



**IMMANUEL COLLEGE**  
**ATTENDANCE POLICY**



Purpose of this statement	To detail the Attendance policy for Immanuel College
Dated	17 October 2017
Contact	The Headteacher

➤ **THE CHRISTIAN ETHOS OF IMMANUEL COLLEGE**

Immanuel means ‘God with us’

At Immanuel we believe that we are ‘All God’s Children’ and that as such, each student has a right to learn about God’s world and how they fit into it. We believe that we should encourage and support all children to access this education so they may become the people God created them to be.

At Immanuel:

- We encourage everyone – to think and talk about God
- We encourage everyone – to treat others with equal respect
- We encourage everyone – to fulfill their God-given potential
- We encourage everyone – to take seriously Christ’s life-style and teaching
- We encourage everyone – to be open to God’s spirit.

➤ **Aims of Policy**

**“Good attendance is fundamental to raising attainment”**

At Immanuel College we aim to provide a positive environment for learning. Good attendance is an essential component of an effective teaching and learning environment. This policy provides the frame work within which all students, staff, parents/careers and governors will contribute to the development of excellent attendance and punctuality by all and therefore an environment where learning will flourish.

➤ **Policy Statement**

To encourage all students to attend Immanuel College regularly and promptly, achieving an attendance rate which enables them to progress and fulfil their potential.

- To maintain a school environment where students are encouraged to attend regularly because they feel they are valued members of the college community, and that they are safe, secure and happy.

- To make attendance and punctuality a priority for all those associated with Immanuel College including students, parents/carers, staff and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To develop a systematic approach to gathering and analyzing attendance related data.
- To provide support, advice and guidance to parents and students.
- To implement a system of rewards and sanctions related to attendance and punctuality.

### ➤ **Key Responsibilities:**

#### ○ **The Governing Body is responsible for:**

- Oversee the upholding of the attendance policy
- Critically appraise attendance data
- Work as a 'critical friend' in the quality assurance of strategies to raise attendance and reduce persistent absence

#### ○ **Associate Headteacher is responsible for:**

- Ensure that whole school data is analyzed thoroughly and that this analysis is used to inform future strategies for improvement.
- Achieving the school attendance target and PA (persistent absence) targets.
- Writing part of the school improvement plan pertaining to attendance and punctuality.
- Managing the work of the Head of House / Head of year 11 re attendance and the attendance team.
- Promoting the importance of attendance to students and parents.
- Producing attendance figures to meet statutory requirements.
- Reporting regularly to the headteacher and governors on all attendance issues.

#### ○ **Heads of Faculty are responsible for:**

- Ensure that subject – based registers are accurate.
- Ensure that there is follow up action for poor attendees; including the completion of missing work.
- Inform attendance team in advance of occasions where students are not in lessons, e.g. exams, visits.

#### ○ **Form Tutors must**

- Register their tutor group promptly during form period and electronically send completed register to attendance staff.

- Question students who are returning from absence, and ensure that notes get passed to the attendance office.
  - Examine carefully the attendance data provided for their tutor group each week to monitor absence patterns, and unauthorized absence. Any concerns should be discussed with the Head of House / Head of year 11 or a member of the attendance team.
  - Register their teaching groups and electronically send completed register to attendance staff within the first 10 minutes of lesson.
- **Subject teachers must**
    - Register their teaching group promptly and electronically send completed register to attendance staff.
    - Report any poor attenders to HOF
    - Ensure that there is follow up action for poor attenders; including the completion of missing work
- **Parental/carer role**
    - Every parent / carer has a legal responsibility to ensure that their child is in school unless there is a genuine reason for absence.
    - Ensure that all student absence is explained by telephone call or letter.
    - Under the Education Act 1996 a parent may be prosecuted if they fail to ensure their child attends regularly.
    - A penalty notice can and will be issued in cases of unauthorised absence.
    - **For applications for absence under exceptional circumstances please see Appendix "A"**
- **Role of the Student**
    - Arrive promptly at school by 8.25am
    - Report to form period and all lessons on time as shown in student planners.
    - Sign out at student reception if permission is given to leave the school site during the day.
    - Bring a note from parents/carers on return after any absence (note must go to student reception), unless the absence has been explained by a telephone call or other prior advice.
- **Role of Support Services:**
    - Head of House or Head of year 11 are responsible for:
    - Monitoring attendance, and punctuality of students in their house / year group.

