

Attendance & Punctuality Policy and Protocols (T15)

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A Rationale of the Policy

A.1 Attendance at lessons is crucial in supporting students to their highest possible achievement. There is a direct correlation between good attendance and student achievement rates, whilst poor attendance and poor punctuality disadvantages students. Being in all lessons and arriving on time is an integral part of the College culture and is a key skill that employers look for.

A.2 Attendance and punctuality are closely monitored. Students with good attendance and punctuality will be praised, whilst appropriate actions will be taken with students with poor attendance, or poor punctuality.

A.3 Teachers and Academic Coaches will record attendance on the register for all timetabled lessons, Coaching sessions and Supervised Study periods. The expectation is that registers are completed within the first fifteen minutes of the lesson/session so live attendance information is available via Arbor.

A.4 This policy sets out the College-wide protocols for recording, measuring, monitoring and improving attendance and punctuality. New staff and students will be introduced to the policy and protocols when they start at the College. Existing staff will be reminded of the policy and protocols at the start of each academic year.

B Expectations regarding Attendance and Punctuality

B.1 Attendance

B.1.1 Students are expected to attend all lessons, arriving at the times designated on their timetable, and fully prepared to begin work at the start of the lesson. Students should not make routine appointments (e.g. dentist, doctor or optician) during College time.

B.1.2 Persistent poor attendance, without valid reason, or poor punctuality will be treated as a negative behaviour management incident.

B.2 Punctuality

All students are expected to be on time for lessons. If an unavoidable lateness arises, the following procedure applies:

- If the door is closed, the student should knock once and wait; he/she will be allowed in at a convenient point so that the learning of the rest of the class is not affected;
- If the door is open, the student should wait at the door until the teacher signals to them to enter the classroom
- The student should be prepared to start work as soon as they are admitted to the classroom;
- The student should be directed to a specific seat and given an appropriate task;
- Students will be asked, at an appropriate point in the lesson either to explain the reasons for lateness or to complete a Late Slip to record the reason for lateness.
- There should be a discussion with students who are late too often and details logged on Arbor under Communications and Notes (logged as a meeting)
- Teachers/coaches should mark the registers accordingly – Late with the number of minutes a student is late. This is important as it allows us to take action with students who are perpetually late, and to report centrally on lateness.

B.3 Holidays in term time

The clear expectation is that no holidays are taken in term time. If a student indicates that they are considering this, they should be advised that:

- The College does not authorise absences of this nature and that they will be marked as absent
- If the student is still adamant about taking time out, they should be directed to write to the Principal at least six weeks in advance of the period of absence. The Principal will reiterate that the College does not authorise term time holidays as educational research has shown that any absence has a detrimental effect on a student and could result in them failing to make the progress they should. The Principal will also make it clear that it is the responsibility of the parent/guardian/student to make sure that they catch up on all the missed work and that they submit any homework, assessments or other work that has been set.

C Student Absence

C.1 All students should endeavour to attend all lessons and other directed commitments. If an unavoidable absence arises, the following procedure applies:

- Either the student or parent should inform the College on the first day of absence via the College website (Student Zone: Report an absence) giving the reason and an indication of the length of absence. If the student or parent is

unable to access the website, they should contact the College Reception on 0121 704 2581.

- For unavoidable appointments during the College day, written confirmation must be provided to the Academic Coach.
- If a student leaves the College premises for any reason, (e.g. feeling unwell) he/she must sign out on the College website (Student Zone: Report an absence)

C.2 Challenging the reason for absence

C.2.1 The College may challenge the reasons for absence or seek additional evidence if there are concerns regarding attendance. Medical evidence may be requested when:

- attendance is less than 85%;
- there are frequent odd days absence due to reported illness;
- there is a pattern of non-attendance, (the same lessons or days are missed regularly);
- the same reasons for absence are frequently repeated.

C.2.2 Where there is a particular medical problem, the College will need evidence to agree the best way forward. Medical letters and notes may be uploaded on to Arbor or CPOMS. In serious cases, the Fitness to Study Policy may be used to determine the best course of action.

D **Monitoring and Reporting Attendance**

D.1 Daily

Teachers have the primary responsibility for attendance of students in their classes and will note missed lessons, poor attendance and patterns of non-attendance. Students will be challenged about non-attendance and poor punctuality (see Actions to Improve Attendance section). Academic Coaches also monitor student attendance and non-attendance across all a student's subjects and poor attendance or poor punctuality will be challenged.

- Reminders of unmarked and incomplete registers will be sent to teachers. These are automated by Arbor. Staff are expected to complete them at the earliest opportunity.

D.2 Ongoing

- Lists of classes and students with low attendance are available to Curriculum Leaders and Assistant Principals. These will be regularly monitored in team meetings and appropriate actions agreed.
- Lists of students whose attendance is below 90% in the previous week are available to Academic Coaches, Progress Managers and Assistant Principals. These will be monitored at the weekly meeting and appropriate actions agreed.
- Lists of all students' attendance, are available to all Staff. Academic Coaches, Progress Managers, Assistant Principals and Curriculum Leaders

will monitor student attendance at their weekly meetings and appropriate actions agreed.

D.3 Live data dashboard

A live data dashboard is available to all staff. The dashboards for assessment, behaviour and attendance are currently under development for all timetabled commitments (by subject, enrichments and coaching sets).

