

Impington Village College  
**ATTENDANCE POLICY**

## **INTRODUCTION**

Impington Village College fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of young people. This is underpinned by the Student's Act 1989 and the Every Student Matters agenda to provide for local authority services for student.

Through their day-to-day contact with students and direct work with families, staff at the College have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre. This referral will be made by the Vice Principal, Student Services and in their absence, Leader of Personal Development and Learning followed by Leader of Inclusive Learning in the procedure pathway.

This policy sets out how the College's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of young people who are students at the College.

### **1. Principles**

Impington Village College aspires to providing all students on its roll with access to education which he/she is entitled. Parents/carers and teachers share the responsibility for ensuring that attendance rates at Impington Village College are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

### **2. Responsibilities**

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their student. Parents/carers should familiarise themselves with this attendance policy and should work closely with College staff to overcome any problems which may affect a young person's attendance. The College will ensure parents/carers are aware of this policy and have access to it.

Impington Village College will encourage and value high attendance rates. The College recognises that external factors influence student attendance and will work in partnership with parents/carers/carers, the Locality Team/Education Welfare Officer and other relevant services to deal with such issues. The College will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

### **3. Procedures**

#### **3.1 Statutory Registration**

Electronic Registration will be carried out at 9.00 and at 2.15. Registers will be marked promptly at these times and will be closed at 9.20 and 2.35 respectively. Should a student arrive after the start of registration but before the registers have closed he/she will be marked as late for that session.

Registers should be marked in accordance with the staff checklist that is distributed to all members of staff and should be kept at the front of every register.

### 3.2. Lesson Registration

Students will be registered electronically each lesson.

### 3.3 Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as shopping, daytrips and birthdays.)

Parents/carers are advised to contact the College daily of any absence. On returning to College the student should bring a written note and hand this to his/her Learning Tutor. The Learning Tutor should initial and date the note and place this in the form registration folder for filing in the College record envelope.

### 3.4 Lateness

Students who arrive at Student Services with the Attendance Administrator after morning or afternoon registration should sign in at reception, entering their time of arrival and the reason for their lateness. Planners are stamped with a late mark, which Learning tutors and parents/carers should monitor. Learning Tutors should regularly look at the attendance records and if necessary liaise with their Learning Manager. Students who arrive at College late should not be admitted to class until they have signed in at student reception. This is important for health and safety reasons.

### 3.5 Term-Time Holidays

The College does not authorise family holidays during term time. Any deviation from this policy must be approved by the Principal through an Application for Leave of Absence for Exceptional Circumstances form which is attached to this policy. This form must be submitted at least two weeks prior to the absence.

## 4. Staff Roles

### 4.1 The Learning Tutor

At Impington Village College the Learning Tutor is seen as the key figure in promoting regular punctual attendance. The Learning Tutor should:

- provide a good example by always being punctual to registration;
- carry out registration in the prescribed manner;
- The Learning Tutor is responsible for checking the student planners and should notify the Attendance Administrator immediately of any reason provided for absence;
- alert the Learning Manager should they become aware of any concerns relating to behaviour and attendance when there is a problem which has not been solved by the above procedures;
- the Learning Tutor should discuss attendance and/or punctuality issues, in relation to tutee target setting and monitoring as appropriate
- offer praise to individual students whose attendance and/or punctuality improves.

#### 4.2 The Subject Teacher

Subject teachers should:

- register the students at the beginning of every lesson electronically (and ensure that the students know that a register is being taken);
- follow up any suspected internal truancy by checking with the Attendance Administrator immediately. The Faculty Leader and the Learning Manager should be notified as appropriate;

#### 4.3 The Learning Manager

Learning Managers are responsible for monitoring the attendance of their year group. They should:

- monitor attendance on a regular basis, setting targets for improvement as appropriate;
- monitor the performance of individual Tutor groups, following up with individual Tutors instances where patterns of absenteeism are not being effectively addressed;
- review registers and attendance including persistence attendance and punctuality figures on a weekly basis with the Education Welfare Officer;
- regularly put attendance onto the agenda of Pastoral Meetings;
- ensure that contact is made with parents/carers of poor attendees, supporting the Tutor where appropriate in dealing with parents/carers directly;
- meet with the Education Welfare Officer on a weekly basis in order to discuss students who have not responded to the College's strategies and when necessary to make referrals;
- follow up internal truancy according to procedures;
- promote good attendance and punctuality.

Lateness is monitored by the Attendance Administrator via the Signing-in and Signing-out Book and this information is passed to the learning Manager for follow up.

### 5. Communication

Impington Village College's Attendance Policy will be communicated through:

- a précis in the induction pack;
- a précis in the parents/carers' prospectus;
- College Website
- a précis in the admission pack;
- regular newsletter items;
- LA Attendance Information leaflets;
- Guidance and advice in the staff and Learning Tutor Handbook
- Attendance Matters booklet
- Teachers Corner

Teaching all Stakeholders social and emotional skills will undoubtedly support effective learning and teaching approaches.

## **6. Students arriving late**

If a student is late they must report to Student Reception in Office Services and sign in putting the reason for their late arrival and this is recorded in Sims.

## **7. Late buses**

Students will wait at the bus stop for 30 minutes before leaving the bus stop to find an alternative means of getting to College. Students will notify the College that they may be late, or ask someone to do this for them. They will follow their Home College Student Code of Conduct as a bus user.

## **8. Truancy**

Period 1 Truancy checks

On a daily basis once all registers are in and absence information entered we can ascertain which student are an unexplained absence for that day. Each of these students will receive a call home to request a reason for absence.

Weekly Truancy Checks

Truancy checks are undertaken within the College on a regular basis. Any student found to be truanting during these checks is then reported to the learning manager and parents informed. Internal exclusion is the sanction for truancy.

Reported Truancy (when a student is reported as absent by a teacher)

Any student found to be truanting from lessons will be rigorously followed up.

Parents will be informed as soon as it is ascertained that a student is either missing from class without permission or off College premises without permission.

## **9. 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.. Failure to comply with these guidelines may result in a Fixed Penalty Notice of £60 for those who pay within 28 days and £120 for those who pay within 42 days.

**IMPINGTON VILLAGE COLLEGE**

**APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES**

Prior to June 2013 the **Education (Pupil Registration) (England) Regulations 2006** allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in “exceptional circumstances”.

The revised regulations make it clear that headteachers may not grant any leave of absence during the term time unless there are exceptional circumstances. Headteachers should determine the number of school days a student can be away from school if the leave is granted. If the leave of absence for exceptional circumstances has been denied and you take your son/daughter out of College, you may be subject to a penalty notice or face prosecution in court.

If leave is taken after permission has been withheld then this will be recorded as an unauthorised absence. This will be documented on your child’s attendance record and on your child’s College Report. Persistent unauthorised absences may result in the involvement of the Education Welfare Officer and possible legal proceedings.

✂ -----

**Impington Village College – Leave of Absence in Exceptional Circumstances**

I am requesting leave of absence from Impington Village College for

.....(Student’s Name) ..... (Tutor Group)

From ..... To .....

It is necessary to take my son/daughter out of College because .....

.....  
.....  
.....  
.....

I understand that leave of absence will only be granted in the case of exceptional circumstances. Should this not be granted and I take my son/daughter out of College I am aware that I may be liable to a penalty notice or fine, as stated above.

Signed .....(Parent/Carer) Date .....

Authorised/unauthorised ..... (Principal)

Date ..... Code .....

**Please submit this form at least two weeks prior to the absence.**