

## **Attendance & Punctuality Policy and Protocols (T15)**

Originator	Janice Hamilton
Approved	SLT September 2022
Issue Date	September 2022.
Review Date	September 2023

### **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. Students are expected to maintain a minimum of 97% attendance.

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 issue.

## 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 as a negative behaviour incident or an FI if poor punctuality persists.
- 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.
- The student should have a return to College interview with their coach within a week of their return.

## **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, and every subsequent day of absence, via the College website (Student Zone: Report an absence) giving a full reason. 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 which results in them missing a lesson on that day, (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 should be forwarded to the Attendance Team. 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 Academic Coaching and poor attendance or poor punctuality will be challenged.

- Reminders of unmarked and incomplete registers will be sent to teachers by the Attendance Team via Arbor half an hour into the lesson. Staff are expected to complete them at the earliest opportunity.

- Speed of completion of registers is important to enable the Attendance Team to make first day non-attendance calls.

- The Attendance team check all reported absences and call home when further clarification is needed.
- Registers should be amended for late arrivals by the end of each lesson to avoid multiple emails being sent out to parents.

#### D.2 Ongoing – Live data dashboard

- Lists of all students' attendance, are available to all Staff on Arbor. Curriculum Leaders, Academic Coaches, Progress Managers, Assistant Principals and Curriculum Leaders will monitor student attendance at their weekly meetings and appropriate actions agreed.

#### D.3 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.4 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 three negative behaviour incidents about attendance or punctuality without moving to the formal intervention process.
- Teachers/Academic Coaches should email parents/carers via Arbor if a student is placed on an FI relating to attendance/punctuality issues.
- 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.
- 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 contact 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 interview 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@solihullsc.ac.uk](mailto:attendanceteam@solihullsc.ac.uk). EWOs will either make a phone call and/or go to their homes as appropriate.

### 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.

## ATTENDANCE & PUNCTUALITY PROTOCOL Notes on Register Marks

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 the Attendance Team who then select and input the relevant Arbor code. 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.
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.
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.
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.
This code is not counted so will not affect attendance figures.		
X	Not required (non-compulsory school age)	Used for when students are not required in a class or subject intervention session. If this applies to all students e.g. no lesson on the Friday afternoon before open day, it will be centrally input.

## 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	