



Beauchamp College

Attendance Policy

2017-19

Date	Detail
Oct 2015	Original, based on LA Policy
10.07.17	Reviewed
Approved by	Chris Swan, Chair of Governors

Consultation process in line with LA Principles of Participation.

This policy was drawn up after consultation with the principal, teachers, associate staff, students and governors.

1. Introduction

1.1 Regular attendance at Beauchamp is essential if students are to achieve their full potential.

1.2 Beauchamp believes that regular attendance at College is the key to enabling students to maximise the learning opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential, **belong, achieve** and make a positive contribution to their community.

1.3 Beauchamp **values** all students. As set out in this policy, we will work with families and other agencies to identify the reasons for poor attendance and attempt to resolve any difficulties.

1.4 Beauchamp recognises that attendance is a matter for the whole college community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement.

1.5 The procedures for monitoring attendance are outlined in the policy. The Pastoral team work in partnership with all stakeholders, students, parents/carers, all staff, outside agencies to maintain high levels of attendance and support students who may be having difficulties in school which may lead to absences.

2. Legal Framework

2.1 Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory school age receive full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

2.2 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. The child must stay in some form of education or training until their 18th birthday if they were born on or after 1 September 1997.

2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, use legal enforcement under section 444 of the Education Act 1996.

2.4 The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.5 The register must record whether the student was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

3. Categorising absence

3.1 Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. For a full list of absence codes please see Appendix A.

3.2 Absence can only be authorised by Beauchamp and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

3.3 Parents/Carers should advise Beauchamp by telephone on each day of absence and provide Beauchamp with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers or parents/carers with hearing impairments.

3.4 **Medical issues:** Where the college has significant concerns regarding a student's repeated or lengthy absence due to illness, we reserve the right to insist that medical evidence is provided such as a doctor's note, a hospital appointment letter, etc. before authorising the absence. Any costs incurred in obtaining these will be the parent's responsibility. Where evidence is not provided within 14 days of a request, the absence will be classed as unauthorised.

3.5 **Term Time holidays and extended leave:** Parents/carers are strongly advised to avoid taking their children on holiday during term time. Parents/carers do not have an automatic right to remove their child from College during term time for a holiday and should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. Requests during term time will not be authorised, time lost from education has a negative impact on student progress and achievement. The college reserves the right to fine parents/carers for taking their child on holiday during term time without consent.

In exceptional circumstances written requests for extended leave should be made in advance to the Principal. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

All requests for leave of absence will be responded to. Where a request has been granted the letter should state:

- The expected date of return
- That parents/carers must contact College should any delays occur
- That the student's place may be withdrawn if the family do not return as expected.

If a student fails to return and contact with the parents/carers has not been made or received, the college may remove the student from the college roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the student will lose their College place.

If the permission to take leave is not granted the absence will be **unauthorised (G)**, e.g. this may lead to a referral to the Leicestershire Court Team and a Penalty Notice being issued.

3.6 **Religious Observance (R):** Beauchamp acknowledges the multi-faith nature of British Society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to allow their children not to attend College on any day of religious observance if recognised by the parent's/carers religious body.

Parents are requested to give advance notice to the College if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the college and limiting the authorised absence rate of the college, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absences will be categorised as unauthorised.

3.7 Traveler Absence (T): The aim for the attendance of Traveler children, in common with all other children, is to attend college as regularly and as frequently as possible. For specific guidelines see appendix B

3.8 Late Arrival (L): Morning Registration begins at 8.35 am and afternoon school starts at either 1.15 pm or 2.00 pm. Students arriving after this time will be marked as present but arriving late. The register will close at 9.05 am and 1.45 pm or 2.30 pm respectively, students arriving after the close the of register will be recorded as late, this will not be authorised and will count as an absence for that college session (U).

On arrival after the close of register, students must immediately report to the student support centre where the register will be amended to indicate the student is in college. This ensures that we can be responsible for their health and safety whilst they are in college.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided. Where possible all medical and dental appointments should be arranged for outside college hours.

