**PENRYN COLLEGE**

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**Attendance Policy**

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**Approved by:** Full Governing Body – April 2019

**Responsible SLT member:** Deputy Headteacher (Attendance)

**Published:** Virtual School, Website

**To be reviewed:** July 2020

**ATTENDANCE**
**We want our students to maximise their potential by attending College regularly and punctually.**
**Penryn College deem 'good' attendance to be above 98%.**

*Students are expected to:*
- Arrive and register in for school at 8.40am and 1.55pm promptly each school day.
- Register with the Attendance Officer if they are late.
- Bring in a note from parents to obtain a pass-out slip from the tutor if they need to leave College during the day.
- Attend all lessons assigned to them and register in each.
- Not to leave the school grounds at any time during the school day without prior permission.

*We request that parents/guardians:*
- Work with us to ensure their child's attendance is the best it can possibly be and attend meetings if and when needed.
- Ensure that their child arrives at College on time and properly equipped.
- Phone the College office before 9.30am every day of absence, giving the reason for the absence and an indication of when the student will be returning to College. If unable to phone in College hours, an answer service will be available outside College hours.
- Contact the Tutor or HOH/Y if the reason for absence is caused by something other than illness: e.g. worry about school work, friendship problems etc.
- Understand that Penryn College has to decide whether an absence is authorised or unauthorised. That due to new Government legislation we cannot authorise holiday during term time – unless in exceptional circumstances. **Please note that penalty notices will be issued to those parents who reach the criteria for this. This is clearly outlined on the 'Penryn Partnership Absence Request Form' and subsequent letters.** Governors may also wish to meet with those parents who take their children out for unauthorised holidays during term time.
- Support us in only allowing students to be absent for reasons that the College would authorise, e.g. illness, bereavement, emergency dental work etc and not allow students to stay home for reasons that the College would not authorise, e.g. shopping trip, hair appointment, birthday treat, agricultural shows.
- Make all routine dental and medical appointments out of College hours or in the holidays.
- If a period of absence longer than two weeks is requested, contact the Headteacher in advance, stating the reason. County guidance states that this should only be agreed in exceptional circumstances. This request will be discussed with Governors, who reserve the right to remove the pupil from the school's roll if they do not attend the College for more than two weeks.
- Become aware of dates of all relevant external exams e.g. SATs, GCSEs, Module Tests in Maths and Science, Speaking and Listening Tests in French and Spanish. Parents can obtain this information by contacting the College.

*Subject teachers will monitor attendance by:*
- Marking a class register using SIMS every lesson they teach. (Statutory requirement that the register is taken at the beginning of Tutor Period and the beginning of Period 5).
- Look at attendance the previous lesson. If they appear absent and were present, send a message to the attendance officer to this effect.
- Refer an attendance problem to the Tutor if it is affecting learning.

*The Tutor will monitor attendance by:*
- Displaying and discussing the weekly attendance competition.
- Marking a register during tutor period.
- A half termly review of attendance and targeted work with those whose attendance is **below 95%.**
- Phoning home if a pupil in receipt of the Pupil Premium or who has special educational needs develops a pattern of absence.
- Passing attendance concerns to the Attendance Officer for a phone call if appropriate.
- Discussing attendance concerns (including lateness) with parents over the telephone, face to face or via e mail if appropriate.
- Passing concerns to the Head of House/Year when attendance drops **below 90%.**

*The Head of House/Year will:*
- Award students with 100% attendance each term with a certificate.
- Carry out a weekly draw in assemblies for all students with 100% attendance that week
- Monitor attendance of the House Group, particularly noting students in receipt of Pupil Premium, those with special educational needs and those who have a poor record of attendance and/or punctuality.
- Liaise with the Attendance Officer regularly to discuss attendance.    Informal discussions should take place on a weekly basis.
- Work with the EWO to improve the attendance of those pupils **whose attendance drops below 91%** and more intensively with those whose attendance drops **below 90%** through close liaison with parents and targeted support.
- Give a student an after school HOH detention when a student either truants or is continually late

*The School Attendance Officer will monitor attendance by*:
- Running attendance competitions and rewarding good attendance
- Sending Truancy Call on a daily basis, notifying parents if their child has been marked absent in the morning
- Meeting with the Attendance Team on a weekly basis and each HOH/Y on a fortnightly basis with the EWO to discuss all pupils with an attendance of **less than 90%.**
- Discussing individual lateness with Heads of House, who will review with Tutors to apply the appropriate sanctions.
- Maintaining a particular focus on those students in receipt of FSM. Attendance records will be sent with reports.
- Working with the member of the leadership team responsible for attendance to produce an analysis of the attendance situation at Penryn College at every data cycle
- Providing each Head of House/Year with a table showing the comparative attendance figures for the individuals within each Tutor Group at every data cycle.

*The member of the School Leadership Team responsible for attendance will:*
- Ensure there is a structured and proactive approach adopted by the Attendance team to reverse any deteriorating trend in Attendance.
- Prepare an attendance analysis at every data cycle for discussion at SLT
- Report to the Attendance Governor and the Governors' Personnel Committee at each data cycle.
- Ensure a shared approach to attendance, lateness and the 'authorisation of leave of absence under exceptional circumstances' with the Penryn Partnership through a set of common principles which all schools adopt (see Appendix 1 for common principles)
- Decide whether to authorise 'leave of absence for pupils under exceptional circumstances'
- Review each penalty notice case with Attendance Governors prior to submission to the Local

Authority for their agreement
- Randomly look at a pupil with attendance problems, once per half term, to audit the effectiveness of the system.

*The School Based Education Welfare Officer and relevant member of the Education Support Team will:*
- Meet with the Deputy Headteacher on a weekly basis to identify students giving cause for concern.
- Meet with the HOH/Y fortnightly to review those students with attendance **below 91%.**
- Offer advice and support to these students and parents in order to improve their child's attendance
- Access additional support from Social Care, CAMHs and other services available to support schools.
- Hold attendance clinics with pupils to discuss how we can work with them to improve their attendance.
- Meet regularly with our feeder schools to monitor and advise pupil attendance below 90%.
- Instigate and pursue prosecution procedures
- Submit paperwork for penalty notices once agreed by Headteacher, Deputy Headteacher Attendance and Attendance Governors

*Governors are expected to:*
- Monitor attendance at each data review cycle and ensure strategies are in place to address poor attendance.
- Review each case where paperwork for a penalty notice is to be submitted and decide which families should meet the Governors Attendance panel following an unauthorised holiday during term time.

*Strategies we use to improve attendance:*
- Have a whole school approach to improving attendance.
- Produce and scrutinise weekly monitoring sheet of those pupils below 90%.
- Reward good attendance by individuals and groups of students through the house point system, letters home, assemblies and weekly competitions.
- Tutor group prizes for best attendance.
- Maintain regular contact with parents, especially when attendance falls below 95%.
- Ensure that all staff are aware of their responsibilities for attendance and follow the guidelines set out in the college's attendance policy.
- Punish pupils who are repeatedly late for lessons without good reason.
- Set up school truancy sweeps.
- Use the electronic registration system effectively to monitor attendance and internal truancy.
- Publish Attendance figures in the school newsletter
  - Have a Governors' Attendance panel which meets routinely with parents and students where attendance is a concern or who take unauthorised holidays during term time.