



Policy Title	Attendance Policy
Authors	Ms P Harley / Mr W Jenkins
Linked to <i>(and should be applied in conjunction with)</i> the College's policies on:	

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	<input checked="" type="checkbox"/>
The EIA has not identified any conflict with the College's co-operative values.	<input checked="" type="checkbox"/>
Adjust the policy to remove barriers identified by the EIA or better promote equality.	

*Inclusive of protected characteristics

Helston Community College Attendance Policy

Helston Community College is committed to providing a full and effective education to all students, and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all students feel valued and welcomed. College attendance is subject to various Education laws - this Attendance Policy is written to reflect these laws and the guidance produced by the DfE and Cornwall Council. This policy applies to all students in the College, including Post 16.

For a child to reach their full educational achievement, a high level of College attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students, and their parents or carers, the importance of regular and punctual attendance.

College staff work with students and their families to ensure each student attends College regularly and punctually. There is an effective and efficient system of communication with students, parents, carers and appropriate agencies, to provide mutual information, advice and support. The College has a system of incentives and rewards, which acknowledge the efforts of students to improve their attendance or time keeping, and will challenge the behaviour of those parents and carers who give a low priority to attendance and punctuality.

Helston Community College will:

- Review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- Examine its attendance figures and set attendance targets annually. These will reflect both national and county attendance targets.
- Liaise with outside agencies to improve attendance, or deal with attendance issues.

Students are expected to:

- Arrive on time and register at 8.45am and 1.35pm promptly each College day.
- Register at the Attendance Office if they are late.
- Supply a note from parents or carers if they need to leave the College site during the day. This must be submitted to Reception when signing out in order to obtain a pass.
- Attend all lessons and register on time in each lesson.

We request that parents/carers:

- Work with the College to ensure their child's attendance is the best it can be. Parents and carers have the primary responsibility in this respect.
- Ensure their child arrives at College on time.
- Inform the College if their child is absent on every day the child is absent, giving the reason for the absence.
- Contact the Attendance Manager if they have concerns over their child's attendance and feel they need support.
- Make routine medical and dental appointments outside the College day where possible or in the holidays.
- Attend before and after any appointments made within College time.

Procedures:

To support our key policy statements, the following procedures will be followed:

- The College uses an electronic system to record and monitor attendance. Teaching staff will take an electronic register at the start of every lesson and tutorial, which is automatically stored in SIMS.
- The College Record of Attendance is maintained electronically and supervised by the Attendance Office.
- Reasons for absence must be provided by a parent/carer, by letter, or telephone call to the Attendance Office, or by email, text or through the MYEd app.
- The College will contact home on the first day of absence if the Attendance Office has not received notification from a parent/carer. This will continue for each day a student is absent if no explanation has been given by a parent/carer.
- To assist in the monitoring of attendance, the Attendance Manager meets every two weeks with members of the Senior Leadership Team to review those students with low attendance, details of previous intervention, and to formulate a plan of action.
- The College will send concern letters to parents/carers of students who are falling below attendance targets.
- The Attendance Manager maintains a list of students who have attendance problems. These students' attendance is reviewed fortnightly and support measures are agreed.
- Students whose attendance falls below 90% are designated as 'Persistent Absentees' by the Government, and this triggers a more formal support plan. This may take the form of an Attendance Intervention Meeting with the student and parents/carers.
- If ongoing support is not effective, the College will consider implementing legal proceedings in line with the Education Act 1996.
- Subject teachers maintain lesson registers, which are checked by members of the SLT.
- Details of each student's record of attendance will be included in their annual report.
- Through Parents' Evenings, the College website and letters home, we will inform parents and carers of the importance of regular attendance. Heads of Progress and the Attendance Manager will include attendance as an item in assemblies.
- Attendance will feature on the agenda of mentoring sessions, Year Team meetings and other Pastoral Support meetings.

Punctuality

College registers close at 9.30am, and any arrival after this time may not be authorised, unless a valid reason is supplied by a parent/carer.

Students in Years 7 to 11 who arrive late to the College must sign in at the Attendance Office. Post 16 students should report to their normal timetabled lessons to register.

Staff will challenge students who do not arrive on time. If lateness persists, parents/carers will be contacted by the Attendance Manager.

Leave of Absence

Please note that, following new Government legislation, the College **can no longer authorise any leave of absence in term time** unless there are exceptional circumstances. Parents/carers wishing to remove their child during term time must apply to the Head of College at least 14 days prior to the planned absence, using the Leave of Absence Request Form, which is available from the Attendance Office and Reception. Each case is assessed on an individual basis.

If parents/carers decide to take their child out of College without permission, they will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council, who may decide to take legal action against them. A Penalty Notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60.00 per parent/carer per child if paid within 21 days or £120.00 if paid after this, but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absences, which are not authorised by the College, may result in prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. **The Council may also apply for the costs incurred in taking the matter to Court.**

Helston Community College will promote good attendance by:

- Sending letters of congratulation to those with good/improving attendance.
- Presenting certificates and prize draw tickets to those who achieve 100% attendance.
- Promoting competition between Tutor Groups.
- Making the College a place where students are valued as individuals within a positive learning environment.
- Seeking the views of students and parents/carers on College policies and procedures.

Appendix 1 – Information specific to Post 16 only

Motivation and Rewards

Students in Post 16 are recognised and praised for good attendance and punctuality through assemblies. Good attendance and punctuality is a pre-requisite to students being awarded home study privilege in Year 13.

Procedures

The Post 16 Administrator emails an updated Attendance Report to all members of the Post 16 Leadership team every four weeks. The Attendance Report shows all students with an attendance of less than 90%.

95% plus	90 to 95%	80% to 90%	Below 80%
Good	Cause for concern	Serious concern	The student’s place at the College is under threat and immediate action is required:
No action required	A phase 1 letter will be sent to parents/ carers making them aware of the attendance rate (it will include a breakdown of attendance to each subject).	The Head of Progress will discuss attendance with the student and engage with parents/ carers to put remedial strategies in place. The Head of Progress will monitor using an attendance report card. Immediate improvement is expected.	The Head of Progress will meet with the student and parents/carers, to put additional strategies in place and issue a Post 16 Contract*. The Head of Progress and Director of Post 16 will monitor attendance using an attendance report card. In addition to attending College, the student must attend all lessons and study sessions that are relevant to their timetabled programme of study. The student will also be required to catch up and complete all tasks missed due to previous absences. Repeated incidents of truancy are likely to result in the student losing their place at the College.

* A Post 16 Contract is a formal written warning that a student’s place at the College is under review, unless all terms of the contract are met. The contract will clearly set out what is expected from a student, and if the student fails to adhere to the terms of the contract, their place in the College is under threat.