

## **Attendance Policy**

### **I. Principles**

- 1.1. The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school or otherwise. Schools and Colleges are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. At Kingsbridge Community College an electronic registration system is in place.
- 1.2. Attendance is a critical factor to a productive and successful College career and establishes a good pattern for later life, so the College actively promotes 100% attendance for all students.

### **2. Procedures**

#### **2.1. Registration**

- 2.1.1. The College meets the legal requirement and has an electronic registration in the morning and the afternoon. Students are registered at the beginning of each morning by the tutor. Registration closes at 09.15; any arrivals after this time are recorded as late until 10.45 and then recorded as unauthorised. In the afternoon students are registered at the beginning of Period 5 by the class teacher.
- 2.1.2. Registers are taken in every lesson by the subject teacher directly onto the CMIS e-portal system. Accurate registration is essential; the register is a legal document and could be used as evidence where parents/carers are prosecuted for school attendance offences.

#### **2.2. Reporting Absences**

- 2.2.1. It is the responsibility of the parents/carers to inform the College of the reason for a student's absence as soon as possible – preferably on the first day. Parents/carers inform the College by a letter to the tutor, an email ([attendance@kingsbridgecollege.devon.sch.uk](mailto:attendance@kingsbridgecollege.devon.sch.uk)) or a telephone call. This should be supported by a note to the tutor on the student's return to College after the absence.
- 2.2.2. **First Day Absence**  
Parents are expected to contact the College on the student's first day of absence. The College (Pastoral Support Assistant) contacts on their first day of absence a list of students that is nominated by the Head of Year. The Attendance Administration Assistant passes a list of absentees to the Pastoral Support Assistant by 10.45. She then contacts any high priority students who have been placed on the Watch Out list by the Head of Year.
- 2.2.3. **Third Day Absence**  
If a student is away for three days without contact from the parents then the Tutor contacts the parent.

#### **2.3. Educational Welfare Service**

Attendance is monitored in a weekly meeting between the Assistant Principal, Pastoral Support Assistant and the Educational Welfare Officer where decisions are made about actions to improve the attendance of students causing concern.

The College in conjunction with the County Education Welfare Service takes part in the 'Fast-Track to Attendance Scheme'. The aim of the Fast-Track Scheme is to ensure that schools and the Educational Welfare Service deal with attendance cases quickly and in the most effective way to get the student back into school. The Fast-Track framework promotes early intervention and aims to ensure that appropriate action is taken to tackle non-attendance as soon as problems become apparent. The Fast Track procedure may be initiated if a student falls below an attendance rate of 80% with at least 10 unauthorised absences.

Fast-Track involves engaging the parent/carer specifying what improvements need to be made over a fixed time frame period (usually 12 weeks). Parents and carers have the responsibility of ensuring that their child attends school regularly (Section 444(1) of the Education Act 1996). Where a parent fails in this responsibility, and no improvement is brought about within the specified time frame, prosecution proceedings are initiated.

#### 2.4 Holiday Requests

The College discourages holidays in term time.

A term time holiday can be requested, forms are available from College Reception or Student Services. Requests should be made to Wendy Ohlson (Assistant Principal) who may authorise absence for a period of no more than 10 days in a year. In exceptional circumstances a parent/carer can apply for a holiday of longer than 10 days. In this situation the Principal will decide if this can be authorised. External examinations now take place from Year 9 to Year 13 at various times in the year. Holiday requests will not be authorised if the student is to miss an external examination.

#### 2.5 Truancy

Attendance is the legal responsibility of parents/carers. Parents/carers are informed by the Head of Year if their child has been identified as truanting from College.

Truancy is always taken seriously and the student is punished usually by internal exclusion, after-college detention and being placed on attendance report. In the case of persistent truancy the College Education Welfare Officer is involved.

#### 2.6. Record of Attendance

Each student receives a record of attendance with each full College Report. A copy is also placed on the student's file.

### 3. **Review of Policy**

This policy is reviewed every three years by the Community Committee of the Governing Body.

**Ratified by the Community Committee of the Governing Body  
18<sup>th</sup> May 2009**