3.9 Student Absence from College: When a student is absent from college and parents/carers have not given a reason for the absence, contact will be made on the first day of absence, requesting the reason for absence and expected date of return. Students are expected to fully engage with all timetabled sessions including lessons, tutor time and gatherings, and for Post 16 students, self and silent study periods etc. If a student is present in college but fails to attend timetabled sessions, the college will contact parents, and the student will be placed on an attendance report card to monitor their attendance in all lessons. They will also be required to complete all tasks missed.

4. Deletions from the Register

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The college is replaced by another college on a School Attendance Order.
- The School Attendance Order is revoked by the Local Authority.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a student.
- Transfer between schools.
- Student is withdrawn to be educated outside the college system.
- Failure to return from an extended holiday after both the College and Local Authority have tried to locate the student.

- A medical condition prevents their attendance and return to the college before ending compulsory school-age.
- In custody for more than four months (in discussion with The Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and college have tried to locate the student.
- Left the college but not known where he/she has gone after both the college and the local authority have tried to locate the student.

4.2 Beauchamp College will follow Leicestershire County Council's Children Missing Education Protocol when a student's whereabouts is unknown.

5. Roles and Responsibilities

5.1 Beauchamp believes that improved attendance at College can only be achieved if it is viewed as a shared responsibility of the college staff, governors, parents/carers, students and the wider college community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents/carers.
- Annually review the college's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters.
- Ensure that the Registration Regulations, England 2006 and other attendance related legislation is complied with.
- Agree college attendance targets and submit these to the Local Authority within the agreed timescale each year.
- Monitor the College's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time.
- Ensure that there is a named member of the college leadership team to lead on attendance.
- Ensure that the college has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

5.2 The College Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Form positive relationships with students and parents/carers.
- Ensure that there is a whole college approach which reinforces good college attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.

- Ensure that there is a named member of the college leadership team to lead on attendance and allocate sufficient time and resources.
- Return college attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time.
- Report the college's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

5.3 Beauchamp College will request that Parents/Carers will:

- Contact the college if their child is absent, before the close of morning registers (9.05am) to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Inform the college of any change in circumstances that may impact on their child's attendance.
- Avoid taking their child on holiday during term-time.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists, etc. outside of college hours.
- Not keep their child off college to go shopping, to help at home or to look after other members of the family.
- Talk to their child about college and what goes on there. Take a positive interest in their child's work and educational progress.
- Instill the value of education and regular attendance at college within the home environment.
- Ask the college for help if their child is experiencing difficulties.
- Support the college; take every opportunity to get involved in their child's education, form a positive relationship with college and acknowledge the importance of children receiving the same messages from both Beauchamp and home.
- Encourage routine at home, for example, bed times, home work and preparing school bag the evening before.

6. Using Attendance Data

6.1 Students' attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

6.2 On a regular basis the Student Manager with responsibility for attendance will provide the following data:

Data	Regularity	Provided to
Daily registers	Daily	Group Tutors / Attendance Team
Weekly registers	Weekly (Mon)	Group Tutors / Attendance Team
Individual student % attendance data	Weekly (Mon)	Group Tutors / Attendance Team
Less than 95% attendance lists	Weekly (Mon)	Attendance Team / Heads of Key

		Stage
Tutor Group % attendance (graphs)	Weekly (Fri)	Group Tutors/HoY/Attendance Leader
Persistent Absence students identified from 'sessions missed' data	Fortnightly	Subject Leaders / Attendance Leader/ (All Staff half termly)
Less than 95% attendance subject lists for KS5	Fortnightly (Mon) From Faculty Admin	Heads of Faculty
Reasons for absence	Half termly	Attendance Leader/Heads of Key Stage

6.3 On a weekly basis the Attendance Team, in consultation with appropriate agencies, identify whether a student's attendance has improved, deteriorated or stayed the same.

