

**EGGBUCKLAND**  
COMMUNITY COLLEGE

# Attendance and Children Missing from Education Policy



**THE PERFECT ENVIRONMENT**  
LEARNING | CARING | ACHIEVING

## Eggbuckland Community College

<b>Policy:</b>	Attendance and Children Missing from Education
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<b>Considered by Committee:</b>	Curriculum and Pastoral
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<b>Next Review:</b>	July 2022

### **This policy is in line with:**

- Sections 175 and 157 of the Education Act
- The Disability Discrimination Act
- Equality Act
- Working together to Safeguard Children
- Keeping Children Safe in Education
- Children Missing Education

## **Attendance and Children Missing from Education Policy**

### **Introduction**

Eggbuckland Community College wants all students to take full advantage of the educational opportunities available to them and recognises that excellent levels of attendance and punctuality can support students to achieve their full potential.

### **Intent**

- To build resilience so that all students can attend and participate fully in the broad and challenging curriculum on offer.
- Equip students with the skills needed for both academic and personal success.

This is achieved through:

- Encouraging and assisting all students to achieve excellent levels of attendance and punctuality.
- Working together with parents or carers in order to ensure the achievement of high levels of attendance and punctuality for all students.
- Maximising student attendance and reduce persistent absentees in line with the Local Authority Targets.

### **The College will:**

- Expect students to attend College regularly and to arrive on time in a fit condition to learn.
- Encourage good attendance and will investigate all unexplained absences.
- Staff will set a good example in matters of attendance and punctuality and will promptly report or investigate all absences and lateness.
- Inform parents or carers that day if their child is not present in lessons.
- Work closely with parents/carers and relevant external agencies, should there be attendance or punctuality concerns.

### **Students will:**

- Be independent and organised with their commute to college.
- Ensure that they attend College regularly and on time.
- Attend all lessons punctually.
- Not leave the College site or their lessons without permission.
- Have individual records of attendance/punctuality acknowledged by the College.

**Parents/Carers are:**

- Legally responsible for ensuring their child's regular and punctual attendance to College.
- Responsible for ensuring that their child attends College regularly, punctually, in College Uniform and equipped to learn.
- Responsible for immediately informing the College of the reason for an absence by phone call or email (to [srees@egguckland.com](mailto:srees@egguckland.com)) on the first morning of any absence.
- Asked to avoid arranging family holidays during term time as holidays will not be authorised.
- Kept informed of their child's attendance/punctuality record through the reporting systems in place in College (Interim Assessment Trackers, Class Charts App).

## **Registration (including Punctuality)**

### **AM/PM Registration (including Punctuality)**

- Registration is a legal requirement and creates an orderly start to the College day.
- The AM registration is open during lesson one (8.40am to 9.00am).
- The PM registration is gained from the register taken during period 4 (12.25 -1.25).
- It is essential that the register is taken during this time. Students arriving after the first ten minutes should be recorded as late.

### **Procedures**

- All staff will take a register in each lesson.
- Students are required to be registered by the tutor or teacher during the first ten minutes of each lesson during the Low Stakes Test (if appropriate).
- If a student arrives to the lesson late, the register should be updated by the teacher.
- Should a student arrive late to a lesson then they should be marked as L in the register and the number of minutes late recorded.
- It is the responsibility of the classroom teacher to make sure that registers are correctly recorded.

### **Collection of Attendance Data**

The following data will be collected and analysed in order to assess performance and trends:

#### Daily:

- Students who are absent – those with no known reason will receive parental/carer contact.
- Students who are late to College or lesson/s.

#### Weekly:

- whole College attendance rates
- numbers and proportion of persistent absentee students
- rates of unauthorised absence
- attendance/absence rates for all Year Groups and vulnerable groups
- Absence and punctuality data analysed by Year Leaders in order to identify trends and patterns.
- Discussions held with Tutors over strategic absence and punctuality interventions.

#### Monthly:

- Student-level attendance data will be analysed in order to identify persistent absentees and those students at risk of becoming persistent absentees.
- attendance data will be used to set a range of attendance targets for the whole College, for identified cohorts and for individual students.

