during 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 per the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off from College in exceptional, once-in-a-lifetime circumstance. 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.

8.2 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 Principal’s discretion.

## 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. 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 different 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:
- Awarding certificates and badges at end-of-year assemblies to students with outstanding attendance.
  - Sending letters to students with outstanding attendance at the end of terms 2, 4 and 6 to recognise outstanding attendance.

## 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 mark if they go through the turnstiles after 8.40am.
- 11.4 If a student arrives after 8.40am, immediate sanctions may be used and the student will be required to make up the time missed either at break, lunchtime or the end of the College day.
- 11.5 Students who are persistently late will be referred to the Local Authority and will be required to make up the time in an after College catch-up.
- 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 circumstance. 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:

.....  
.....  
.....

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:.....

## 12.APPENDIX 1: ATTENDANCE CODES

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

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

| <b>Code</b>                 | <b>Definition</b>                 | <b>Scenario</b>   |
|-----------------------------|-----------------------------------|---|
| <b>Authorised absence</b>   |                                   |   |
| <b>C</b>                    | Authorised leave of absence       | Student has been granted a leave of absence due to exceptional circumstances  |
| <b>E</b>                    | Excluded                          | Student has been excluded but no alternative provision has been made  |
| <b>H</b>                    | Authorised holiday                | Student has been allowed to go on holiday due to exceptional circumstances  |
| <b>I</b>                    | Illness                           | School has been notified that a student will be absent due to illness   |
| <b>M</b>                    | Medical/dental appointment        | Student is at a medical or dental appointment   |
| <b>R</b>                    | Religious observance              | Student is taking part in a day of religious observance   |
| <b>S</b>                    | Study leave                       | Year 11 student is on study leave during their public examinations  |
| <b>T</b>                    | Gypsy, Roma and Traveller absence | Student from a Traveller community is travelling, as agreed with the school   |
| <b>Unauthorised absence</b> |                                   |   |
| <b>G</b>                    | Unauthorised holiday              | Student is on a holiday that was not approved by the school   |
| <b>N</b>                    | 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.) |
| <b>O</b>                    | Unauthorised absence              | School is not satisfied with reason for student's absence   |

| <b>Code</b> | <b>Definition</b>                                 | <b>Scenario</b>  |
|-------------|---|--|
| <b>U</b>    | Arrival after registration                        | Student arrived at school after the register closed  |
| <b>X</b>    | Not required to be in school                      | Student of non-compulsory school age is not required to attend   |
| <b>Y</b>    | 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 |
| <b>Z</b>    | Student not on admission register                 | Register set up but student has not yet joined the school  |
| <b>#</b>    | Planned school closure                            | Whole or partial school closure due to half-term/bank holiday/INSET day  |

## 13. APPENDIX 2: COVID-19 ADDENDUM

### 13.1 Aims and Scope

We are committed to meeting our obligations with regards to College attendance by:

- Ensuring every student has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Supporting parents/guardians and students who are concerned about the return to College due to COVID-19.

This addendum applies from the start of the autumn term 2020 until the end of the 2021/22 academic year. It sets out changes to our normal Attendance Policy and should be read in conjunction with that policy. Unless covered here, our normal Attendance Policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

### 13.2 Guidance and Definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2021/22 academic year.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 2 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected individual.

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'The System of Controls').

### 13.3 Attendance Expectations

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the College in line with section 8 of our normal Attendance Policy.
- They cannot attend College due to specific circumstances related to COVID-19 (see section 13.4).

### 13.4 Where 'Non-Attendance in Relation to Coronavirus' Applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student's travel to, or attendance at, College would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of COVID-19 or its transmission.
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of COVID-19.

