

Sir John Hunt



Attendance Policy

Policy Adopted: October 2021

Policy Reviewed: April 2022

Policy Next Review: October 2024

Contents	
Introduction	3
Attendance Principles	3
College Values	3
Purpose of our Attendance Policy	3
Overview of Expectations	3-5
Attendance Register	5
Responding to Non-Attendance	5
Punctuality	5-6
Sixth Form Attendance	6-7
Requesting Absence	7-8
Holidays	8
Penalty Notice	8-9
Appendices	
Appendix A: Legislation and Statutory Requirements	10-11

Introduction

Sir John Hunt is a place for high quality learning and teaching. Students will only fully benefit from this educational provision if they attend school every day on time. This policy sets out our expectations to ensure this can happen.

Attendance Principles

We believe that high attendance is essential in order for:

- students to make good progress and achieve their academic ambitions
- students to benefit socially by interacting with their peers
- teachers to be able to teach and build on student's previous knowledge without spending undue time teaching students what they have missed

College Values

Our expectations with respect to attendance are informed by our College values, which are:

Ambition

- we are determined to achieve success
- we expect the best from ourselves and each other
- we believe there are no limits to what we can achieve

Endeavour

- we work hard, always
- we strive for excellence
- we do not give up

Respect

- we respect ourselves and each other
- we are considerate of others
- we are responsible for our actions

Purpose of our Attendance Policy

This policy abides by the legislation and statutory guidance as listed in appendix A and ensures that we establish systems and practices which:

- ensures all of our students, parents/carers, staff and governors are aware of the high expectations of Sir John Hunt CSC through defining what we consider to be acceptable and unacceptable attendance levels
- creates an ethos in which high attendance is promoted and is the norm;
- maintains a safe, secure environment where students feel valued and welcome, thereby positively encouraging attendance
- raises student awareness of the importance of punctuality and uninterrupted attendance in achieving their ambitions
- celebrate excellent school attendance
- acts early to address patterns of non-attendance by supporting students and families who experience difficulties

Overview of Expectations

The governing body is expected to:

- review and approve this attendance policy annually
- monitor the attendance policy's effectiveness and hold the Principal to account for its implementation

The Principal is expected to:

- review and approve the attendance policy and make recommendations to governors annually
- ensure that the College environment encourages high attendance as the norm and that staff deal effectively with non-attendance

- ensure appropriate resources are in place to support the effective implementation of the policy

The SLT member with responsibility for attendance is expected to:

- share concerns with the Principal
- have oversight of whole College attendance levels and for achieving attendance targets
- ensure the policy and processes for registration, monitoring, tracking and intervening to prevent non-attendance are implemented and are fit for purpose
- work with the pastoral and admin team to ensure they have the time and resources to implement the policy effectively

The Pastoral Team are expected to:

- implement the attendance policy
- ensure attendance registers are completed at roll call/tutor time/period 0
- ensure year group attendance targets are met
- celebrate high attendance on Pastoral boards and in assemblies
- track cohorts and groups/individuals for patterns of non-attendance on a year group attendance action plan
- ensure reasons for non-attendance are identified and resolved with appropriate interventions
- ensure students catch up on missed learning
- record on SIMs all interventions
- report and update the SLT link for attendance as part of meeting cycle

Teachers are expected to:

- complete registers accurately for attendance and punctually during roll call and in every lesson
- assist the Pastoral Team in following up any unexplained absences upon the pupil's return to school
- Monitor non-attendance and be alert to early signs of disaffection and patterns of non-attendance - report these concerns as soon as possible to the Pastoral Team
- encourage and reinforce the message that high attendance rates equate to a greater chance of academic progress

College Admin staff are expected to:

- to take calls and emails from parents about non-attendance and record it accurately on the school system
- send letters/emails chasing reasons for non-attendance
- code/recode SIMS as outlined
- provide good and accurate record keeping
- share key information with the right people
- provide robust data for the Pastoral Team to use to track key groups/individuals

Parents/carers are expected to:

- encourage regular school attendance and be aware of their legal responsibilities as outlined in Appendix A
- ensure that the child/children in their care arrive at school punctually, prepared for the school day
- contact the school before 08:30 am on the morning of **each** day of the student's absence by calling 01752 201020 then selecting option 1 or emailing admin@sjhcsc.co.uk
- all absence should be followed up by a letter/email/text explaining the reason and date of absence or a medical appointment card. Any unexplained absence will be treated as unauthorised absence
- provide a clear explanation for their child's absence (stating they are unwell or ill will not be accepted)
- contact the school/their training provider promptly whenever any problem occurs that may keep their child away from school

Students are expected to:

- attend school regularly and aspire to be a “role models” having an attendance level >97%
- attend school and all lessons punctually
- attend school appropriately prepared for the day
- catch up on any lost learning; for each day of learning missed students will be given a week to catch up on their lessons and get their “Catch-Up Plan” signed off by their teachers

Attendance Register

The College will keep an attendance register on SIMS and place all pupils onto this register. The attendance register will be taken once in roll call and at the start of the first PM session of each school day. It will mark whether every pupil is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances

Parents can check their child’s attendance every day using the SIMS Parent App and will also receive their child’s attendance figures on their termly report.

