



ATTENDANCE POLICY

With Covid-19 addendum

Date of Policy	July 2020
Approved by Principal	September 2020
Next Review Date	October 2021
Lead for Review	Vice Principal

Introduction

Good attendance at the college is necessary if students are to fulfil their potential. It is a statutory requirement for Compulsory School Age (CSA) pupils, and students entering the UK with a visa. The policy should reflect the age range of students attending the college: CSA, 16-17yrs and 18+yrs.

AIMS

- To maximise student attendance in order to promote student achievement.
- To provide accurate daily information on attendance through efficient use of registration systems.
- To facilitate monitoring of patterns and absence.
- To ensure prompt and effective liaison with Form Tutors, parents and agents and ensure Form Tutors, and Pastoral staff are proactive in following up issues.
- To comply with the OFSTED guidelines on school attendance and ensure accurate reporting to parents and the Executive Committee.
- To comply with the UKVI's requirements for Student and Child Student visas

RESPONSIBILITIES OF STAFF

- All staff will follow procedures for checking student non-attendance, based on a shared understanding of registration codes, authorised/unauthorised absence and an understanding of the differences between over and under 16 and 18 students etc.
- Authorised absences are mornings or afternoons away from College for a good reason such as illness or an unavoidable cause. Unauthorised absences are those which the College does not consider reasonable and for which "no leave" has been given.
- Registers will be marked within ten minutes of the start of the lesson and checked by the Attendance Officer. All under-18 students are monitored **closely**, and absences reported directly to the Exeat and Attendance Officer. An hourly attendance review is carried out for students aged 17 and below, with CSA students highlighted for immediate follow up.
- Every Monday, an unmarked registers report is sent to the Vice Principal and all teaching staff. Teaching staff are reminded twice about an unmarked register, and then it is followed up by the Vice Principal for disciplinary action.
- The Pastoral Team and Attendance Officer will liaise weekly and include other relevant staff to plan appropriate strategies for the resolution of individual student absences involving the application of internal and external processes.
- Attendance statistics will be published according to statutory and college requirements.
- The college target for yearly attendance figures will be 85-90 % and the college will seek to improve student attendance year on year.
- The college will observe the requirements of the UKVI. This will include being proactive in monitoring student attendance and ceasing to sponsor students who continue not to meet attendance requirements.
- The college will report all unauthorised non attendees to the UKVI once they have missed 10 consecutive contact points. A contact point is defined as an entire day (Monday to Friday) for this purpose. In addition to timetabled classes, contact points may also include meetings with residential staff or other college welfare staff.

- A student who is reported to the UKVI for 10 missed contact points may, in exceptional circumstances, be allowed back into the college and it does therefore not signify that the college has ceased sponsorship. Student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Principal.
- New teachers will receive an induction on their role in attendance matters regarding authorised/unauthorised absence.
- Where strategies in place do not lead to improvement, a clear change in policy will be instituted which may include:
 - Personal hourly lesson checks by the Attendance Team.
 - Daily collection of students from accommodation.
 - A formal attendance meeting with the LEA at which the possibility of court action may be raised if the student is British and under the age of 16.
 - Increase in Discipline Stage.
 - Meetings with senior staff.
 - Academic warning letters. After a Stage 4 warning the student may be subject to expulsion.
- There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement, family pressures, simply poor attendance etc.) when we need to be proactive to ensure the threads of good attendance are quickly picked up and the student is well supported in this. Clearly every case must be judged on its merits, but the following strategies should be automatically considered:
 - Staff awareness so there can be individual response to student need.
 - Some work set and marked prior to return under the management of the Form Tutor, overseen by the Assistant Principal Academic.
 - Enhanced monitoring attendance on return, perhaps through the Daily Report system to encourage and motivate the student to succeed.
- Late return to the college or early departure caused by flight schedules will need to be sanctioned by the college on an individual basis only when there is very good reason.
- The college recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time and may be recognised locally as a significant day and as such will be counted as authorised absence.
- Parents of students over the age of 18 will be contacted directly with regard to attendance issues as per the Terms and Conditions of the college.
- Students falling below 90% attendance will have their attendance monitored closely through use of the Discipline Stages and other relevant strategies.
- A student may not undertake paid employment during their time as a member of the college without the written permission of the Principal.