6.4 The student data will be used to trigger school action as set out in the escalation of intervention (Appendix D and E)

6.5 Attendance data is also used to identify emerging patterns or trends of absence to inform whole college strategies to improve attendance and therefore attainment.

6.6 Beauchamp will share attendance data with the DFE and the Local Authority as required. All information shared will be done in accordance with the Data Protection Act 1998.

7. Support Systems

7.1 Beauchamp also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and Children In Care.

7.2 The college will implement a range of strategies to support improved attendance.

7.3 Support offered to families will be centred around the student and planned in discussion and agreement with both parents/carers and students.

7.4 Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Beauchamp will consider a referral to the Leicestershire Court Team and the use of legal sanctions.

7.5 **Post 16 students:** Where a sixth form student has a record of significant unauthorised absence and/or a significant level of truancy, without sufficient justifiable explanation and coupled with not meeting the conditions of the student learning agreement, the college may consider temporarily or permanently excluding them from the college.

APPENDICES

Appendix A – Absence Codes (2006)

Appendix B – Traveler absence

Appendix C - Recording, monitoring and chasing student absence from Beauchamp

Appendix D – Escalation of intervention strategies / Identifying 'Persistent Absent' students

Appendix E – Attendance Matters

ABSENCE CODES

Code	Description	Meaning
/	Present (am)	Present
\	Present (pm)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveler absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Education visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendance
Y	Enforced closure	Not counted in possible attendance
#	School closed to pupils	Not counted in possible attendance

TRAVELLER ABSENCE

To protect Traveler parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveler parent/carer is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending college as regularly as that trade permits.

It does not mean that part-time education for Traveler children is legally acceptable nor does it relieve parents/carers of their duties to ensure that their children are receiving suitable education when not at college.

When in or around Leicestershire, if a family can reasonably travel back to Beauchamp then the expectation is that their child will attend full-time.

Beauchamp will be regarded as the base college if it is the college where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveler children can register at other schools temporarily while away from their base college, in such cases, the student's college place at Beauchamp will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their college of usual attendance.

Beauchamp can only effectively operate as the child's base college if it is engaged in on-going dialogue with Traveler families. This means that parents/carers must:

- Advise of their forthcoming travelling patterns before they happen; and
- Inform the college regarding proposed return dates.

