

**Bishop Milner Catholic College**

**ATTENDANCE PROCEDURE**

**“Train up a child in the way he should go, And when he is old he will not depart from it”**

**(Proverbs 22:6; NKJV).**

**REVISED: September 2022**

**PRESENTED TO DIRECTORS: September 2022**

**TO BE REVIEWED: September 2023**

**Attendance Policy**

Bishop Milner Catholic College works in partnership with parents, students and directors to maximise opportunities for each student to realise their full potential. The college has expectations of high attendance levels and celebrates good attendance and achievement.

*Bishop Milner Catholic College is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.*

*We will provide an environment where all students feel valued and welcome.*

*For a child to reach their full educational achievement a high level of college attendance and punctuality is essential. We will consistently work towards a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.*

*School attendance is subject to various education laws. The college will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the college will use to meet its attendance targets.*

At Bishop Milner Catholic College, we strongly believe that good attendance and punctuality are important in helping students achieve the best they can – **Education is important.** Students should be at college, on time and ready to learn, every day the college is open, unless the reason for absence is unavoidable. All research shows that students who attend achieve well

* *6 out 10 students with over 95% attendance gain 5 GCSE’s grades 9 – 4*
* *Only 1 in 10 students who are poor attendees gain 5 GCSE’s grades 9 – 4*
* *2 in every 10 students who are poor attendees leave school with no qualifications at all*

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| **Descriptor** | **Attendance** | **Equals absent number of days per year** | **Learning Hours lost per year** |
| **Excellent** | 100%99% | 02 | 010 |
| **Good** | 98%97% | 46 | 2030 |
| **Satisfactory** | 96%95% | 7.59.5 | 37.547.5 |
| **Cause for Concern** | 90%89%88%87% | 19212325 | 95105115125 |

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| **A student will fall below 95% attendance if they miss as little as half a day over a 2 week period** |

It is the expectation of the College that all students achieve at least 97% attendance. There are a variety of reasons for students missing college. Some are unavoidable but we would ask that you support us in ensuring that your child’s attendance meets both the colleges and governments expectations. Any problems with regular attendance, especially any concerns about possible bullying or learning difficulties are best sorted out by the college, the parents and the student at an early stage. We will closely monitor your child’s attendance and alert you if we feel there is an issue. The college undertakes a wide range of measures to support students where attendance at college is an issue. Where there may be an issue and we fail to see an improvement, it may be necessary to make a referral to an appropriate external agency to ensure the student receives the support required to bring about an improvement.

**Procedures**

1. Students are expected to arrive in college before 08.50am, at which point the college gates will close. An arrival after this time will be recorded as late and a sanction given.
2. The college register is taken twice a day; at 9.00am and at 2.20pm. An arrival after these times will be recorded as late and a sanction given. The college register is opened at 9.00am and closed at 9.30am, in line with recommendation by the Secretary of State that 30 minutes from the beginning of registration would be reasonable.
3. In circumstances such as bad weather and difficulties with public transport, the college may keep the register open for a longer period.
4. When a reason for absence is known, the N mark will be amended by the Attendance Officer, using the appropriate code.
5. Sixth Form students arriving in college for lessons after registration will sign in at Reception.

**Reporting an Absence**

If your child is ill or absent from College a parent /carer must inform the college before 10am **each day of the child’s absence.**

College will contact parents if we are not informed. Failure to send an explanation will result in the absence being recorded as ‘unauthorised’.

If your child will be late in or has to leave college for a medical appointment please inform the college **beforehand**.

**To report an absence, call the college on 01384 889422 and choose Option 1 – Attendance.**

**Then to leave a message use ‘Option 1’ or to speak to Mrs Heath, Attendance Officer, choose ‘Option 2’**

Please clearly state:

· the child’s full name

· tutor group

· the reason for the absence and how long you expect the absence to be for.

· who is reporting the absence

You may also use the SchoolComms app to report your child’s absence/attendance at an appointment.

Mrs Heath may call you back to clarify the reason for the absence or for further information.

**Condoned Absence**

If your child is reluctant to attend please do not cover for them by condoning their absence. Please be aware that the college DOES NOT have to accept the reasons you give for your child’s absence, and ONLY the college can authorise the absence, it is not an automatic right. We reserve the right to investigate any student absence.

**Medical Appointments**

Wherever possible please arrange appointments outside of college hours.

If your child will be late in or has to leave college for a medical appointment, please inform the college prior to the appointment. Please provide an appointment card or letter as proof of the appointment. Without this your child may not be released from college or the leave may be unauthorised.

It is expected that usually a student will not be absent for a whole day due to an appointment, and the student will return to college after the appointment time. College may not authorise the absence if it is reasonably expected that your child could return to college and does not.

**Punctuality**

Punctuality is of the utmost importance, and lateness will not be tolerated.

