



Attendance Matters

Dear Parent(s) and Carer(s)

At Impington Village College, we are passionate about delivering an excellent education to all students. We believe that access to this provision is the best way that a student can achieve highly academically. IVC endeavours to provide a safe learning environment in which students can enjoy and achieve. We acknowledge the proven correlation between high level attendance and student outcomes. [IVC's attendance strategy](#) emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal College procedures do not result in good attendance, a range of further measures, including legal action, have to be considered.

If your child is ill please ring 01223 **200400**, to report an absence. You can then leave a message with the Attendance Officer. Please ensure that this is done by **9.00 am** on **each day** they are ill.

What is an acceptable attendance rate?

Attendance is a national priority, national data clearly shows a correlation between high attendance rates and high achievement and examination performance. In addition, all schools must submit data electronically every term. It is a key indicator of an effective school and, as such, will be scrutinised by OFSTED.

Impington Village College expect attendance at college to be 100%, unless there are exceptional or unavoidable reasons for absence. The simple facts:

Students attend school for **190** days each year

- At **96%** attendance **73%** of students achieve **5 9-5 grades** at GCSEs including English and Maths but even at 96% a student would have missed **45 lessons**
- **17** days off school every year means that a student will probably obtain a whole grade lower in each exam than they are really capable of
- **19 days** off per school year means that a student has approximately **90%** attendance. At 90% attendance you will have missed **95 lessons** in one year. 90% attendance throughout a student's secondary education is **half a year absent**
- At **80%** attendance a student will have missed **38 days** of school. This means that a student will probably be underachieving by two whole grades in each subject, only **35%** of those with attendance between 80-90% **will achieve 5 9-5 grades** at GCSE including English and Maths.

Home/IVC Partnership

Securing a high level of attendance requires the College and home to work closely together. To this end, we ask parents to:

- do all you can to ensure their child arrives **on time** for morning and afternoon college sessions; morning registration begins at 9:00am and afternoon registration is at 2:35pm. We will monitor persistent late comers and action will be taken; **parents can be prosecuted if their child persistently arrives late;**
- if your child is ill, notify the school **on the each day** of absence.
- get in touch at an early stage about any concerns you have about their child's attitude towards College.

In return Impington Village College will:

- contact home on day 1 of absence if no message has been received from home;
- contact home over any unexplained absences;
- follow up promptly any concerns parents pass on to us that may be affecting their child's attitude to, or feeling of wellbeing in College;
- involve the House team or Personalised Learning Department to help students re-integrate into College after illness or other individual circumstances;
- regularly and consistently remind students of the importance of good attendance and punctuality;
- reward excellent or improving attendance and action any concerns promptly.

Rewards for Good Attendance

To promote good attendance and to emphasise its importance Impington Village College offers the following rewards:

- Certificates of attendance
- Celebration in Tutor time and House Assemblies
- Letters from the Principal for long term exceptional attendance and overcoming long term non-attendance will become part of the student's records and make a meaningful contribution to their reference for further education or the world of work. Impington International Sixth Form, prospective employers, Sixth Form Colleges and Colleges of Further Education view attendance and punctuality as important indicators of motivation/attitude and our records and references are very valuable evidence of reliability. **The majority of Cambridgeshire Sixth Form providers expect at least 96% attendance when offering places.**

Authorised/Unauthorised Absences

The College cannot authorise **any** leave of absence unless there are **exceptional circumstances**. The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons for **authorised** or **justified** absences:

- a child is ill or receiving medical attention;
- days of religious observance, notified in advance;
- absence due to family circumstances (e.g. bereavement, serious illness).

There are other absences, such as **approved sporting activities** that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from college; professional discretion will need to be used in these cases as to whether the absence can be authorised. If exceptional circumstances are being applied for an [Application for Leave of Absence for Exceptional Circumstances form](#) is to be completed and submitted to the Principal for approval at least **two weeks** prior to the absence. *Forms are also available from the Attendance Officer on 01223 200400 Ext 3231.*

We expect absences to be kept to a minimum; **routine medical and dental appointments should be arranged out of school hours wherever possible.**

Holidays during Term time

In line with Government guidelines, where parents/carers are discouraged from taking students out of College during term time, the Principal may not grant absence for any reason unless there are exceptional circumstances. If exceptional circumstances are being applied for an [Application for Leave of Absence for Exceptional Circumstances form](#) is to be completed and submitted to the Principal for approval at least two weeks prior to the absence. The change in legislation has meant the removal of holiday entitlement and Headteachers will now not authorise any holiday requests in term time, unless there are exceptional circumstances. A family holiday taken in term time will result in a warning and Penalty Notice being issued.

A Final Word

We feel attendance levels are an indicator of how effective and caring a school is. Failure to attend can be an indication that all is not well at home so that there is a welfare aspect to attendance as well. Equally, it is clear that regular, consistent attendance is an essential pre-requisite for effective learning.

We take attendance seriously and have put a lot of time and energy into getting our procedures as efficient and effective as possible. We urge you to give this matter the priority it deserves.

Sue Campbell
Head of Personalised Learning