

 <p>Hope Valley College Nurture - Enrich - Achieve</p>	Policy No	Version	
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1. Purpose

At Hope Valley College...

We want our students to be:

- Happy, confident with high expectations
- Resilient, independent and resourceful
- Caring, friendly and compassionate
- Open-minded and adventurous with broad horizons
- Ambitious, successful leaders and team players, ready for future challenges

In a College that:

- Provides excellent teaching and a wide range of challenging learning opportunities – academically, physically and emotionally
- Values every student as an individual and is ambitious for every student regardless of their background, previous achievements, talents or individual barriers to learning
- Is nurturing, caring and welcoming
- Is reflective and always striving to improve
- Develops student and adult leadership and participation at every level
- Is a community that students, staff and parents are proud of

2. Aims

To establish a culture and climate, which will:

- Enable all students to feel we are a safe and a happy place to learn.
- Endeavours for 100% attendance and punctuality by all students.
- Actively promote excellent attendance and discourage unjustified absence.
- Recognise and celebrate excellent attendance and punctuality
- Prepare students for the demands and disciplines of adult working life.

Hope Valley College acknowledges that there is an indisputable correlation between student's attendance and their academic achievement. We believe that it is essential to encourage all students to aim for 100% attendance but recognise that during their College career students may be absent for genuine reasons. It is our aim to ensure that attendance for all our students remains above 96% and where individual attendance falls below this it is our duty to explore the reasons why and address any issues which may be contributing to it.

3. Objectives

The objectives of our policy are to

- ✓ Work closely with external agencies in order to fulfil the statutory requirement outlined in the 1996 Education Act that;
“the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to a) his/her age, ability and aptitude; and b) to any special educational needs he/she may have, either by regular attendance at school or otherwise”
- ✓ Achieve overall attendance figures of at least 96%
- ✓ Reduce the number of Persistent Absentees to below the National Average

4. Roles and responsibilities

All staff at Hope Valley College are dedicated to ensuring that all students achieve the very best academic results they can and recognise the importance of excellent attendance in order to fulfill this. All members of the College community play a role in ensuring high levels of attendance and punctuality are achieved by all.

Different members of the community have different roles:

Students	<ul style="list-style-type: none"> • Ensure that they attend College every day and only stay off for legitimate reasons. • Discuss issues and concerns with staff to avoid absence • Do not leave the College site without permission during the College day
Parents	<ul style="list-style-type: none"> • Ensure that their child attends College regularly and only keeps them off for legitimate reasons • Contact the College if their child is going to be absent • Avoid taking their child away during term time • Make medical appointments outside College hours whenever possible • Check their child's attendance and punctuality regularly on Progresso and contact College whenever there are discrepancies • Discuss issues and concerns with staff to avoid escalation • Actively respond to College concerns, attend meetings etc in order to address any attendance issues as soon as possible
Teachers	<ul style="list-style-type: none"> • Take an accurate register within the first 10 minutes of every lesson • Record students who are late accurately in the register
Tutors	<ul style="list-style-type: none"> • Accurately record daily attendance of tutees on electronic register • Monitor the attendance of tutees within their group • Celebrate good attendance and recognise improvements • Highlight concerns and discuss these with Senior House Tutors • Be aware of attendance issues and outcomes of attendance panels
Senior House Tutors	<ul style="list-style-type: none"> • Monitor the attendance of individual students within their academic house • Support and motivate Tutors to recognise importance of addressing tutees in their groups with poor attendance • Liaise with Attendance Administrator and Pastoral Officers in tackling poor attendance through meetings and home visits • Provide opportunities to celebrate good attendance within College through assemblies, rewards etc • Attend attendance panel meetings • Meet with parents of students whose attendance is causing concern including home visits where appropriate • Takes responsibilities for authorising absence

