



Attendance Policy

Helston Community College (HCC) is committed to providing a full and efficient 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 welcome. HCC attendance is subject to various Education laws and this Attendance Policy is written to reflect these laws and the guidance produced by the DfE and Cornwall Council.

For a child to reach their full educational achievement a high level of HCC 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.

HCC staff work with students and their families to ensure each student attends HCC regularly and punctually. There is an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support. HCC has an effective 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 who give a low priority to attendance and punctuality. Head Teachers are no longer able to authorise holiday in term time, but can grant a Leave of Absence in exceptional circumstances. Each case will be considered individually.

Helston Community College will:

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

PROCEDURES

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

- HCC 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 HCC Record of Attendance is maintained electronically and supervised by the Attendance Office.
- Reasons for absence must be provided by parents, by letter, or telephone call to the Attendance Office, or by email or text.
- 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.
- HCC will send concern letters to parents 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 Student Support Plan which will be implemented following a 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 SLT.
- Late arrivals in HCC must sign in at the Attendance Office, or at Reception.



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- HCC register closes at 9.30am and any arrival after this time will not be authorised, unless a valid reason is provided by parents.
- Staff will challenge students who do not arrive on time and seek a reason for late arrival. If the problem persists, parents will be contacted by the Attendance Manager.
- Students who leave HCC for appointments during the College day must have permission. On leaving the premises they must sign out in the Attendance Office, or at Reception.
- Details of each student's Record of Attendance will be included in their annual HCC report sent home to parents.
- Through Parents Evenings, the HCC Website and letters home, we will inform parents of the importance of regular attendance. Heads of Progress 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.

Helston Community College will promote good attendance by:

- Sending letters of congratulation to those with good attendance.
- Presenting certificates and cash prizes to those who achieve 100% attendance.
- Implementing Attendance Support Plans for those with falling attendance.
- Sending letters to the parents/carers of students whose attendance falls below 90%.
- Promoting competition between Tutor Groups.
- Making HCC a place where students want to attend.
- Seeking the views of students and parents on this subject.