The College will also take an attendance register every lesson to ensure we are safeguarding our students, so that we know they are in the right place at the right time and are not late to lessons.

Responding to Non-Attendance

Student attendance is monitored by the Pastoral Team for their respective year groups. An overview of the process for monitoring and responding to non-attendance is outlined below. When a student does not attend, the school will respond in the following manner:

- if no communication is received from the parent/carer, the Admin Team will send Truancy Call. The Truancy Call system will text the parent/carer contact numbers
- if a reply is received this will be coded on SIMS, absence due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness or if the student has been placed on the medical evidence requirement register
- in the event of no response being received for the absence, an email will be sent to parents/carers. If no response is received within 7 days of the date of the email, the absence will be recorded as unauthorised. Students on the medical evidence register will be required to provide evidence of illness in the form of medical appointment cards
- for periods of absence from school of 4 days or more we will require medical evidence to be provided or the absence will be coded as unauthorised
- All evidence provided should be scanned to SIMS to endorse the student’s absence
- An “Attendance Concern Letter” from the Pastoral Leader will be sent to the parent/carer of any student whose attendance falls below 95%
- If there is no marked improvement parents/carers will be sent an “Attendance Warning Letter” by the Attendance Officer and invited in for a meeting with the Pastoral Team where an “Individual Attendance Review (IAR)” and “Attendance Parenting Contract” will be agreed and the student could be subject to daily monitoring
- A review meeting will be planned and if attendance levels have decreased further, parents/carers will be informed that no further absence will be authorised without medical evidence being provided. A Medical Evidence Warning letter will be sent to endorse this request
- continued failure to contact the school to report a child’s absence may result in home visits for a welfare check
- all absence greater than 10% will involve scrutiny by our Attendance Officer
- should absence levels continue to increase the College may consider further action by either the issuing of a Penalty Notice, or Court prosecution

Punctuality

Punctuality is an important part of self-discipline and essential to good time management. Always make an effort to arrive promptly for school and every lesson. It is essential that you arrive to roll call on time. You should always be in your roll call base by 08:30 in the morning and ready for the start of all lessons. Failure to do so could result in you being marked late.

If you arrive after 08:30 you must report to the roll call late desk to sign in and you will receive a late mark. If you arrive after 09:30 Student Reception will mark you present in College but note you arrived after registration finished.

1. Bells ring at 08:25 to signal that it is time to move to roll call.
2. Students must be in their roll call base by 08:30 in the morning and register at the start of every lesson.
3. Students should always register with their tutor and should only register at Student Reception if they arrive after roll call finishes.

Timings of the School Day	
Roll Call, Registration & Tutor Reading/Assembly	08:30 – 09:00
Period 1	09:00 – 09:50
Period 2	09:50 – 10:40
Break	10:40 – 11:00
Period 3	11:00 – 11:50
Period 4	11:50 – 12:40
Lunch	12:40 – 13:20
Registration & Period 5	13:20 – 14:10
Period 6	14:10 – 15:00
Period 7	15:00 – 16:00

Sanctions for late arrival without good reason:

Number of Late Marks	Sanction
1	Call back – break time (10 minutes)
2	Detention – lunch time (30 minutes) Referral Contact with Parent/Carer
3	College Detention – after school (60 minutes) Referral Pastoral Leader to contact Parent/Carer

For persistent offenders, parents will be invited in to discuss lateness and students will be placed on a Punctuality Report, and an IAR will be completed.

Sixth Form Attendance

The attendance register will be taken once in Period 0 and at the start of the first PM session of each school day. As well as registers for each timetabled Sixth Form lesson, Supported Study and Period 7 sessions, registers will also be taken for all off-site sessions delivered at Training Providers or at Partner schools.

If a Sixth Form student is absent, their parent/carer should inform their Home School by telephone or text no later than 08.30am. Vocational students should also contact their Training Provider to inform them of their absence.

When a sixth form student is absent

- they will be expected to work from home
- their taxis/transport should be cancelled if they study off-site
- sixth form admin will contact home if there is no reason for an absence given

Tracking Sixth Form attendance

- the Head of Sixth form will conduct an Individual Absence Review (IAR) with students whose absence falls above 5% so that clear targets and interventions for improvement can be established
- each week a partner school absence report will be generated and shared with each delivery centre

Bursary Payments for Sixth Form

- All students in receipt of the 16-19 Bursary will have reductions made to their payments based on their attendance. It is vital that absences are kept to a minimum and that any absences are communicated to the college.

