



Attendance Policy

Approved by: Full Governing Body
Approved Date: July 2024
Responsible SLT member: Deputy Headteacher
Published: Virtual School, Website
To be reviewed: July 2026



ATTENDANCE

We want our students to maximise their potential by attending school 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 school on time and properly equipped. Penalty notices may be issued to those parents whose children do not attend school on time.
- Phone the school 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. If unable to phone in school hours, an answer service will be available outside school 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 school would authorise, e.g. illness, bereavement, emergency dental work etc and not allow students to stay home for reasons that the school **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 school 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 school.



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/Class Charts for 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.
- Ensuring that attendance is considered a matter of importance by all the tutor groups.
- Provide mentoring support for students identified in discussion with HOY and the attendance team, recording key points on the student's VS mentoring notes.

The Head of Faculty/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.
- Ensure that attendance is considered a matter of importance in the year group.
- 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

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- Work with the Attendance Officer and EWO to improve the attendance of those pupils as identified on the graduated response plan through close liaison with parents and targeted support.
 - Issue a student an after-school HOY 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 and support 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.
- Intervening to improve the attendance of those pupils as identified on the graduated response plan through close liaison with parents, mentoring the student and targeted support.
- 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.
- Decide whether to authorise 'leave of absence for pupils under exceptional circumstances'.
- Review each penalty notice case prior to submission to the Local Authority for their agreement.

The Education Welfare Officer will:

- Meet with the Deputy Headteacher on a weekly basis to identify students giving cause for concern.
- Meet with the Attendance Team/HOY as necessary to review those students with attendance **below 90%**.
- 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.

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- Instigate and pursue prosecution procedures.
 - Submit paperwork for penalty notices once agreed by Headteacher and/or Deputy Headteacher Attendance

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.

UNAUTHORISED ABSENCE

a) Penalty Notices in respect of unauthorised absence

In line with both the DFE and local authority guidelines Penryn College may issue penalty notices leading to a fine, if the parents/carers fail to ensure the regular and punctual attendance of their child at school, unless it has been authorised by the school.

The introduction of Penalty Notices allows schools to make swift intervention to address cases of an authorised absence before the problem becomes entrenched.

Penryn College ensures that it applies the local authority Code of Conduct to ensure that any penalty notices are applied consistently and fairly as in other schools in Cornwall and that suitable arrangements are in place for the administration of the scheme.

Penalty notices can be issued when a pupil has had 10 or more half-day sessions of unauthorised absence or unauthorised lateness during a period of 100 sessions (10 school weeks) and the parent has previously been warned. This includes term-time holidays where the parent has been informed that a penalty notice may result from such unauthorised absences.

Further information is available on the following links:

<https://www.cornwall.gov.uk/media/i4rov1t4/code-of-conduct-for-issuing-penalty-notices.pdf>

<https://www.cornwall.gov.uk/media/3ooigwab/penalty-notice-leaflet.pdf>



b) Unauthorised absence coding

When a student's attendance is below 90% and there is no clear, evidenced reason for this, the school will notify the family that future absences may not be authorised unless evidence for each absence, such as a doctor's note, is provided. Families will be notified when this is to be the case.

Punctuality and Lateness

a) Late to lessons protocol

- if a student arrives markedly after the rest of the class and they have no good reason, the teacher will give a Late to lesson BM
- if a student receives more than two of these in a week the EST and parents will be informed and the student will be collected for a lunchtime or pm detention
- if a student receives more than 10 of these in a half term they will receive an additional 1hr SLT detention on a Friday
- any student gaining more than 4 in any one week will be notified to tutor/HOY to call home and discuss with the family

b) Late to school protocol

- if a student is late to school without an acceptable reason this will be recorded as a Late to School BM and parents will be informed
- these BMs will be added to any accrued by the student for Late to Lessons and sanctioned as above
- Late with a reason provided by parents will be recorded as L. When this happens more than twice in a term we will generate a message to parents. 'Please be aware this is the time (name of child) has been late this half term.' If necessary, the school will look to issue a Penalty Notice and possible fine for persistent lateness.

Reduced Timetables and Phased Returns

Purpose:

It is widely recognised that school is a protective factor for many vulnerable children. If children are in school and engaged in education, they are not exposed to other risk factors and unless they attend school regularly they fully cannot benefit from their education.