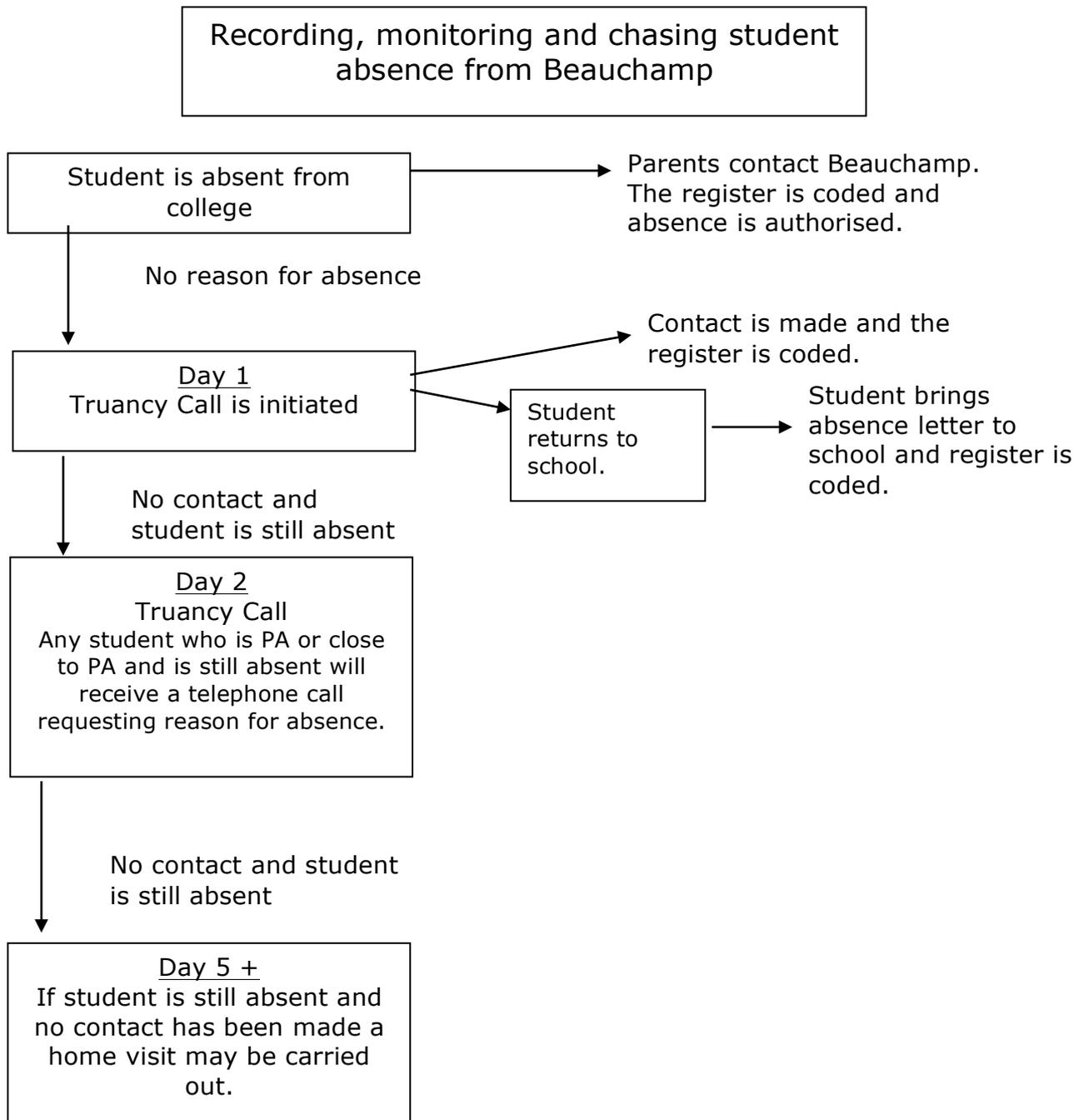
Beauchamp will authorise absence of Traveler children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveler children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited college
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveler Education Service
- The child is undertaking computer based distance learning that is time evidenced.

Where Traveler children are registered students at a college and are known to be present either at a site (official or otherwise) or in a house and are not attending college, the absence will be investigated in the same way as that for any student.

RECORDING, MONITORING AND CHASING STUDENT ABSENCE FROM BEAUCHAMP



ESCALATION OF INTERVENTION STRATEGIES / IDENTIFYING 'PERSISTENT ABSENT' STUDENTS

**Escalation of intervention strategies
Identifying 'Persistent Absent'**

The following % attendance will act as trigger points for intervention strategies to raise attendance.

<u>% Attendance</u>	<u>Strategy</u>	<u>Key Worker</u>
Below 95 %	Action plan – Attendance Matters Letter 1 – sent to Parents (outlining possible future action if no improvement in attendance)	Group Tutor monitoring sheet Attendance Team
93 %	Letter 2 – sent to Parents Regular contact to discuss absences and importance of good attendance	Attendance Team/Head of Year
91-92 %	Parental Appointments at Parent Teacher Days	Attendance Team
90 %	Letter 3 – sent to Parents Attendance surgery held Absence authorised with medical evidence only	Attendance Team
89% or below%	Referral to Leics Court Team	Leics Court Team

In addition to the above strategies it is likely that a student's achievement is affected by poor attendance and therefore Student Managers and Heads of Year will be involved to help to remove any barriers to learning.

Persistent Absence

Students are categorised as Persistently Absent if they are absent for approximately 10% of time. This is calculated by looking at the number of sessions absent in each Half Term.