- Ensuring that students who achieve good attendance and/or punctuality gain the rewards (as described in the rewards policy) and those who do not achieve good punctuality and/or attendance gain the necessary sanctions and/or support.
  - Describing strategies to improve attendance and punctuality in their year group. These strategies should be fully described in the year development plan, monitored and evaluated.
  - Meeting their annual attendance, and punctuality target.
  - The careful monitoring of house / year group attendance and punctuality.
  - Ensuring that the correct intervention strategies are put in place for students with attendance/punctuality problems.
  - Ensuring that good attendance and good punctuality is rewarded (in line with Immanuel College's rewards policy)
  - Liaising with the ESW service and other relevant outside agencies to ensure that suitable intervention strategies are put in place when necessary for individual students.
- **ATTENDANCE TEAM is responsible for:**
- Monitoring and ensuring the accuracy and completion of all registers.
  - The management of the first day contact system.
  - Providing the data and statistics required for internal and external use.
  - Minimising the level of unauthorized absence and PA by seeking explanation from parents.
  - Providing support and training for staff to ensure the efficient registering of students.
  - Ensuring that procedures are in place to be able to satisfactorily carry out evacuation procedures in the case of a fire in agreement with the safety officer.
  - Ensuring that attendance remains a high profile focus within the school.
  - Analysing registers to identify patterns in absence and truancy.

➤ **Late policy and closure of register:**

- Late is defined as after 8.31am but before 11.45am – this is the time at which the morning session register closes.
- Any students who arrives late will be given a same day after school detention for 30 mins unless an allowable reason is given. The student may also be given a 'Lesson 7' to catch up.
- The afternoon session register is open from 12.15pm.

- Persistent lateness will be dealt with through the assistant head of house responsible for punctuality.
- Students who arrive after the register has closed, without a valid reason e.g. medical appointment, will be expected to remain after school to make up the time missed. The student may also be given a 'Lesson 7' to catch up.
- A medical appointment card or letter from a parent/carer must be seen to verify exceptional reasons for lateness.

### ➤ **Definitions**

Relevant definitions

PA = Persistent absence is defined as attendance below 90%

### **Absence – exceptional circumstances.**

### **APPENDIX “A”**

- In all circumstances, it is the Head teacher and Governing Body who decide whether an absence is authorised or not. Approval of absence in term time is not, under any circumstances, an automatic right. Absence during term time should be discouraged at all times, but under exceptional circumstances it may be considered when:
  - a. It is related to exceptional circumstances (e.g. family bereavement).
  - b. That the granting of a request should be linked with an expectation of otherwise full attendance.
  - c. Only one period of up to 2 days absence in any academic year should be considered.
- Parents will be informed that any absence taken without permission will be unauthorised and that this could be used by the Local Authority to strengthen a case for Penalty Notice / Prosecution where overall attendance is unsatisfactory.
- Parents should not normally take pupils out of school. Each request for absence should be considered on its merits and should take account of:
  - a. the child's stage of education and progress to date;
  - b. the overall attendance pattern of the child;
  - c. the time of year of the proposed absence and its nature (for instance its apparent educational benefit).
  - d. Rare and exceptional circumstances relating to parent's employment and leave entitlement (Armed Forces etc)
- Should any parent of a child (either one who otherwise attends regularly or a child whose attendance is poor) decide to take leave without permission, it will be made clear that the school will not authorise the absence.

**Procedure for permission to request absence during term time – parent must contact the head in writing giving reasons for absence with at least one month's notice.**

### **Authorised Absences for exceptional circumstances such as Sporting or Performing Arts Activities (Theatre, Film, Modelling etc)**

The College appreciates that in certain circumstances, the students will benefit from being able to partake in certain Sporting or Performing Arts events. To this end the following criteria will be followed.

- It must always be recognised that any absences of this nature are completely at the discretion of the Headteacher.
- Each individual application for absence will be considered on its merits and open licences will not be granted under any circumstances.

- Each application must be submitted with the full form (license) to the Headteacher. Part licenses (i.e. the individual sheet requiring signature) will not be accepted.
- At all Key stages the Headteacher will consider absence on an individual basis
- Each absence will take into consideration
  - the number of days previously authorised
  - educational attainment – progress to date
  - examination and assessment commitments
  - time of year
  - attendance to date
  - extended behaviour and reward points

**PLEASE BE AWARE** - unauthorised absence may result in the child being removed from the school roll

<b>Named Governor:</b>	John Watts
<b>Monitoring of the Policy:</b>	J Inglis
<b>Reporting to:</b>	The Governors
<b>Next Review Date:</b>	October 2018