## Attendance Codes

Staff who are updating a student's attendance code should use the mandatory DfE Codes – see below:<sup>1</sup>

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity (present)
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence (absent)
<b>D</b>	Dual registration (i.e. student attending other establishment)	Approved Education Activity (present)
<b>E</b>	Excluded (no alternative provision made)	Authorised absence (absent)
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence (absent)
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence (absent)
<b>J</b>	Interview	Approved Education Activity (present)
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence (absent)
<b>N</b>	No reason yet provided for absence	Unauthorised absence (absent)
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence (absent)
<b>P</b>	Approved sporting activity	Approved Education Activity (present)
<b>R</b>	Religious observance	Authorised absence (absent)
<b>S</b>	Study leave	Authorised absence (absent)
<b>T</b>	Traveller absence	Authorised absence (absent)
<b>U</b>	Late (after registers closed)	Unauthorised absence (absent)
<b>V</b>	Educational visit or trip	Approved Education Activity (present)
<b>W</b>	Work experience	Approved Education Activity (present)
<b>X</b>	Non-compulsory school age absence OR Covid-19 absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to students	Not counted in possible attendances

<sup>1</sup> During the Coronavirus pandemic please see the guidance pertaining to non-attendance related to COVID-19:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1012256/Recording\\_non-attendance\\_related\\_to\\_coronavirus\\_COVID19\\_sub-codes.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1012256/Recording_non-attendance_related_to_coronavirus_COVID19_sub-codes.pdf)

## **Authorised/Unauthorised Absence**

- All absences must be explained by a parent/carer. The College will make a decision in line with the parameters outlined below as to whether it can be authorised or not.
- Absence from College may be authorised if it is for the following reasons:
  - sickness <sup>2</sup>
  - unavoidable medical/dental appointments
  - days of religious observance
  - exceptional family circumstances, such as bereavement
  - Interviews or off site educational provision (such as a sporting fixture or visit to another Educational provider.
- Absence from College will **not** be authorised for:
  - Family holidays or trips away
  - Caring for other members of the household or extended family.
  - minding the house
  - birthdays.

All medical/dental appointments should be made, whenever possible, outside of College hours.

## **Procedures for Following Up Absence/Lateness**

- If a student is absent for AM registration session (lesson 1) and lesson 2, unless a message explaining the absence has been received, the parent / carer will receive notification from the College.
- If a student is persistently late or absent, the College may write to the parents/carers to notify them of our concerns. (Concern Letter 1, Medical Concern letter 1).
- Further concerns over punctuality and attendance will trigger a second letter, inviting parents/carers and students into College to attend an Individual Attendance Action Plan meeting. (Concern Letter 2, Medical Concern Letter 2).
- Students who arrive late – either to College or to a lesson – may be required to make up the time after either after the lesson, (or after College that day, subject to parents' consent).
- Students persistently late to College or lessons may be placed on punctuality report.
- When a student is persistently late or absent without good reason, and the College interventions to effect improvement have been unsuccessful, the matter will be referred to the Inclusion, Attendance & Welfare Service (IAWS).
- A Student whose attendance falls below 90% without significant authorised reasons will also be referred to the Inclusion, Attendance & Welfare Service.
- Penalty notices will not be employed directly by the College.

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<sup>2</sup> This include temporary measures in place to manage the Coronavirus pandemic.

- **Children Missing from Education**

The statutory guidance 'Children Missing Education' (September 2016) sets out the key principles to enable local authorities in England to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). The College plays a significant role in this for the following reasons:

- 1. All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;***
- 2. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life;***
- 3. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.***

A student going missing from education is a potential indicator of abuse and/or neglect, particularly if it occurs on repeat occasions. Staff at Eggbuckland Community College should be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns, such as: travelling to conflict zones, FGM and forced marriage.

Staff should follow the College Child Protection and Safeguarding Policy and report any patterns of absence or concerns over absence on the CPOMS system, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

**Please see the Eggbuckland Community College's Child Protection and Safeguarding Policy for more information.**

## **Admission Register and Attendance Register**

By law Eggbuckland Community College is required to have both an Admission Register and Attendance Register. All students will be placed on both registers

If any student is to be removed from our Admission Register we will inform the LA of why and where they are going through our weekly admissions return. Reasons for this will include where they:

- have been taken out of College by their parents and are being educated outside the education system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been Certified by a Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated the intention to continue to attend the College after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a Final Court Order and the proprietor does not reasonably believe they will be returning to the College at the end of that period; or,
- have been permanently excluded.