The college day starts at **9.00am**, students should be in their designated classroom or meeting point at this time.

Registers are marked at **9.00am** and **2.20pm,** students will receive a late mark if they are not in their designated classroom or meeting point at this time.

Students must sign in at Reception if they arrive after 9.00am. Students arriving between 09.01am and 9.15am will receive a 15 minute detention, students arriving after this time will be issued with a 30 minute detention.

The register closes at **9:30am**. Students arriving after the register closes will receive a “U” mark to show that they are on site, but will count as an absent mark.

Students who arrive late due to medical appointments/ other appointments must provide evidence on their arrival at college or parents/carers have informed the college prior to the appointment taking place.

We monitor lateness on a daily basis and if a student is late they will receive a college detention. Repeated lateness will result in a meeting with parents/carers and possible further sanctions given. Unfortunately, lateness is sometimes down to parents dropping students off late. Please support your child’s learning by leaving home slightly earlier to get them here on time. **Being late adds up to a loss of learning.**



**Post registration truancy/non-attendance at lessons**

1. All Class Teachers are required to take a register in every lesson.
2. Spot lesson checks are followed up by the Attendance Officer/Behaviour team/SLT.
3. Students who truant are issued with a College sanction.
4. Absence from individual lessons – should a student be present for registration but then fail to attend subsequent lessons (without permission) college reserve the right to amend the register code for that session to unauthorised to reflect the absence. In the event of this happening parents would be notified by telephone the same college day.

**Monitoring students with poor attendance/punctuality**

1. First day contact with parent/carer will take place for all students without a known reason for absence (e.g. telephone/ text/ email). The Attendance Officer may conduct a home visit for unknown incidents of non-attendance.
2. A letter will be issued to parents for any student who is frequently late. Subsequent follow up meetings will then be arranged if lateness persists.
3. The college will regularly monitor those students with less than 96% attendance/ poor punctuality, working with parents to ensure improvements in attendance and punctuality. A letter will be sent out every term to parents of students who fall below 96%.
4. Once a student’s attendance drops below 94% a meeting will be arranged between the student, Attendance Office and relevant Head of Year.
5. A follow up meeting will be offered at the end of each term for students with continuing absence. Those students with attendance at 94% or less will be required to provide medical evidence for authorised absence.
6. Students will be referred to the Education Support Service (ESS) according to the current referral procedure. The Education Support Service may issue a Penalty Notice which could result in a fine and/or prosecution.

**Monitoring Long Term Absence**

1. In the event of an authorised long term absence e.g hospitalisation, the Head of Year will co-ordinate the sending of college work to the student. If the authorised absence was with advanced notice (2-3 months) the college may be able to liaise with the Home and Hospital school for home tuition.
2. In the event of unauthorised long term absence the Head of Year and Attendance Officer should maintain contact with the parents at all times and in consultation with the Local Education Authority and Education Support Service to discuss other strategies to support the student back into college. This may involve consulting with other agencies and personnel.
3. The college is committed to supporting parents and students who have difficulty in maintaining good attendance due to medical needs.

**Unauthorised Absence**

An absence will be recorded as unauthorised if:

1. College has not given approval in advance for a student to be absent.
2. College does not accept a given explanation as satisfactory justification for absence. E.g:
* A student’s/family members birthday
* Shopping for uniform
* Closure of a sibling’s school for Inset or other purposes
* “couldn’t get up”
* Illness where the child is considered well enough to attend
* Family holidays/relatives visiting
1. Medical evidence requested by college is not forthcoming.
2. No explanation of absence is received within 2 weeks.
3. Only designated members of college staff can authorise student absence; a parent/carer may not authorise any absence. In cases where parents/carers seem to condone unauthorised absence, college may involve the Education Support Service.
4. The college adopts the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence and persistent lateness to registration. Parents/Carers will receive a written warning of the possibility of a Penalty Notice being issued. Failure to ensure improvement in their child’s attendance/punctuality will lead to the issue of a Penalty Notice.
5. Penalty Notices are issued by the Education Support Service. This fine stands at £60 per parent/carer, per child, if paid within 21 days of receipt, rising to £120, if paid after 21 days, but within 28 days of receipt. Non-payment of the Penalty within the 28 day time limit will trigger the prosecution process under the Provisions of Section 444 of the 1996 Education Act. In circumstances where a Penalty Notice has been served and there is no improvement in attendance this may result in prosecution through the courts.

**Leave of Absence**

There is **NO** automatic entitlement in law for students to take leave during term time.

Any request for leave of absence **MUST** be made in advance in writing to the Principal by the parent/carer showing **exceptional circumstances** and **supplying additional evidence**. If an event can reasonably be scheduled outside of term time then it would not be normal to authorise the absence. **Absence during term time for holidays is, therefore, not considered an exceptional circumstance.** If you are requesting authorisation to attend a specific event please confirm the date of the event and your travel arrangements.