Individual Staff Responsibilities

Teachers

It is the teacher's responsibility to mark students as absent or present for every class using the Shackleton. The register should be marked in the first 10 minutes of each lesson. If the reason is known by the teacher for the student's absenteeism, then the appropriate code is to be entered

onto the system. A list of codes is shown at the end of this document in Appendix 1. Teachers are not allowed to enter Medical marks or Exam marks. If a student is more than ten minutes late to a class, they must be marked as late; if it is a substantial lateness then a note should be made so that the Form Tutor will be able to discipline the student if it is a frequent occurrence.

Form Tutor and Curriculum Director

The Form Tutor will receive an email from the Attendance Officer (or via the Curriculum Director) if the student's attendance falls to 95%. The Form Tutor or the Curriculum Director reviews with a student the absences. The Form Tutor and student will agree an improvement plan on attendance and set targets. A log entry must be made on Shackleton.

If the student's attendance does not sufficiently improve (this will be monitored by the Attendance Manager and Form Tutor), The Pastoral Team and can implement the following sanctions with the support of a member of the Senior Leadership Team.

- Supervised Study Support sessions.
- Place student on report.
- Gate the student to residence or early curfew.
- Exeat refusal for under 18s.

Attendance Officer

It is the responsibility of the college Attendance Officer to ensure that all registers are marked and recorded on UNIT-e. For CSA students the register should be checked at 09:00 each teaching day. If there are missing records, then the Attendance Officer should locate the students and inform the DHP and other relevant staff.

The Attendance Officer compiles the following reports:

- Daily absence report – recorded relevant absences in the systems.
- Discipline Level report every fortnight.
- Hourly Absence report – received by Attendance officer and PTs.
- Weekly report to Form Tutors/Curriculum directors.
- Unmarked registers report -weekly.

These reports are checked and actioned as necessary by the Form Tutors, Curriculum Directors, Boarding, Pastoral and SLT.

The Attendance Officer is also responsible for spotting trends and checking for regular absence patterns which could give rise to concern.

Student attendance

A report is instigated by Attendance Officer, who emails Form Tutor/Curriculum Director/SLT to issue the relevant Stage Warning to the student and later sends the warning letter to student and parent/agent.

Each Stage Warning has a percentage of attendance associated to it. Stage warning can also be issued regarding concerns about lateness/ punctuality in class. Students will be issued a Stage

Warning dependent on their attendance percentage. If students improve attendance, the Stage Warning level should decrease. If there is no improvement in attendance, the Stage Warning will increase and students will meet with the DHP/ADHP, Vice Principal or Principal to discuss attendance and evaluate if a Stage 5 discipline level is required.

The above procedure will be implemented when the students reach the following attendance levels in the College:

The Ladder (Stages)	Stage Warning: Attendance
Verbal Warning and/or use of minor sanctions, including but not restricted to: Detention, evening supervised study, community service, early curfew	Attendance <100% Students should note that all incidents of absence are investigated and that sanctions will be applied as appropriate.
Stage 0 Internal Written Warning. In addition to the sanctions above the following may also be applied: Saturday Supervised Study, Gating Review Period: 1 week	Attendance <98%
Stage 1 Written Warning – letter home to parents, any of the sanctions noted above Review Period: 2 weeks	Attendance <95%
Stage 2 Written Warning – letter home to parents. Written action plan in place. Any of the sanctions noted above Review Period: 2 weeks (action plan reviewed weekly)	Attendance <90%
Stage 3 Written Warning – letter home to parents. Any of the above sanctions. In addition, behaviour contract in place signed by the students and shared with parents. Review Period: 2 weeks (action plan reviewed weekly)	Attendance <85%
Stage 4 -Final Warning Any of the above sanctions in combination with: Fixed term-exclusion, Behaviour contract signed by the student and the student’s parents. Review period at the discretion of the awarding senior member of staff– typically half a term after the exclusion has been served.	Attendance <80%
Stage 5 Fixed term or permanent exclusion	Attendance <75%
Examples of support that will be offered as appropriate in addition to the sanctions above: <ul style="list-style-type: none"> ✓ Meeting with pastoral staff – target setting and review ✓ Communications with guardian/parents ✓ Detention ✓ Report card ✓ Early curfew/rejection of Exeats 	Additional note on attendance: Unless in exceptional circumstances approved in advance by the Principal, no single cause of authorised absence (including medical) can exceed 20% <i>Overall</i> , and no combination of authorised absence can exceed 30% <i>Overall</i> , in a consecutive 5-week period. Any absences beyond these figures are to be recorded as Unauthorised.

