

## PENRYN COLLEGE

# Attendance Policy

**Approved by:** Full Governing Body – November 2021

**Responsible SLT member:** Assistant Headteacher (Attendance) Fiona Williams

**Published:** Virtual School, Website

**To be reviewed:** April 2023

### 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 on time and ready to learn for all their lessons throughout the 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, including tutor time and prep 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. Penalty notices may be issued to those parents whose children do not attend school on time.
- 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. Penalty notices may be issued to those parents whose children have unauthorised absence from school.
- 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. Due to new Government legislation we cannot authorise holiday during term time – unless in exceptional circumstances. **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.
- Become aware of dates of all relevant external exams e.g. school assessments, GCSEs, Speaking and Listening Tests in French and Spanish, etc. Parents can obtain this information by contacting the College.

***Statutory registers***

The morning statutory register will be taken during period 1 and the afternoon register will be taken in the first lesson after 12pm.

Parents must contact the school on each morning of absence with a reason for the absence. If the school does not receive a message, our safeguarding text messaging system will send a text alerting parents that their child has been marked absent. If the school has not received a message for absence for 2 days, the EWO may make a home visit and report the absence to the necessary authorities.

***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 attendance team and tutor if it is affecting learning.

***The Tutor will monitor attendance by:***

- Displaying and discussing the half termly attendance competition.
- Marking a register during tutor period.
- A half termly review of attendance and targeted work with those whose attendance is **below 95%**
- Provide mentoring support for students identified in discussion with HOH and the attendance team.
- Review with the attendance team and HOH 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 half term with a certificate.
- Carry out a half termly 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, normally fortnightly. Informal discussions should also take place.
- 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.
- Issue 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 EWO routinely and with each HOH/Y on a regular basis with the EWO to discuss all pupils with an attendance of **less than 90%** as needed.
- 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.
- Monitor attendance data regularly and produce a summative report half termly
- Reward good attendance by individuals and groups of students through the house point system, letters home, assemblies and competitions.
- House 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.
- Issue sanctions to pupils who are repeatedly late for lessons without good reason.
- Use the electronic registration system effectively to monitor attendance and internal truancy.
- Publish Attendance figures in the school newsletter

## **Reduced Timetables**

### **The process**

1. When considering a reduced timetable for a student the lead member of staff must apply county protocols and ensure that communication with parents and relevant staff has occurred. Key staff would include the tutor and the head of house and subject teachers.
2. The timetable and risk assessment for a new reduced timetable must be signed off by the AHT and then shared with Attendance Officer (LS) using the appropriate form. AO will then share with county.
3. Changes to risk assessments and timetables must be shared with the Attendance officer and the AHT as they are made and will be reported formally to county following the next panel meeting. Reduced timetables a standing issue at weekly Vulnerable Student meeting.
4. The reduced timetable panel will meet every six weeks. At least every 6 weeks and prior to the meeting lead teacher will complete a return to school plan with family. Before the meeting the lead staff for each child will update the shared spreadsheet using a RAG system to show the impact of the reduced timetable and report against targets so that we can monitor effectiveness over time. At this meeting lead members of staff will confirm that risk assessments and timetables are up-to-date.

#### Targets can be

- attend a certain number of lessons/ sessions
- engage with some kind of SEMH support/ workshop
- evidence that child is completing work set in identified subjects. Engagement 1-5 score by teacher ( Eng / Maths/ areas of interest/ careers)
- a social or personal challenge

We never support EHE.

### **Roles and responsibilities**

The Attendance Lead (AMH) is accountable for the process, ensuring all RA and Timetables are submitted to LS in a timely fashion, that safeguarding concerns are addressed, that clear school records are kept and students targets are reported on in each 6 week meeting. They will at meetings when students are not fulfilling timetables.

AHT Behaviour and Attendance to authorise any new part time timetable or major change to an existing one, and ensure that we are evaluating the effectiveness of our PT timetable arrangements.

The Inclusion and Mental Health Lead (IB) is accountable for ensuring that communication and paperwork with families and LA is in place for SEMH students.

The SENCO (FW) is accountable for ensuring that communication and paperwork with families and LA is in place for SEN students. The SENCO will also check quality of packages to ensure progress.

The Mental Health Lead and SENCO will delegate the management of certain students to members of their team, providing appropriate training and support and ensuring targets are maintained and reported on every 6 weeks.

The SENCO will ensure that the plan/ do/ review process is used routinely with all part time students so that they have clear targets.

The Attendance Officer will gather all the paperwork and share with parents and LA, ensuring that the Attendance Lead is informed if any is missing or overdue.

All communications with parents go through the SENCO Administrator (VC) and be stored on pupil file .