Attendance Administrator	<ul style="list-style-type: none"> • Ensure all registers are complete and accurate • Contact parents of students who are absent when reasons have not been provided • Prepare weekly certificates for tutor group attendance • Prepare weekly attendance analysis for SHTs, POs and AP • Prepare postcards for improving attendance • Organise attendance panel meetings for identified students liaising with Clerk to Governors
Data Manager	<ul style="list-style-type: none"> • Supervises the College's text message system to notify parents about lateness and absence
Pastoral Officers	<ul style="list-style-type: none"> • Liaises with AP, SHT and Tutors as well as external agencies such as MAT and Social Care • Takes responsibility for authorising absences • Ensures attendance awards are prepared for celebration assemblies • Works with SHT and specific students with the aim of reducing PA and keeping overall attendance above national averages • Meets with parents, students, external agencies • Provides advice and guidance to stakeholders on all issues relating to attendance • Develop ways in which the College manages and improves attendance • Monitors the attendance of students attending off site provision • Ensures that any Children Missing from Education are identified and procedures followed accordingly • Identifies and requests Penalty Notice Warnings and fines for poor attendance and unauthorized absence • Prepares case files for Attendance panels, Prosecution in the Magistrates course and Education Supervision Orders • Attends TAF and CIN meetings as appropriate for allocated students • Manages the arrival and departure of students during the College day
Assistant Principal Inclusion	<ul style="list-style-type: none"> • Lead and supports the implementation of this policy • Demonstrates a commitment to improving attendance and punctuality • Challenge staff with responsibility for attendance and punctuality matters • Ensures specific staff carry out their responsibilities in a consistent manner • Meets regularly with SGT in order to highlight emerging attendance concerns and strategically plan to address them • Prepare regular reports to keep governing body fully informed regrading current attendance of students in College and level of persistent absentees.
Principal	<ul style="list-style-type: none"> • Demonstrates a commitment to improving attendance and punctuality across College

	<ul style="list-style-type: none"> • Monitors the work of all staff in developing and improving College attendance and punctuality • Is available to meet with parent /carers /students who may wish to discuss specific problems they are experiencing • Considers requests for leave of absence during term time • Provides opportunities to celebrate good attendance in College
Governors	<ul style="list-style-type: none"> • Challenges the College over poor attendance and/or high levels of persistent absenteeism • Sets challenging attendance and persistent absence targets • Monitors the College's absence data and the effectiveness of the systems that are in place to combat them • Supports all the stakeholders within HVC to improve attendance and punctuality

5. Definitions

Persistent Absentee	A young person who has been absent for 10% or more of the sessions they have been eligible to attend
Session	There are two sessions each day, an AM session and a PM session
MAT	Multi Agency Team
SHT	Senior House Tutor
PO	Pastoral Officer
EWS	Education Welfare Service
CMT	College Management Team

6. The Law

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that their children of compulsory College age receive full-time education. Parents have a legal responsibility to ensure their child has regular attendance at the College where they are registered.

If a child of compulsory school age who is registered at a College fails to attend regularly at College then the parent/carer is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent/carer, knowing that their child is failing to attend regularly at College, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

The College is required to manage its policy documentation within a legislative framework. The legislation directing this policy is :

The Education Act 1996
The Education (Pupil Registration) (England) Regulations 2006
The Education (Pupil Registration) (England) (Amendment) Regulations 2010
The Education (Pupil Registration) (England) (Amendment) Regulations 2011
The Education Act 2002

The Education (School Day and School Year) (England) Regulations 1999

The Changing of School Session Times (England) (Revocation) Regulations 2011
Crime and Disorder Act 1998
The Anti-social Behaviour Act 2003
The Education Act 2005
The Education and Inspections Act 2006
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007
The Education (Penalty Notices) (England) Regulations 2007
The Education and Skills Act 2008
The Education (Penalty Notices) (England) (Amendment) Regulations 2012
Copy of Attorney General's Guidelines for Crown Prosecutors Police and Criminal Evidence (PACE) Act 1984
The Children Act 1989
The Education (Penalty Notices) (England) (Amendment) Regulations 2013
(External link)
The Education (Pupil Registration) (England) (Amendment) Regulations 2013
(External link)

7. Procedures

Registration : Morning registers are taken promptly in Tutor Groups at 8:55. The register is updated with late comers

Registers are taken at the start of each lesson. Teachers are expected to complete these within the first ten minutes of each lesson. Reception will be notified of anyone not present in the lesson in order to address truancy issues.

Registers taken at the start of Period 4 inform afternoon sessions registration

Absence : We expect all students to be absent only when entirely necessary because of illness or other authorised circumstances. We will always respect a students right to religious observation and will authorize any relative absences accordingly.

The College operates a first day response system to absence.