It is therefore important that the use of reduced timetables is kept to a minimum and that they are only used as an exceptional measure, when appropriate, when all other measures to support the pupil have failed and that they are kept under regular review. We should have a consistent, inclusive approach to their use, focusing instead on preventative early intervention.

There may be times in a child or young person's life when they cannot access 25 hours of education per week; a reduced timetable or other alternative arrangement may be appropriate in those circumstances. It is the responsibility of everyone working with children and young people, or schools, to check that any such arrangements are planned in accordance with an assessment of the child's educational, social, emotional and health needs and regularly reviewed to ensure that they continue to meet the needs of the child or young person, which may change over time.



What does the law say?

- All children of compulsory school age have a right to receive full-time education
- Every school has a legal responsibility to provide full time education for all its pupils
- Parents/carers must ensure that their children of compulsory school age attend regularly, if they are registered at a school

What is 'compulsory school age'?

A child is of 'compulsory school age' in the term following their 5th birthday.

Compulsory school age ends on the last Friday of June during the school year that the child becomes 16.

When might a part-time timetable be used?

The use of a part-time timetable for your child should be an exceptional measure and can only be arranged with your agreement. Reasons for agreeing to a part-time timetable could include:

- Medical reasons - where a pupil has a serious medical condition where recovery is the priority outcome.
- As part of a short-term support package where a pupil is struggling in the school setting, perhaps with behaviour.
- As part of a planned reintegration into school following an extended absence

What do schools have to do?

- Schools must seek parental agreement before a young person attends on a part-time timetable.
- Schools must review the arrangement regularly - at least every six weeks.
- Schools must involve parents in their regular reviews of the arrangement and seek parental agreement at each stage.
- All schools must report the arrangement to Cornwall Council as soon as it is set up and send updates each time the arrangement is reviewed.

Who can access a reduced timetable?

At Penryn College, the eligibility criteria for accessing a reduced timetable are as follows:

- Identified need e.g. medical condition
- Record that all other options have been trialled and exhausted
- Understanding from all parties that this is a short-term measure and that the aim needs to be for the young person to return swiftly to full time education
- Support from a specialist external agency to agree the reduced timetable is in the young person's best interests. Specialist external Agencies may include: CAMHs, Local Authority, Paediatrician, Senior Social Worker.
- The reduced timetable can only remain in place for the time period that the specialist agency remains working with the young person.

Support for parents:

If you need any support or advice relating to your child's attendance at school, please email educationwelfare@cornwall.gov.uk

For Special Educational Needs advice contact the Statutory SEN Service on 01872 324242.



If Cornwall Council is not aware of the part-time timetable arrangement, or you are unhappy with the arrangement, please email schoolaccess@cornwall.gov.uk

Reduced Timetable Process:

Please be aware, only a Senior staff member can agree a reduced timetable. These will only be agreed if all other options have been trialled.

1. Name proposed as candidate for reduced timetable at attendance/student review meeting. Please note, staff do not have authority to agree a reduced timetable or phased return.
2. Name to be shared with Assistant Head for discussion with Deputy Head. These meetings occur weekly.
3. School informs Education Welfare Officer that it is considering implementing a reduced timetable and also inform relevant Local Authority Officers e.g. SEN Assessment and Provision Team, Virtual School, Social Worker as required.
4. Eligibility criteria checked (e.g. specialist external agency support). Written documentation will be required and it is the responsibility of the parent to source this.
5. Local Authority discuss request and give agreement if pupil is in receipt of additional funding/provision or is known to Social Services
6. Deputy Head and key link for the young person meets with parents/carers. High Needs Administrator in attendance for record keeping.
7. If all in agreement that eligibility criteria are met, parents to sign written consent. Fortnightly review plus 6 weekly review to be agreed and calendared.
8. School High Needs Administrator completes written agreement, risk assessment and proposed timetable. Copy sent to parents, HOY and Attendance. Local Authority formally notified.
9. Named senior member of school staff to monitor and review at agreed periods and at the end of the 6-week period. Review information to be shared with Education Welfare Officer and relevant agencies.
10. Two weekly reviews continue with formal review at end of 6 weeks.

A further period of 6 weeks may be considered in exceptional circumstances with agreement from the Local Authority and specialist external agencies.