Vice Principal

The VP is responsible for the operation of overseeing the attendance system. He/she receives information from other college staff and takes appropriate action in accordance with the Policy.

Is responsible for the residence staff ascertaining if a student has slept in the college accommodation / host family and reporting his/her finding to the Welfare Team. The VP may also instruct the Student Care Team / Attendance Officer/ Pastoral Team to investigate student absences and related issues, depending upon the circumstances.

Vice Principal, Assistant Principal Academic and Head of Boarding

They will implement Stage 4 of the disciplinary process. It is the responsibility of the Vice Principal or the DHP/ADHP to inform the Police, agents and parents of any serious absences. The Vice Principal will intervene at a Stage 5 in the absence of the Principal of the disciplinary/attendance process.

They will:

- Liaise with the Attendance Officer.
- Meet with the student and pastoral staff, mainly the Curriculum Director.
- Action plan with student with relevant colleagues to raise attendance.
- Inform parents/agents via Cause for Concern letter.
- Meet with student to review progress.
- Record action plans on Shackleton and monitor through Attendance Officer.

Principal

Is responsible for making the final decision on whether a student will be suspended or expelled for continued poor attendance. Following a Stage 4 warning, a student will be required to meet regularly with their Curriculum Director or SLT member. Progress will be tracked carefully and failure to improve will be dealt with by the Principal. Whilst students will be supported to improve their attendance, a continual failure to improve will be taken very seriously. For the purposes of sponsoring Students, a student will cease to be sponsored by the institution in the case of being expelled.

Day Students

If a day student is absent, they should contact the college to put them through to the attendance officer or Matron if the reasons are medical. A parental note or email is required from an authorised source to authorise attendance to be sent to the Student Care Team or Attendance Officer.

Exeats

When students have a planned absence from College or are staying out beyond published times for them to be back in residence, an electronic Exeat form has to be completed. This has to be approved by the Exeats Officer, Parent/s (if under 18) and Senior Staff – HOB / Curriculum Directors). Shackleton holds copies and these reports go automatically to Residence staff. If the student is attending a university Interview, a copy of the confirmation letter or email must be seen to authorise the absence.

Students are checked each night that they have returned to their accommodation, and if they are not present, the Missing Student protocols come into action.

The college reserves the right to decline Exeat requests for all students if there is a welfare issue or in line with the disciplinary process. When an Exeat is submitted, it does not mean an absence is authorised. Authorisation is given by Attendance Officer and Senior Staff.

Appendix 1

Register Codes

Code		Meaning
/	Student Present	Present
O*	Authorised Absence	Authorised
L	Late (more than 10 minutes after the start of the lesson)	Present
H*	Holiday (Late back / Early Leave)	Unauthorised
U*	Unauthorised absence	Unauthorised
D*	Suspended	Null
A	Unauthorised Absence (various reasons)	Unauthorised
E*	Interview / Educational Visit – university or higher education purpose	Authorised
X*	Incorrect student entry	Null
F*	Academic Field trip – used when students miss a class, but they are present on a trip with another member of staff	Present
W*	Withdrawn (student has withdrawn from this class)	Null
V*	Sitting an Exam	Present
P*	Postponed class	Null
#*	College Closure (Snow day/Bank Holiday)	Null
Z*	Not Expected (in the class)	Null
T*	Transferred	Null
M*	Medical/Dental	Authorised
N	Not here (optional lesson)	Null
*	Induction	Null
G	Student Present Online	Present
J	Student Present Online but late	Present
K	Unauthorised Absence Online	Unauthorised

* Depicts marks only authorised attendance team members can enter

ATTENDANCE AND ENGAGEMENT POLICY, COVID-19 ADDENDUM

Date added to Policy	July 2020 (amended Jan 2021)
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, Head of Student Administrative Services, CSVPA, Office Manager CATS, Attendance Officers

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Attendance and Engagement Policy to be able to better track students studying by distance. Attendance is required by distance learners both to support academic success and progression, and to meet UKVI requirements where relevant.