D.4 Half-termly

Automatically generated letters/emails will be sent to parents of students whose attendance has been below 85% during a half term period no matter what the reason.

D.5 Termly

A report analysing attendance (by month, course type, gender and ethnicity) is produced four times a year for SLT and the local governing body

E Actions to improve Attendance and Punctuality

E.1 Class teachers have prime responsibility for monitoring attendance, punctuality and challenging non-attendance of students in their classes:

- If a student has poor attendance or punctuality the teacher should speak with the student and verbally challenge and reprimand them;
- A teacher should not post more than two negative behaviour incidents about attendance or punctuality without moving to the formal intervention process.
- The teacher should add the student to an intervention group and log the FI.
- Teachers may contact home;
- Where issues are identified across the board by an Academic Coach, they should liaise with the subject teacher(s) and Curriculum Leader(s). They should arrange a 1:1 with the student, commence the formal intervention process and contact parents. (add to an intervention group and log the FI)
- Where a student still fails to improve attendance or timekeeping, the next step of the student behaviour policy should be triggered. The teacher should liaise with the Curriculum Leader/Assistant Curriculum Leader/Lead IV and the Academic Coach with the Progress Manager as appropriate. The student may then be placed on a Middle Leader Formal Intervention (MLI).
- If there is still no improvement in the students' attendance/time-keeping the student may be placed on a Senior Leader Behaviour Contract (stage 4 of the Behaviour Policy). The highest level of the process is the Disciplinary Panel (Stage 5).

E.1.1 Contacting home

During the first two weeks of teaching, any Year 12 student missing a lesson is phoned at home. In the first two weeks, the phone calls to Year 12 students are made centrally. After this, the responsibility for phoning passes to the class teacher, or where there are concerns across subjects, the Academic Coach. Please ensure that communication with Parents is recorded on the student's Arbor record.

E.1.2 Returning after an absence

When a student has been absent for over one week without reporting it, the Academic Coach will conduct a return to College and record the key points and agreed outcomes on Arbor.

E.1.3 Involvement of Education Welfare Officers (EWOs)

Referrals for persistent absentees and students with insufficiently explained absences, can be made to the EWOs via attendanceteam@solihullsfc.ac.uk. EWOs will either make contact with students here at College and/or go to their homes.

E.2 Rewarding good attendance

- Students who achieve 100% attendance during a term will receive an Attendance Certificate. Students who achieve 100% attendance during two terms, i.e. autumn and spring terms in any one year, will receive an Attendance Certificate and will be awarded a Commendation from the Principal.

There are only three marks that a Teacher or Academic Coach should put on a register: Present, Absent or Late (along with the number of minutes late).

Students report their absences via the College website. These are picked up by attendanceteam@solihullsfsc.ac.uk who then select the relevant Arbor code and copy in the student's reason for absence. Attendance marks entered by the attendance team should not be overridden.

The marks that you may see on a register are as follows:

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
J	Interview	At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.

M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	Where possible, use one of the other codes to enable reporting on your Covid-19 Dashboard. This code can be used for illness not covered by the codes above.
I01	Illness	This code maps to the statutory mark of I. Students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.

X	Non-statutory school age absence or covid-related absence	Where possible, use one of the other codes to enable reporting on your Covid-19 Dashboard. This code can also be used for any covid-related absences not covered by the codes below (after confirming with the DfE).
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.
X01	Non-compulsory school-age pupil not required to be in school	This code maps to the statutory mark of X. Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
X02	Self-isolating COVID-19 symptoms	This code maps to the statutory mark of X. Students self-isolating because they have symptoms of coronavirus but they have not yet had a positive test.
X05	Quarantine requirement	This code maps to the statutory mark of X. Student required to be in quarantine on arrival in, or return to, the UK.
X06	Shielding	This code maps to the statutory mark of X. Students who have been identified as clinically vulnerable and advised that they should not attend school.
X07	Government attendance restrictions	This code maps to the statutory mark of X. To be used for national restrictions to education settings in line with Government advice.
X08	Advised by Public Health Directors not to attend school	To be used for local restrictions to education settings in line with advice from Directors of Public Health.
X09	NHS test and trace required self-isolation	The student is required to self-isolate due to contact with a confirmed case, by NHS test and trace.



ATTENDANCE & PUNCTUALITY PROTOCOL Student Lateness Policy

- **You are late if the lesson has already started**
- If the door is closed, knock **once** and wait. The teacher will let you in at a convenient point so that the learning of the rest of the class is not affected.
- If the door is open, wait at the entrance until the teacher signals you to enter
- Get your books, folder and pens ready whilst you are waiting to be seen.

- Sit where the teacher **directs** you to sit which is likely to be at a seat close to the door.
- At an appropriate time in the lesson, you will be asked by your Teacher or Academic Coach either to explain your lateness or to complete a **Late Slip** to record the reason for lateness.
- If group work has started, you may be expected to work alone and given a different task to do.
- You will be expected to work independently to catch up on any work missed.
- Poor punctuality (3 late marks) will result in a **Formal Intervention**.

LATENESS SLIP

Date	
Your Name	
Name of your Academic Coach	
Lesson (subject)	
Lesson start time	
Your arrival time	
Reason for lateness	
Signed: Student	
Signed: Teacher	