In addition to the Admission Register, the College will also inform the Local Authority of students who are not accessing a full Education via the Local Authority CME forms (Children Missing Education of at risk of Missing Education).

The Local Authority stipulate that a CME form must be completed if any of the following reasons apply. The student:

- has specific medical reasons
- has been subject to the exceptional provision panel
- leaves to Seek Asylum
- is a traveller
- has been permanently excluded
- is a mental health or CAMHS in-patient
- is receiving CAMHS services in the Community
- is pregnant or a young mother
- is leaving the country or area
- has attendance below 50%

## **College Strategies for Promoting Attendance/Punctuality**

- In the belief that all students are more likely to attend regularly if the curriculum meets their needs, the curriculum will be regularly reviewed.
- The curriculum will be monitored and developed to meet the needs of all students.
- Clear guidance regarding the College expectations for attendance and punctuality will be communicated through a range of methods (website, Parent Information booklet, InTouch, personalised letter).
- Attendance data will be collected and analysed to inform pastoral and curriculum practices, in line with the College reporting schedule.
- Parents/Carers, students and staff are to be regularly reminded of the types of absence which are recognised as authorised and as unauthorised this will be done through discussions with parents on an individual level as well as using more generic methods such as using the College website and social media.
- Pastoral Leaders will reward students whose attendance/punctuality is either excellent or much improved.
- Regular, structured meetings will be held between the College and the Education Welfare Service in order to identify and support those students whose attendance/punctuality is a source of concern.
- Attendance, its implications and actions to improve will be discussed as a standing item at the Pastoral Team meeting, which are held weekly.
- Parents/Carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.
- Students are to be constantly reminded of the importance and value of good attendance, which will form part of the 'Back to basics' start to every term.
- Students who have been absent for any extended period of time will be reintegrated back into College through structured and bespoke programmes.
- All issues which may cause a student to experience attendance difficulties are to be promptly investigated by the Tutor and Pastoral Leader.
- Every half term attendance data will be scrutinised using the Attendance Matters proforma to identify areas of concern or groups of students who require intervention.
- Visits to feeder primary schools will be made in order to ensure the fullest support for all students during secondary transfer and in order to help identify any students who may need special help.

- Attendance will be discussed at the Single Central Inclusion Meeting held for students with either have a Special Education Need or Disability or who are Looked after Children. Reasonable modifications timetable can be to a student's timetable for short periods of time, if there is agreement with outside agencies that it is in the best interest of the student to do so.

**Please see the Eggbuckland Community College's Special Education Needs and Disabilities (SEND) Policy and the College Attendance Matters- A proactive approach to improving and monitoring attendance document for more information.**

### **College sanctions for non-attendance and punctuality**

*The College will not apply sanctions pertaining to overall attendance to school, however all cases of concern will be offered pastoral support and referred to the Inclusion, Attendance & Welfare Service. Any action relating to overall attendance to school will be pursued by the IAWS and is not applied by ECC.*

Sanctions<sup>3</sup> are to be applied on a case by case basis, considering the specific contextual background and needs of the student. Any sanctions applied will be done so in a fair and supportive manner to deter poor punctuality and attendance habits.

Sanctions will not be applied if:

- A student is late to school and there is a known reason for this. Known reasons include:
  - Lateness for a medical/dental appointment where we have been advised by a parent/carer.
  - Lateness for a pre-agreed interview, religious observance or sporting event.
  - A student has a confirmed absence for illness.
  - Occasional lateness resulting from unforeseen circumstances, and where we have been notified by the caregiver or school transport.
- A student is absent from college for any other *authorised*<sup>4</sup> reason.

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<sup>3</sup> Sanctions include internally isolating a student, restricting break/lunch social time or setting and after school detention.

<sup>4</sup> Authorised absences, as directed by the IAWS:

<https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/attendancebehaviourandwelfare/schoolattendanceandabsence>

Sanctions will be applied when:

- It can be proved that a student was internally/externally truanting from lessons.
- A student is persistently late to lessons with no known reason.
- A student is persistently late to Lesson 1 (AM registration) with no known reason.