Educational settings status Form

When required the government Educational Settings Status form will be completed as requested.

Students in boarding accommodation will be considered to be 'present in the educational setting' during any self-isolation period, as long as they remain under our care.

Distance learning

UKVI have confirmed registered sponsors can also commence sponsoring new students who will start studying through distance or blended learning in the 2020-2021 academic year provided they intend to transition to face-to-face learning as soon as circumstances allow. UKVI expect sponsored Students and Child Students with a CAS to continue to be monitored.

Where a student is studying by distance learning, the colleges will use expected online contact points to monitor engagement. The college will withdraw sponsorship from students who stop engaging with their distance learning for any reason unrelated to Covid-19.

Register codes for distance learning

To avoid misunderstanding with the current attendance code, developed to enable CATS Colleges to record and monitor attendance and absence in a consistent way, the College has created additional marks for students undertaking distance learning. All other marks used (by attendance staff) will remain the same.

Code	Definition
G	Student Present Online
J	Student Present Online but late
K	Unauthorised Absence Online

Follow up for Distance Learners

It is expected that all the school's normal processes for congratulating those with excellent levels of engagement will continue. Congratulating those who do well is as, if not more, important than supporting those who are struggling.

Students having difficulties accessing the system should immediately contact College staff so that it can be recorded appropriately. We will generally also require a parental email confirming any reasons for non-engagement.

Students who are not engaging with their studies as expected will receive regular communication from staff at the College. It is understood that there may be valid reasons that students are not attending. It is important that every effort is made to find out what the College can do to help.

Stage Warnings and Distance Learners

In recognition of the difficulties that some students may have accessing lessons remotely, flexibility is allowed in marking students as authorised absence. Flexibility may also be required with IT issues, however repeated issues will require follow up.

Engagement with teaching staff and completion of work can also be taken into account when reviewing a stage warning. A note must be recorded on Shackleton.

Students are not required to attend classes scheduled at unsociable hours (defined as pre 8am and post 8pm in their timezone). Relevant students should contact the Attendance Officer and confirm which lessons they cannot attend and these registers will be marked as 'N' – optional.

Standard stage warnings will apply, subject to the flexibility noted above. Normal college sanctions will not apply but formal letters will be sent according to the standard Student Behaviour Policy. Students may receive an improvement plan or a behaviour contact to encourage improvement.

For students who are not in the UK, the college can refuse to assign a CAS, or withdraw a previously assigned CAS, on the basis of student non-engagement. This would not normally apply unless a student is on a Stage 4 warning.

Students not attending in circumstances related to coronavirus (COVID-19)

Any student who has symptoms of Covid-19 or has tested positive for Covid-19, or who lives with someone who has symptoms of Covid-19 or has tested positive for Covid-19, must not attend classes in person.

Students who are a close contact of someone who has symptoms or confirmed Covid-19 will be offered a daily lateral flow test for 7 days. If they choose not to take those tests they will be required to self-isolate and must not attend classes in person. Students in quarantine must also not attend classes.

A student who is ill and unable to attend should be marked as 'M' (medical absence). Other students should be encouraged to participate in the online provision offered to them. If there is a requirement on registers, then these students should be marked as 'Z' (not expected). Alternatively the online register codes can be used. Notes must be made explaining that the absence from face to face lessons is due to circumstances related to Covid-19.

For students in independent accommodation, either the student (if over 18) or their parent/guardian can self-certify absence for up to 5 missed days.

Students unable to attend in person for more than 5 days because of Covid-19 should obtain an isolation note, which can be done online via <https://111.nhs.uk/isolation-note>.

School closures

During any period of school closures all students will be required to continue studying online and online attendance marks will be used to record engagement.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.

Related policies

Student Behaviour Policy