

Earlscliffe (Earlscliffe Ltd)

Policy: Attendance and Punctuality Policy

Member of SLT responsible: Assistant Head Pastoral (Title not name)

Date of review: November 2023

Date of next review: November 2024 (November of following school year)

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PRINCIPLES

- Every student has a fundamental right to be educated.
- Parents and teachers have a duty to ensure maximum attendance at the College.
- The College keeps attendance registers in conjunction with the Educational (Student Registration) (England) regulations 2006.
- The attendance register is relevant to all students of compulsory college age and is extended to the Sixth Form.

AIMS

- To support maximum student attendance through affirming the necessity of high attendance rates.
- To encourage students to take full advantage of their educational opportunities by attending College consistently.
- To recognise the external factors which influence student attendance and work in partnership with house managers parents to address any difficulties.

OBJECTIVES

- To monitor attendance and punctuality of students and raise awareness of problems at an early stage and work proactively to resolve any personal / social difficulties with the help of external services if necessary.
- To provide an effective and efficient system for the monitoring of attendance.
- To ensure as far as possible the health and safety of students in our care.

This policy applies to all members of our college community, including boarders.

Earlscliffe is fully committed to ensuring that the application of this Attendance and Punctuality policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the college's Equal Opportunity Policy document. This Policy complies with the 1996 Education Act, the Education (Student Registration) Regulations 2006 and the Education (Student Registration) (England) Regulations 2013.

Earlscliffe seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main college office and includes the Missing Students Policy.

This document is reviewed annually by the Assistant Head Pastoral or as events or legislation change requires. The next scheduled date for review is November 2023

EXPECTATIONS OF STUDENTS

Students are expected to attend college every day, when college is in session, as long as they are fit and healthy enough to do so.

Students should:

- Attend all lessons and all relevant activities when at college.
- Students are expected to be punctual and arrive at lessons on time particularly those which come after a break / lunch.
- Students are expected to be ready to learn and organised with the right equipment.

- Students are expected to follow the protocols in place for late arrival and for breaches of those can expect sanctions in line with the college's behavioural policy.
- Students, who stay away from college for a longer period will need to provide proof of illness, sickness or other causes of absence, along with documentation that they are fit to continue their education in the boarding environment.

Procedures for Registration and Monitoring

If a student is present in Group Tutor at registration, mark them present on iSAMS.

If a student is absent and you have not had confirmation from a parent or reception of the reason for this, they should be marked **absent**.

If you have had confirmation from a parent or Reception that a student is away from college with the explicit permission of the Head, they should be marked as an **authorised absence** with a note to clarify what confirmation has been received.

Where a student is away for a specific reason – e.g. a college trip or medical appointment, you should use the relevant national registration codes – see below:

C - Other Authorised Circumstances
 U - Late (After Registers Closed)
 I - Illness
 V - Educational Visit or Trip
 M - Medical / Dental Appointments
 - - Other
 - - Unknown
 R - Religious Observance
 H - Family Holiday (Agreed by the Head)
 S - Study Leave
 E - Excluded
 W - Work Experience
 P - Approved Sporting Activity
 J - Interview
 G - Family Holiday (NOT Agreed by the Head)
 F - Extended Family Holiday (Agreed)
 B - Educated Off Site
 X - Non-Compulsory School Age Absence
 D - Dual Registration
 T - Traveller Absence
 Y - Enforced Closure
 Z - Pupil Not Yet On Roll
 # - School Closed to Pupils
 O - Unauthorised Absence
 N - No Reason Yet Provided For Absence
 Q - Internal Exam

Basic guidelines

- **At this stage of registration no student should be marked as unauthorised absence**
- **Other students' explanation should never be accepted for a classmate's absence**
- **Each student should be marked and the 'SELECT' button should not be left on "other".**

Day Students

In the case of an unexpected absence parents should notify the College (tel 01303 253951) before 10.00 am on the day of absence. The College makes a daily record of student absences, and we telephone parents of any student whose absence is not accounted for by 10.00 am. If telephone contact cannot be made, then contact will be made by some other means, for example email, the aim being to alert parents as soon as possible to any unexplained absence.

If day students are absent for sickness / medical reasons, parents should notify the Deputy Head by letter / email, before or after the absence as appropriate.

Students arriving late, for whatever reason, should see the Deputy Head immediately.

Students with authorised out-of-college appointments during the course of the day should, on departure and return, sign the Signing Out Book, on Reception.

Boarding students

Boarding students are cared for by the House pastoral staff. Together, these members of staff take responsibility for boarding students during term time.