Requesting absence

The College adheres to the statutory guidance as outlined in Appendix A and is only able to authorise absence under exceptional circumstances. In all cases, a Sir John Hunt absence request form must be completed prior to the absence (form available on request) and where appropriate, evidence should be provided to support the request e.g. medical appointment card

The following is a guide outlining what might be considered exceptional circumstances to authorise absence:

- when a family needs to spend time together because of an immediate family members bereavement, crisis or serious illness
- funeral of immediate family member
- religious observance
- school/LA organised transport was not provided when it should have been
- children of service personnel about to go on deployment (providing request is supported by a letter from the Commanding Officer)
- one day for a wedding of an immediate family member (copy of the invitation as evidence)
- one off sporting events/performing arts competitions, if the child is participating and is at county standard and above (copy of the letter from regional governing body as evidence)
- one day of absence for a graduation/passing out parade of an immediate family member
- medical appointments are encouraged outside of school hours but where this is not possible the school should be notified in advance by emailing admin@sjhcsc.co.uk or contacting the Pastoral Team on 01752 201020. Where it is not possible to arrange appointments outside of school hours, students are encouraged to attend school either side of their appointment where possible (a copy of the medical appointment card should be given to the College as evidence).

Absences that the school is unable to authorise include:

- holidays during term time

- to care for other family members
- arrival after the registers close at 09.30 without prior notification
- no school uniform/shoes
- bullying/friendship problems
- shopping trips, even if this is for school uniform
- birthday celebrations
- weddings abroad (even if it for an immediate family member)
- looking after a relative/pets
- death of a pet
- travel problems
- school refuser
- high anxiety
- head lice
- learning difficulties
- to interpret for other family members
- tiredness due to extra-curricular activities
- all unexplained absences

The immediate family is a defined group of relations, used in rules or laws to determine which members of a family are affected by those rules. It normally includes a person's parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership or cohabitation such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step-children and cohabiting partners (Plymouth City Council Education Welfare Service 2014)

Holidays

The school holiday dates are published a year in advance, and it is essential that parents/carers take their family holidays during the school holidays. It is the school's policy not to authorise absence during term time for holidays and any absence of this nature will be recorded as unauthorised. We recognise that there may be occasions where a parent feels there are extenuating reasons for requesting leave during term time. In such circumstances we advise parents to complete a Sir John Hunt absence request form prior to the absence, outlining the reason and the dates the student will be absent from school (form available on request). The Pastoral Leader will inform you of their decision.

Requests for long periods of absence will not be authorised and a meeting with the Pastoral Leader will be required. Prolonged unauthorised absences may put your child's place at Sir John Hunt at risk.

If parents take their children on holiday during term time without authorisation, the College will apply for a Penalty Notice to be issued in accordance with the provisions of the Education Act 1966 and the Education and Inspection Act 2006. Failure to pay can result in a referral to Court. Please note that a Penalty Notice is issued to each parent in respect of each child not attending school. "Parents" includes partners who are not married to, but who live with, one of the parents who has main care responsibilities for the child. Other family members with parental responsibility including grandparents and siblings may also be liable for a Penalty Notice.

Students may also be referred to the Education Welfare Officer in the Local Authority as their attendance may warrant them being recorded as a "Child Missing Education" (CME).

Penalty Notice

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, but which seeks to improve a student's attendance. A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with the Education Welfare team.

Where a child is taken out of school for a holiday during term without the authority of the Pastoral Leader, each parent is liable to receive a Penalty Notice for each child.

Where attendance has fallen below 85% or there are no less than 10 unauthorised sessions during a sixth month period, with the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Appendix A: Legislation and Statutory Requirements

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

The policy is also based on the Colleges;

- Child Protection and Safeguarding policy
- Conduct for Learning policy
- Pastoral Framework

Summary

The Legal Framework

Regular school attendance of children of compulsory school age is the responsibility of the parent / guardian and is a legal requirement in accordance with section 444 (1) of the Education Act 1996. Parent/Guardians are committing an offence if they fail to comply with this legislation and legal action can be instigated.

The Law

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996; which may lead to prosecution. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, 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). In February 2004, section 23 of the Anti- Social Behaviour Act gave powers to designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's attendance at school. Since September 2015 the Persistence Absence percentage has changed from 15% to 10%.

Fines

The school or Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or Penalty Notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

Penalty Notices can be issued by a Principal, Local Authority officer or the police. The decision on whether to issue a Penalty Notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year

- one-off instances of irregular attendance, such as holidays taken in term time without permission
- where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.