We expect all parents to:

- Assess whether their child is genuinely ill and required to be absent from College or whether they could be sent in.
- Contact College before 8:55 am on the first day of absence to inform College why their child is not attending College
- Contact College on every subsequent day that their child is ill
- Seek medical advice/help for the child if they are seriously ill
- Bring the child into College later in the day if they feel better

We expect all students to:

- Assess whether they are definitely required to be absent from College or whether they could actually come in
- Catch up on any work that they miss

As a College we will:

- Send a text message before 10am to all parents of students who have not yet contacted the College
- Ring all parents of absent students who have subsequently not contacted College

If no direct contact has been made with a parent during the day of absence the absence will automatically be recorded as unauthorised.

Punctuality : There is an expectation that all students at Hope Valley College attend College and lessons punctually at all times.

Students who arrive after 9 am will report to their tutor who will mark them as late (L).

Students who arrive after 9:25 should report to reception where they will have to sign in. Students arriving after this time will not get an AM mark and are considered to have had an unauthorised absence except in exceptional situations in which there lateness is as a result of a bus being held up. After signing in at reception students should then proceed to lessons

8. Staged attendance responses

The Senior Guidance Team will review attendance on a weekly basis. At the end of each half term they will recognise student attendance in the following way :

Promoting and Celebrating Exceptional Attendance

Tutor group weekly attendance awards - Tutor group attendance will be calculated every week and the top Tutor group in every House will be awarded a certificate in House assemblies and all top Tutor groups and Houses will have their attendance published on the Attendance and Punctuality Award Board

College reports to home - Year-to-date individual student attendance records will be attached to all academic reports that go out to parents and students three times a year. In addition, the Tutor will make reference to attendance in the full Tutor annual report.

Exceptional Attendance and Punctuality Recognition Awards

GOLD : students who achieve 100% attendance each term will receive an attendance certificate and 10 housepoints

SILVER : students who achieve 99% attendance each term will receive a silver attendance certificate and 5 housepoints

BRONZE: Students who achieve 98% attendance each term will receive a bronze certificate and 2 housepoints

PRINCIPAL'S SPECIAL AWARD : we recognise that due to chronic conditions some students are not able to strive for Gold, Silver or Bronze awards but maintain the very best attendance possible. Recognition of this will be made through the Principal's award

AMBER : Students whose attendance drops below 96% but is above 90%

Where students finish a year with attendance between 90% and 95% their attendance will be closely monitored during the first term of a new year. A standard letter will be sent to the young person's parent/carer expressing our concern and outlining that how we expect this to improve.

Parents may be asked to provide medical evidence to explain any future absences. Young People whose attendance falls into this category will be monitored on a weekly basis until an improvement is seen. If attendance does not improve parents will be asked to attend a meeting with the student's Senior House tutor and/or Tutor to discuss reasons and plan a way forward. Referrals to other agencies may be made at this stage.

RED : Students whose attendance is equal to or below 90%.

This is classed as **Persistent Absence** and may be liable for a **Fixed Penalty Fine** if there is no improvement. When students' attendance falls below 90% their attendance will be monitored on a weekly basis. This will apply to all students whose attendance in the previous year fell below 90% as this will be seen as indicative of future attendance patterns. The College will invite parents to attend an Attendance Panel meeting with a Governor, a tutor/Senior House Tutor and a member of the College management team along with a representative from the MAT whenever possible. A set of targets will be agreed at this meeting along with an action plan will inform an Improvement Contract. Parents/carers will receive a pre-legal letter outlining attendance requirements over the next half term. During this time the student's attendance will be monitored and the College will make telephone calls, home visits and review the progress being made. Parents will need to provide medical evidence for all future absences. The contract will initially be reviewed in College by the staff involved and where attendance has improved and the contract objectives met Parents will be written to notifying them that. It will then be decided if a follow up meeting is necessary.

If a student's attendance fails to show significant and sustained improvement after **RED** the issue will be taken out of Hope Valley College's hands and The Education Welfare Service will begin prosecution proceedings against the parent under Section 444(1) or 444(1a) of the Education Act 1996. Prosecution may result in a fine of up to £2,500, community service or even a prison sentence of up to 3 months.

The College works closely with the Educational Welfare Service through Derbyshire Multi Agency team who have a responsibility for issuing Fixed Term Penalty Notices to parents/carers for non-attendance at College and unauthorised leaves of absence during term time. The College will, provide the EWS with information regarding poor attendance on a half termly basis and this may result in them issuing Penalty Notices for students whose attendance fails to meet our expectations.