## **ROLES AND RESPONSIBILITIES**

### **Principal**

- \* Overall responsibility for the Attendance and Children Missing from Education Policy.
- \* Ensure policy is implemented, monitored and reviewed.
- \* Ensure that attendance is an integral part of long term Academy action planning.
- \* To receive regular reports analysing attendance patterns and trends.
- \* Liaise with the LA at a strategic level on issues relating to Behaviour and Attendance.
- \* Act as a signatory for legal proceedings.
- \* To scrutinise and make final decisions regarding holiday requests.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Assistant Principal: Inclusion**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* To monitor the implementation of the Attendance and Children Missing from Education Policy and evaluate its impact.
- \* To provide leadership and direction to the Attendance Team.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Attendance & Student Movement Lead**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* Responsible for policy development and review.
- \* Responsible for ensuring that attendance systems operate effectively and provide accurate, timely data.
- \* Responsible for supporting the Attendance Officer over attendance monitoring, intervention and strategies.
- \* Advise the Principal and Trustees regarding target-setting for improving attendance.
- \* Responsible for monitoring the quality of registers and ensuring that agreed guidelines and procedures are followed.
- \* Responsible for supporting families experiencing difficulties with their children on a range of issues including attendance.
- \* Responsible for applying policies to support the reintegration of non-attenders, previously PEXed students, In-Year Transfer students and those on CIP packages.
- \* Ensuring that accurate data is correctly transmitted to external agencies, including the LA (EWO) and DfE.
- \* To provide leadership and advice to Pastoral Teams.
- \* To ensure the Trustees, teaching staff, parents and pupils are fully informed of attendance patterns and trends.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Attendance Officer**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* To monitor lateness to College at the start of each session in regard to those students arriving late.
- \* Be a point of contact for parents and pupils relating to attendance, absence and punctuality.
- \* Responsible for managing attendance issues and supporting the work of the tutors.
- \* Responsible for reporting levels of attendance to the Attendance Lead in a regular and timely manner.
- \* Liaise with external agencies on issues relevant to promoting good attendance e.g. EWO, local police.
- \* Ensure the completion of all procedures relating to absence and lates.
- \* Provide Pastoral Leaders with required data/information.
- \* Coordinate Individual Attendance Plan meetings.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Pastoral Leaders**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* Responsible for supporting families experiencing difficulties with their children on a range of issues including attendance.
- \* Responsible for applying policies to support the reintegration of non-attenders, previously PEXed students, In-Year Transfer students and those on CIP packages.
- \* Ensure that the tutor team has access to appropriate data on lesson attendance and punctuality.
- \* Responsible for holding the year team to account for the accuracy and timeliness of lesson attendance data monitoring and intervention.
- \* Leading on the development of team practices to effectively challenge and re-engage students returning from absences of varying lengths.
- \* Leading and acting on Individual Attendance Plan meetings.
- \* Apply sanctions consistently, and in line with College policy, for persistent punctuality infringements.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Tutors**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* Responsible for maintaining accurate registers and for implementing attendance routines.
- \* To act as a point of contact over issues of attendance and punctuality.
- \* To use data to monitor the attendance of individuals and whole tutor group and to respond to issues and patterns.
- \* To set individual improvement targets and monitor progress towards them.
- \* To work closely with families to challenge and support their child's attendance.
- \* To work closely with the Heads of Year and Pastoral Team (Attendance Lead, Attendance Officer, Inclusion Lead) by referring issues at the appropriate time and in the appropriate way.
- \* Apply sanctions consistently, and in line with College policy, for persistent punctuality infringements.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Classroom teacher**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* Responsible for ensuring that accurate registers are taken each lesson and that agreed routines and procedures are followed across the team.
- \* Work closely with Pastoral Leaders and Curriculum Team Leaders on issues of attendance and punctuality to lessons.
- \* Apply sanctions consistently, and in line with College policy, for persistent punctuality infringements.
- \* To promote, celebrate and reward good attendance and punctuality.

### **Pastoral Support, SEND and Hearing Support Team**

- \* To implement fully the Academy's agreed Attendance and Children Missing from Education policy.
- \* Responsible for supporting families experiencing difficulties with their children on a range of issues including attendance.
- \* Responsible for applying policies to support the reintegration of non-attenders, previously PEXed students, In-Year Transfer students and those on CIP packages.
- \* Be available as a point of contact and work with parents to assist them to promote their child's attendance at the Academy.
- \* To promote, celebrate and reward good attendance and punctuality.