If a boarding student is unable to be present in school because of sickness, the parents should telephone or e-mail to notify the House Manager. All sickness / medical absences should be confirmed in writing and addressed to the House Manager. House staff immediately notify the college Nurse and Deputy Head of the absences of any boarding students.

Lateness and absence

Any student who is late should be registered upon arrival at the classroom – the attendance register should indicate **Late**.

Absences will be investigated by the Exams Officer . When there is a satisfactory explanation, the Exams Officer will change the **absence** to **authorised absence** with a note to this effect on the register. When the student is missing a **Registration Alert** will be sent out through iSAMS. See section concerning missing students.

Following up patterns of poor attendance and punctuality

Attendance data will be regularly monitored by the Deputy Head and members of the College's Pastoral Team. Together, they will identify any patterns of poor attendance and punctuality and will actively seek to address and resolve the situation with pupils and parents.

Lateness is sanctioned with strikes and the number of strikes given is strictly monitored.

NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly, and
- Deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the student lives.

Electronic Registration is completed at given times daily in accordance with statutory requirements, once by tutors in the morning at 0830, at the beginning of every lesson (30 min. window) and in the evening by House Managers / cover at 1930 on Sun-Fri and at 2000. The formal teaching day ends at 4.30 pm, although students may remain later to take part in extra-curricular activities and extra academic coaching, attendance is registered at all activities.

Registers are retained electronically for six years.

The college will support parents by providing work as and when appropriate for a student who is on long term absence from college due to medical reasons. The college also ensures that work is available via the MyHomeWork app for students unable to attend due to inclement weather / transport difficulties.

Registration is operated through the college's database, iSAMS, which contains all necessary information relating to each student.

Term dates

All parents are required to adhere to the college's published school holiday dates so that students are not hindered by unnecessary absence from playing their part in both the academic and the community life of the college. Each year's Term Dates and Fees list, published on the College website, gives dates for the coming year. Parents are expected to book flights and other arrangements in good time to coincide with term dates.

The College strongly discourage parents from taking their children out of college for holidays as this will very seldom be in the student's best interests. However, if a family plans to go on holiday during term time, they should write to the Head Teacher requesting permission to take their child out of college. The College could only authorise a maximum of two weeks' absence for family holidays in one academic year. Absences for family holidays over and above this amount will count as unauthorised absences.

The Deputy Head is responsible for ensuring that the registers are kept and maintained properly.

Half-term arrangements

Boarding students normally return to parents or guardians at half term holidays and for main school holidays. If, instead of returning home or to a guardian, a boarding student is to have alternative arrangements, for example a visit to a family friend, then parents are asked to submit a formal written request for this to the House Manager who will pass this to the Head for approval. It is a requirement that the precise whereabouts in the United Kingdom of Tier IV sponsored students under an Earlscliffe-sponsored Confirmation of Acceptance of Studies (CAS) are known at all times to the College.

If a boarding pupil wishes to stay in his / her accommodation at half-term periods, then parents / guardian must inform the House Manager of this at least 14 days beforehand, stating the dates of stay required. Students may not come and go using the College as a 'bed-and-breakfast service' during such times. The College reserves the right to close its student accommodation during these periods.

Request for absence

Requests for absence for other than sickness / medical reasons should be addressed in writing to the Deputy Head, who will write in response to confirm arrangements.

Weekend leave requests for boarding students

Weekend leave requests should be submitted 5 days before planned departure to the Head Teacher or Head of Pastoral Care. Parents / guardians should use Weekend Leave form where all the relevant details of the leave is given. The request will be authorised if all parties agree that the leave is in the best interest of the student and the student will be properly cared for and safe. It is a requirement that the precise whereabouts in the United Kingdom of students with visas is known at all times to the College.

Tier 4 Sponsored Students' Attendance

Earlscliffe will monitor the attendance of any student who is on the College roll under an Earlscliffe-sponsored Confirmation of Acceptance of Studies (CAS), in line with the provisions of this Policy, save that Earlscliffe will always notify UKVI if the attendance rate of any such student falls below 80% for the academic year. In addition, the procedures for poor attendance above shall be amended so that for any students with attendance below 85% for the academic year, in addition to the meeting with parents / carers, there will be a formal review with the Head Teacher which will include a review of the student's place at Earlscliffe, in accordance with Earlscliffe's Terms and Conditions.

Earlscliffe will always report the absence of a student on its roll under an Earlscliffe-sponsored CAS in line with the requirement of UKVI – this means that the College will always notify the Home Office if any such student has 10 consecutive days of unauthorised absences.

MISSING STUDENT- if a student goes missing from school or boarding follow the schools Missing Student Policy

[Missing student policy](#)