EGGBUCKLAND
COMMUNITY COLLEGE

Attendance and Children Missing from Education Policy

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Eggbuckland Community College	
Policy:	Attendance and Children Missing from Education
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Considered by Committee:	Curriculum and Pastoral
Date Adopted:	March 2010 Reviewed regularly but with no significant changes until this year (as combined with the Children missing from education policy). Reviewed – June 2018
Next Review:	June 2020

This policy is in line with:

- Sections 175 and 157 of the Education Act 2002 (implemented June 2004)

- The Disability Discrimination Act 1995;

- Equality Act 2010;

- Working together to Safeguard Children (March 2015)

- Keeping Children Safe in Education (July 2015)

- Children Missing Education (September 2016)

Linked Policies and documents:

- Child Protection and Safeguarding Policy
- Special Education Needs and Disabilities (SEND) Policy

- Attendance Matters- A proactive approach to improving and monitoring attendance

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.

Aims

- To encourage and assist all students to achieve excellent levels of attendance and punctuality.
- To work together with parents or carers in order to ensure the achievement of high levels of attendance and punctuality for all students.
- To maximise attendance and reduce persistent absentees in line with the Local Authority Targets.

The College:

- expects students to attend College regularly and to arrive on time in a fit condition to learn
- encourages 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
- will inform parents or carers that day if their child is not present in lessons.
- will work closely with parents/carers should there be attendance or punctuality concerns.

Students will:

- ensure that they attend College regularly and on time
- attend all lessons punctually
- not leave the College 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@eggbuckland.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 though Review Days and the reporting systems in place in College.

Registration (including Punctuality)

Registration is a legal requirement and creates an orderly start to the College day.

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 and during the silent starter if appropriate.
- If a student arrives to the lesson late, the register should be updated by the teacher.
- Should a student arrive to a lesson then they should be marked in the register and the number of minutes late recorded.
- It is the responsibility of the classroom teacher to makes sure that registers are correctly recorded.

AM/PM Registration

- The AM registration is open during tutor time (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.

Attendance Codes

Staff who are updating a student's attendance code should use the mandatory DCSF Codes – see below

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence

O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

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, **and** there is sufficient evidence that has been supplied from the parent/carer:
  - sickness
  - 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 morning registration and lessons 1 and 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 Pastoral Leader will write to the parents/carers to invite them into College to attend an Individual Attendance Action Plan meeting.
- 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).
- 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 Education Welfare Service (EWS).
- A Student whose attendance falls below 90% without significant authorised reasons will also be referred to the Educational Welfare Service
- Penalty notices will not be employed directly by the College.

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, 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.

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%

Strategies for Promoting Attendance/Punctuality

• In the belief that all students are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.

• The curriculum will be monitored and developed to meet the needs of all students.

- 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 award termly certificates/rewards to all 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 Curriculum and Pastoral Trustee meetings, which are held every term.

- 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' and 'Do the right thing' start to every term.

- Students who have been absent for any extended period of time will be reintegrated back into College through structured and individually-tailored programmes.

- All issues which may cause a student to experience attendance difficulties are to be promptly investigated by the Tutor and Pastoral Leader, and reported via CPOMS.

- Every half term attendance data will be scrutinised using the Attendance Strategic Analysis 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 meetings held for r 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 agreements 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.

Collection of Attendance Data

On a weekly basis, the following data will be collected and analysed in order to assess performance and trends:

- whole College attendance rates
- numbers and proportion of persistent absentee students
- rates of unauthorised absence
- attendance/absence rates for all House, Year and vulnerable groups
- a range of attendance data will be analysed by House Leaders in order to identify tends and patterns and to link attendance with attainment
- student-level attendance data will be analysed on a monthly basis 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.