- 13.4.1 Student develops symptoms or lives with someone who does
- The student's parent/guardian must notify the College on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their COVID-19 test results.
  - If the student's test result is negative: the student will return to College when they feel well and no longer have symptoms similar to COVID-19. They should continue to stay at home if they remain unwell (i.e. with a different illness).
  - If the person the student lives with tests negative: the student will stop self-isolating and return to College.
- 13.4.2 Student or a 'close contact' of theirs receives a positive test result
- The student's parent/guardian must notify the College about the positive test result as soon as possible by emailing [office@catmosecollege.com](mailto:office@catmosecollege.com).
  - Students who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to College when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).
  - If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 10 days. The student must do this from when the member of their household first had symptoms, or the day the student last met with the 'close contact' who received the positive result.
  - See the definition for 'close contact' in section 13.2 of this addendum.
- 13.4.3 Student has to quarantine after travel abroad
- The parent/guardian must notify the College if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).
  - The student must quarantine for 14 days on their arrival to the UK and return to College thereafter.
- 13.4.4 Student is required to shield during a local lockdown
- The parent/guardian will notify the College if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to [studentabsence@catmosecollege.com](mailto:studentabsence@catmosecollege.com) or a photocopy to the College address.
  - The student will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the student's parent/guardian to set the expectation that they can return to College.
- 13.4.5 Remote learning provision
- If a student is not attending College because of circumstances related to COVID-19, but where the student is not ill, the College will provide the student access to remote education.
- Remote learning will be provided on SMHW, this will appear as classwork on the student's SMHW profile.
  - Students will also be able to access this if they are unwell and unable to attend College.

- We will keep a record of, and monitor, student engagement with remote learning, but we will not track this information in the attendance register.

### 13.5 Recording Attendance

We will take our attendance register at the start of the first session of each College day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances'
- Unable to attend for reasons related to coronavirus (see appendix 3 for the relevant absence codes and when we will use them).

### 13.6 Following Up Absence

Where any child we expect to attend College does not attend, or stops attending, we will:

- Follow up on their absence with their parent or guardian, we will make contact by telephone to ensure that a parent/guardian is aware of the absence.
- If we have no confirmation that a parent/guardian is aware of their child's absence by 11am, a member of College staff will do a safe and well visit at the child's 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.
- Notify their social worker, where they have one.

If a student does not attend because they, and/or their parent/guardian are concerned about returning to College because of COVID-19, we will:

- Arrange a phone call/video meeting/in-school appointment between the parent/guardian and a member of the senior leadership team to explain the protective measures the College is taking to keep students safe.

### 13.7 Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or Department for Education is updated. At every review, it will be approved by the full governing board.

## 14. APPENDIX 3: STUDENT ABSENCE CODES FOR CORONAVIRUS

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/2021 academic year. If not covered here, our normal attendance codes apply.

| <b>Code</b> | <b>Definition</b>   | <b>Scenario</b>   |
|-------------|---|---|
| <b>X02</b>  | Not attending in circumstances relating to coronavirus (COVID-19) | Student has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results. |
| <b>I</b>    | Illness   | Student remains unwell following a negative test result (i.e. with a different illness).                                      |
| <b>I</b>    | Illness   | Student has to continue to self-isolate because they tested positive.   |
| <b>X04</b>  | Not attending in circumstances relating to coronavirus (COVID-19) | Student has to self-isolate (for 10 days) because someone they live with tested positive.                                     |
| <b>X03</b>  | Not attending in circumstances relating to coronavirus (COVID-19) | Student has to self-isolate (for 10 days) because they are a close contact of someone who tested positive.                    |
| <b>X05</b>  | Not attending in circumstances relating to coronavirus (COVID-19) | Student has to quarantine (for 14 days) after a trip to a non-exempt country.   |
| <b>X06</b>  | Not attending in circumstances relating to coronavirus (COVID-19) | Student is required to shield in the case of a local lockdown, or lives with someone who is required to shield.               |
| <b>X07</b>  | Not attending in circumstances relating to coronavirus (COVID-19) | Student is asked not to attend in the case of local lockdown.   |