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that their children of compulsory College age receive full-time education.

Parents have a legal responsibility to ensure their child has regular attendance at the College where they are registered.

If a child of compulsory school age who is registered at a College fails to attend regularly at College then the parent/carer is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent/carer, knowing that their child is failing to attend regularly at College, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

9. Support Available for Students and Families

A range of support is available in and outside of College to support students and their families to achieve excellent attendance.

This includes:

- Tutor support and monitoring
- Counselling and other therapeutic interventions – the College has a range of temporary interventions that it can and will employ given fixed resources and the appropriateness of the intervention.
- Adjusted curriculum – in addition to the normal personalised curriculum offered to all students (e.g. option choices), some students may be offered an adjusted timetable featuring lessons in alternative support, mentoring, catch-up or additional small group support.
- MAT – intervenes and supports students who have difficulties attending on a regular basis
- College Health – referral to the College nurse who runs a drop-in as well as scheduled appointments or referral to the College paediatrician (College doctor) will help students and parents who will work alongside family GPs
- CAMHS (Child and Adolescent Mental Health Service) – referral to CAMHS can be through school health, the family's own GP or through Accident & Emergency if there are immediate concerns
- Home tuition – following assessment (normally via CAMHS or another medical service), Derbyshire Home Tuition Service will provide an entitlement to education at home or at an off-College site location. Home tuition is only available for a limited period of time and a transition plan will be drawn up with the view to returning the child to College.

10. Appendix 1 DfE College Attendance: Absence and Attendance Codes

The national codes enable colleges to record and monitor attendance and absence in a consistent way which complies with the regulations.

Present at College

Students must not be marked present if they were not in College during registration. If a student were to leave the College premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in College / = am \ = pm Present in College during registration.

Code L: Late arrival before the register has closed

Colleges should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session.

A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Student Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the College and supervised by someone authorised by the College. The activity must take place during the session for which the mark is recorded.

Attendance codes for when students are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when students are present at an off-site educational activity that has been approved by the College. Ultimately colleges are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, colleges are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing College work. Colleges should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the College of any absences by individual students.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the College Census. The law allows for dual registration of students at more than one College. This code is used

to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other College at which they are registered.

Code J: At an interview with prospective employers, or another educational establishment

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the College and supervised by someone authorised by the College.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the College, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the College.

Code W: Work experience

Work experience is for students in the final two years of compulsory education. Colleges should ensure that they have in place arrangements whereby the work experience placement provider notifies the College of any absences by individual students.

Authorised Absence from College

'Authorised absence' means that the College has either given approval in advance for a student of compulsory College age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when students are not present in College are as follows:

Code C: Leave of absence authorised by the College

Only exceptional circumstances warrant an authorised leave of absence. Colleges should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion.

Code H: Holiday authorised by the College

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from College. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Colleges should advise parents to notify them on the first day the child is unable to attend due to illness. Colleges should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, colleges can request parents to provide medical evidence to support illness.

Colleges can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Colleges are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Colleges should, however, encourage parents to make appointments out of College hours. Where this is not possible, the student should only be out of College for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Colleges must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, colleges should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Colleges must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into College to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the College but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.

Unauthorised Absence from College

Unauthorised absence is where a College is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the College or in excess of period determined by the head teacher.

If a College does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of College, or the child is kept away for longer than

was agreed, the absence is unauthorised. The regulations do not allow colleges to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Colleges should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended.

This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from College without authorisation).

Code O: Absent from College without authorisation

If the College is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in College after registration closed

Colleges should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

Code X: Not required to be in College

This code is used to record sessions that non-compulsory College age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a student is unable to attend because:

- The College site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the College or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending College.
- The student is in custody; detained for a period of less than four months. If the College has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).

Code Z: Student not on admission register

This code is available to enable colleges to set up registers in advance of students joining the College to ease administration burdens. Colleges must put students on the admission register from the first day that the College has agreed, or been notified, that the student will attend the College.

Code #: Planned whole or partial College closure

This code should be used for whole or partial College closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); up to five non-educational days to be used for curriculum.

Appendix 2

11. Appendix 2: Protocols when attendance becomes a concern

