

PENRYN COLLEGE

ATTENDANCE POLICY

Final

Approved by: Full Governing Body – December 2023

Responsible SLT member: Deputy Headteacher - DM

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ATTENDANCE

We want our students to maximise their potential by attending College regularly and punctually. Penryn College deem 'good' attendance to be above 96%.

Students are expected to:

- Arrive and register on time and ready to learn for all their lessons throughout the day.
- Register with their teacher if they are late.
- 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.
- Attend detentions when they are late for school without good reason

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 or email the attendance team 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.** SLT/ 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, family holiday.
- Whenever possible, make all routine dental and medical appointments out of College hours or in the holidays.
- Be 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).
- Looking at attendance the previous lesson that day. If they appear absent and were present, send a message to the attendance officer to this effect.
- Referring an attendance problem to the attendance team and tutor if it is affecting learning.
- Being aware of students who have missed larger numbers of lessons through absence and offer appropriate support.
- Notice and share regular absence and/or lateness from particular lessons and share the concern with HOF/ HOY / parents as appropriate.

The Tutor will monitor attendance by:

- Displaying and discussing the half termly attendance competition.
- Marking a register during tutor period.
- Pass attendance concerns to the HOY/ Attendance Officer.
- Track truancy and lateness concerns, sharing them with the HOY as necessary
- Provide mentoring support for students identified in discussion with HOH and the attendance team, recording key points on the student's VS mentoring notes.
- Review the attendance and targeted work with those whose attendance is **below 95%**
- 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.
- Discuss attendance concerns (including lateness) with parents over the telephone, face to face or via e mail if appropriate.
- Pass 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 the attendance of the Year 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.
- Ensure that the strategies identified on the Attendance Graduated Response are being applied and recorded.
- Liaise with the Attendance Officer regularly to discuss attendance, normally fortnightly. Informal discussions should also take place, ensuring that records of intervention are accurate and up to date
- 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, meeting with parents when truancy spans more than one subject.

The School Attendance Team will monitor attendance by:

- 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 HOY on a regular basis with the EWO to discuss all pupils with an attendance of **less than 90%** as needed.
- Discussing patterns of individual lateness with Heads of Year, 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 and the school data team to produce an analysis of the attendance situation at Penryn College at every data cycle
- Providing each Head of Year with a table showing the comparative attendance figures for the individuals within each Tutor Group at every data cycle.
- Work with the school data team to provide weekly whole school data reports and half term summative reports.

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
- Ensure that at all levels the Graduated Response is applied and records of interventions made.
- 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

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 as necessary 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.
- Meet regularly with our feeder schools to monitor and advise pupil attendance below 90%.
- Instigate and pursue prosecution procedures
- Ensure that protocols regarding Reduced Timetables and Phased returns are kept to and that proper record are maintained.
- Submit paperwork for penalty notices once agreed by Headteacher and /or Deputy Headteacher Attendance

- Oversee and lead the work of the attendance team.

Governors are expected to:

- Monitor attendance at each data review cycle and ensure strategies are in place to address poor attendance.

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

Final