

Attendance Policy Local Procedures Aurora Boveridge College

Please refer to Main Policy A6 Attendance Policy

1 Attendance register

(Including unplanned absence, lateness, and punctuality, following up absence, reporting to parents, attendance monitoring, roles and responsibilities)

Keeping Children Safe in Education, Statutory Guidance for Colleges and Colleges, DfE, 0509-16, states that:

The law requires all Colleges to have an admission register and, with the exception of Colleges where all Students are boarders, an attendance register. All Students must be placed on both registers.

(Regulation 4 of the Education (Student Registration) (England) Regulations 2016)

All Colleges must inform the local authority of any student who fails to attend college regularly, or has been absent without the college's permission for a continuous period of 10 college days or more, at such intervals as are agreed between the college and the local authority. (in default of such agreement, at intervals determined by the Secretary of State).

At Boveridge College attendance registers are kept to:

- monitor student attendance
- follow up any attendance issues
- provide information for Local Authorities and on student PEP forms where appropriate
- keep a record of requested absences during term time (e.g. family holidays, house holidays, exceptional circumstances)
- support data analysis of possible issues impacting on student achievement
- ensure a consistent approach throughout the college

Admissions and Attendance Registers

Students join the college roll on the expected first day of attendance and must be listed in both ADMISSIONS REGISTER and ATTENDANCE REGISTER from that day.

Colleges cannot take students off the attendance register unless they remove them from the admissions register at the same time.

The ADMISSIONS REGISTER records valuable information about the students at the college.

Every entry in the admission register and attendance register must be preserved for a period of at least 3 years after the date on which the entry is made.

This policy covers the requirements for Attendance Registers and how these are implemented at Aurora Boveridge College .

Attendance Register Procedures

The college must take the ATTENDANCE REGISTER at the start of each morning session and afternoon session during term time. The personal information to be recorded in the attendance register about Students is their names and date of birth. Every entry in the attendance register must be preserved for a period of at least three years after the date on which the entry was made.

On each occasion teachers must record whether every student is:

- Present (if a student is attending an educational activity *regardless of location*, this could be in the college setting, in the house setting, on-site or off-site)
- Absent (if a student is not attending an educational activity even if supervised/supported by educational staff)
- Present at approved off site educational activity
- Unable to attend due to exceptional circumstances. The college should follow up any absences to:
 - Ascertain the reason;
 - Ensure the proper safeguarding action is taken;
 - Identify whether the absence is approved or not; and,
 - Identify the correct code to use before entering it on the Class Register and on the college's electronic register / management information system which is used to download data to the College Census.
- When a pattern of absences or part attendance is noticed, it is the class teacher's responsibility to inform the Head of Education, to ensure that the cause for this is identified and suitable measures are put in place to monitor and remediate.

Attendance Codes

- The national codes adopted by Boveridge College must be used by all teachers. This enables the college to record and monitor attendance in a consistent way which complies with regulations.
- They are also used for collecting statistics through the College Census System. The data helps Colleges, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes most commonly adopted at The Boveridge College are:

PRESENT		
/	Present am	Students attending class, small groups or individual educational activities on the college site (not necessarily in the classroom).
\	Present pm	
v	Educational visit or trip	Students attending an organised trip or visit (e.g. Ascension Day, college trips related to curriculum topics).
W	Work experience	Students attending work experience (e.g. Charity providers, National trust, local library, etc.).

ABSENT		
I	Illness	Students may be absent for a variety of reasons which are personal to them (e.g. health, medical conditions). Some Students' absence, whether single days, part of a pattern or persistent, could be an indicator of wider needs which must be addressed as part of their educational programme (e.g. high anxiety levels, disturbed sleep patterns).
M	Absent for external medical appointments	Missing registration for a medical or dental appointment is counted as an authorised absence. The Boveridge College encourages appointments to be made 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.
H	Absent for house holiday or family holiday/visit	At The Boveridge College parents may request leave of absence for holidays and student visits during term time. Requests are submitted to the Head of College for approval using the <i>Absence from College Request Form</i> .
C	Other authorised circumstances	This code is used when the college has authorised absence for other reasons than sickness or medical appointments

LATE

L	Late (before registration closed)	Registration is taken at the beginning of each college period (morning and afternoon). Teachers take registration after the settling period, this is usually 15 minutes after the beginning of each college period. If a student arrives after the beginning of each college period (i.e. morning: 09:00; afternoon: 1.00) and before registration closes (i.e. morning: 09:15; afternoon: 13:15) this code will apply.
U	Late (after registration closed)	If a student arrives after registration takes place and no notification is given, this code will apply

NO COLLEGE

#	College closed to Students	e.g. INSET DAYS, holidays
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Expectations

Our expectation is for every learner to achieve at least 90 % attendance. Where this is not the case each student will be set an attendance target to support them achieve good attendance.