Absence for a bereavement of a **close family** member is usually considered an exceptional circumstance but for the funeral only, NOT extended leave. Families of students who need to travel for bereavement/illness of close family members MUST keep in contact and update the college regularly. The absence or part absence in certain circumstances may not be authorised if evidence is not received.

**Only the college and its’ Academy Committee have the discretion to authorise any absence in a college year.**

The college has the right to take into consideration any others factors as deemed appropriate on application.

If the family choose to take the leave without authorisation, they must accept it will be recorded as unauthorised absence. Unauthorised absence is carefully monitored and leave of absence taken without authorisation may result in a fixed penalty fine of up to £120 per student for each responsible adult.

If the leave is authorised the student must return within the agreed leave period. The college has the right to delete the student from the admission register if the student does not return within the agreed time. The parents/carers may also be issued with a penalty notice for the unauthorised period of absence. Re-admission to college cannot be guaranteed.

**How Bishop Milner Catholic College promotes good attendance**

1. Using the college planner, parent evenings, student reviews and home - college agreements to engage parents/carers.
2. Using the college Newsletter / website to notify parents about attendance matters.
3. Report to you termly on how your child is performing in college, what their attendance and punctuality rate is and how this relates to their attainments.
4. Communicating clearly with parents and students about the consequences of absence and truancy.
5. Reminding parents of their legal obligations and the potential sanctions e.g. Penalty Notices.
6. Promoting positive staff attitudes to students returning after absence and making arrangements for students to catch up work that they have missed through absence.
7. Providing work during periods of absence due to illness or exclusion.
8. Supporting the work of other agencies such as Home and Hospital Services to support the student.

**Rewards**

1. The college celebrates and rewards good attendance through the college’s Celebration Newsletter.
2. 100% attendance is rewarded with a certificate at the end of each half term. Students with a 100% attendance for full academic year receive a gift voucher and a certificate at the college's annual Awards Presentation.
3. The Tutor Group and House with the highest attendance each term are rewarded with treats and a certificate. The winning House is also presented with the Attendance Trophy for the coming term.

**Roles and Responsibilities**

**Students**

1. To attend college every day regularly and punctually, unless they are ill or have an authorised absence.
2. To arrive in college by 9.00am and Period 5 by 2.20pm
3. Those students who arrive after 9.00am are to report to reception where they will be given a late mark. Students who arrive to Period 5 after 2.20pm will also be given a late mark.
4. Students arriving late to college will be given a detention.
5. To sign out at the office when leaving the site for approved appointments. Appointment letters/cards must be produced in order to approve an appointment during the college day. Students will not be released without college receiving a form of notification for the appointment.

**Parent/ Carer**

1. To ensure their child has excellent attendance, punctually, properly equipped and in a fit condition to learn.
2. To notify the college by 10.00am on the first day of absence/attendance at an appointment and give the specific reason.
3. To discuss planned absences with the college in advance and seek the appropriate leave of absence by placing the request in writing to the Principal at least 2 weeks prior to the leave.
4. To take their family holidays in the college holiday periods.
5. To make non-urgent medical/dental/optician appointments outside college times, wherever possible. If appointments are attended during the college day, students must return to college after their appointment time.
6. Appointment letters/cards must be produced in order to approve an appointment during the college day. Students will not be released without college having a form of notification for the appointment.
7. To provide the college with a telephone number on which they can be contacted. If a parent does not supply this information and the college has concerns, they may contact Social Services and/or the Police.

**These responsibilities will be included in the Home - College Agreement.**

**Form Tutor and Teaching Staff**

1. All members of staff are responsible for keeping an accurate attendance register and update codes.
2. The Form tutor is responsible for ensuring the morning register is marked before 9.15am. The Period 5 teacher is responsible for ensuring the afternoon register is marked at 2.20pm.
3. Form Tutor to mark a student as late and issue a detention if they arrive after 9.00am and Period 5 teacher if students arrive after 2.20pm.
4. To praise students for good attendance and punctuality.
5. To take action, through discussion with students, use of detentions for students to make up the time, phone calls home and referral to the Head of Year when students are late.
6. To monitor student absence/ punctuality and communicate any concerns or underlying problems that might account for a students' absence to Pastoral Co-ordinators/Attendance Officer.

**College Management**

1. The Principal will set clear and challenging attendance targets as part of college self review.
2. The Assistant Principal will be responsible for the strategic management of the attendance agenda and for reporting absence to the DFE, intervening early when individual student absence gives cause for concern.
3. The Attendance Officer will work with the Local Authority, Education Support Service and other appropriate agencies in order to support the attendance agenda.