



# ATTENDANCE POLICY

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Date of Policy	October 2018
Approved by Principal	October 2018
Next Review Date	October 2019
Lead for Review	DHP

## 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 Tier 4 and other UK 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 email is sent out for all students aged 17 and below, with CSA students highlighted in green 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 student 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 Deputy Head 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 Programme Director**

The Form Tutor will receive an email from the Attendance Officer (or via the Programme Director) if the student's attendance falls to 95%. The Form Tutor or the Programme 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 the Deputy Head Pastoral (DHP):

- 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/Programme directors.
- Unmarked registers report -weekly.

These reports are checked and actioned as necessary by the Form Tutors, Programme 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/Programmed 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:

Stage Warning	Actions and sanctions	Attendance % for each relevant stage
Stage 0 PT	Discussion with student – action plan improvement in attendance / behaviour  Consider Supervised extra study/ homework/place on report/gating/detention	Over 96%
Stage 1  Issues by PT BM	First Written Warning  Consider Supervised extra study/homework/place on report/gating/detention	90-95% Or no improvement from the previous stage
Stage 2  Issued by PT BM	Second Written Warning  Action with student an agreed improvement plan  Consider Supervised extra study/homework/place on report/gating/detention	85-89 % Or no improvement from the previous stage
Stage 3  Issued by PD BM	Senior Staff Warning  Action with student an agreed improvement plan  Consider Supervised extra study/homework/place on report/gating/detention	80-84% Or no improvement from the previous stage
Stage 4  Issued by ADHP/SLT	Final Written Warning  A contract may be put in place stipulating clear progress which is required  Consider Supervised extra study/homework/place on/ early curfew report/gating/detention/contract	75-79% Or no improvement from the previous stage
Stage 5  Authorised by Principal/VP in his/her absence	Suspension, suspension pending Permanent exclusion or immediate exclusion.  This include early curfews, gating, contacts and other action as appropriate	Below 74% Or no improvement from the previous stage

### Deputy Head Pastoral

The DHP 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 VP. The DHP may also instruct the Student Care Team / Attendance Officer/ Pastoral Team to investigate student absences and related issues, depending upon the circumstances.

### **Vice Principal, Deputy Head Pastoral and Assistant Deputy Head Pastoral**

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 Programme 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 plan 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 Programme 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 Tier 4, 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 – DHP / Programme 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

\* Depicts marks only authorised attendance team members can enter