Monitoring and supporting good attendance – a stepped approach.

At Boveridge College a tiered approach is used to support good attendance.

Transition and Re-integration Plans

To support Students, achieve good attendance / attendance in lessons a person-centered re-integration/ transition timetable can be put in place to support Students who are new to the college/have been suspended and or where there are other exceptional circumstances.

The tutor will be responsible for discussing the plan on a weekly basis with the student and their family. Following these meetings/phone calls the tutor will be send a summary of actions /points to the Assistant Head responsible for behaviour and attendance.

Students following a transition /re-integration plan will be discussed in the weekly attendance meeting to measure the impact of interventions in place and next steps. The Pastoral Lead will share any relevant information to each student's tutor.

Roles and responsibilities of staff

All staff are responsible for creating an environment where students feel safe and valued. Lessons should be exciting with appropriate levels of adaptation / differentiation /use of support to engage Students in their learning.

Tutors

Take register at the start and end of day.

As part of the weekly feedback teachers will make a comment about each student's attendance /attendance to lessons giving praise for attendance above 90% and or improved attendance from the week before / term /historic attendance

Once a fortnight Tutors will discuss attendance with their class and praise good/improved attendance (college and lessons)

In liaison with the Assistant Head responsible for behaviour and attendance the tutor will set an attendance target and discuss progress with the student each week.

Teachers

Record attendance of lessons in line with the Group's Policy

Education Learning Support Practitioners

To support the Tutor as outlined above.

Pastoral Lead

Liaise with the Assistant Head of Education and agree safeguarding and wellbeing visits (unannounced and planned)

Work with Students who have attendance below 90% as agreed in the MDT meetings.

Be part of MDT and agree strategies to support attendance /Students who need specialist support.

Assistant Head of Education

The Assistant of Education will support the headteacher fulfill their responsibilities.

Promote good attendance by, for example, attendance notice board, newsletters, oversight of rewards

Head of Education

The Head of Education / Principal is responsible for:

- Implementation of this policy at their college and training of staff to understand attendance codes and the process for recording and monitoring attendance.
- Creating local procedures to ensure the policy is implemented effectively
- Monitoring college-level absence data and reporting it to governance

Supporting staff with monitoring the attendance of individual students

Ensuring plans are in place to improve attendance in line with local policy and safeguarding arrangements are being followed and recorded with concerns escalated.

Ensuring key stakeholders involved in the student's care are fully consulted and aware of concerns about attendance and involved in planning to support improved attendance.

- Issuing fixed-penalty notices, where necessary

- Ensuring staff who are taking registers understand how to input attendance on the MIS
- Ensuring that the MIS is quality assured on a weekly basis and does not have blank attendance session

4.1 The Operations Director

The Operations Director is responsible for monitoring attendance figures for the whole college. on at least a termly basis. They also hold the Head of Education /Principal to account for the implementation of this policy and present to the Incident and Safeguarding committee any concerns and actions taken to rectify and positively impact on individual attendance.

Rewarding good attendance

It is important that Students with good attendance / improved attendance is recognised.

Verbal feedback from staff / Attendance post cards sent home. / Stickers (where appropriate)

Termly attendance certificates for those with attendance above specific attendance /improved/those meeting their attendance target.

End of Year reward trip for attendance above 90%/improved attendance.

2 Planned Absence

LEAVE OF ABSENCE FORM

Permission for leave from college may only be granted under exceptional circumstances. This form must be submitted to the Head of College prior to any firm booking or arrangements being made and at least 1 week prior to the first day of planned absence.

Student Name	
Date Of Birth	

First day & date of absence:	Last day & date of absence:
Total number of college days:	
Reason For Absence:	

Parent / Carer signature:	Date:

For office use only:

Authorised / Unauthorised *(Please delete as necessary)
Comments:
Signed:
Name:
Date:
Total number of days absence in current academic year:
Completed form returned to parent/carers & Class Tutor: