

# Attendance & Punctuality Policy

## Shooters Hill Sixth Form College HR Review September 2016

Adopted and ratified by the Governing Body on:	<b>September 2016</b>
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Accountability:	<b>Governing Body</b>
Responsibility:	<b>Governing Body</b>

## Shooters Hill Sixth Form College

### Attendance and Punctuality Policy

#### Introduction:

For our students to gain the greatest benefit from their education it is vital that they attend college regularly and punctually and this policy sets out how we, together, will achieve this.

In order for any attendance and punctuality policy to be effective it must be consistently applied throughout the whole college, by its staff, students and parents.

#### Why regular attendance is so important:

Any absence affects the pattern of a student's education and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines which may affect the learning of others in the same class.

Research has shown that regular attendance and good punctuality are key factors in students achieving their full potential at college. For every drop in 10% attendance there is an average drop of one grade at GCSE.

To ensure that all students achieve to their full potential, the expected minimum attendance level at Shooters Hill 6<sup>th</sup> form college is 95% and regular, punctual attendance is vital, so that teachers can support students to achieve to the best of their ability

#### EVERY COLLEGE DAY COUNTS

Although being absent cannot always be helped as we all do become ill from time to time, please take a look at the table below which highlights the importance of regular attendance.

<b>365 DAYS IN A YEAR</b>	<b>190 SCHOOL DAYS IN TOTAL</b>	<b>ABSENCE</b>
100% attendance	190 days	0
95% attendance	180 days	2 weeks
90% attendance	171 days	4 weeks
85% attendance	161 days	6 weeks
80% attendance	152 days	More than half a term
75% attendance	143 days	9 + weeks

**Promoting regular attendance:**

Helping to create a pattern of regular attendance at college is everybody's responsibility; all members of school staff students and parents / carers.

**Safeguarding**

Effective attendance procedures are integral to ensuring all students are kept safe. A student may be at risk of harm if he/she does not attend college regularly. Safeguarding the interest of each student is everyone's responsibility and within the context of this college, promoting the welfare and life opportunities for each student encompasses:- Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying.

Failing to attend this college on a regular basis will be considered as a safeguarding concern.

**Understanding types of absence**

Every half-day absence from college has to be classified by the college, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, emergencies or other unavoidable causes.

Unauthorised absences are those which the college does not consider reasonable and for which no "leave" has been authorised. This includes:

- Parents/carers keeping students away from college unnecessarily
- absences which have never been properly explained or evidenced
- students who arrive at college too late to get a mark
- shopping, looking after other children or birthdays
- day trips, holidays or overseas trips in term time

Whilst any student may be absent from school because they are ill, sometimes students can be reluctant to attend college. Any problems with regular attendance are best resolved between the college, the parents and the student. If a student is reluctant to attend, good communication with the college will assist in resolving the issue.

### **Absence during term time**

Holidays or overseas trip absences in term time will affect a student's learning as much as any other absence and we expect parents to assist by not taking students out of college during term time. Due to the detrimental effect on a student's learning caused by this, **we do not authorise any holidays/overseas trips in term time.** There is **no** automatic entitlement in law to time off college to go on holiday/overseas trip.

### **Persistent Absenteeism (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and the issue needs to be addressed.

The college closely monitors all attendance. Any student who is, or is likely to become a PS is given priority and parents/carers will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral/ attendance system and we also combine this with academic support where absence affects attainment. All of our PA students and their parents are subject to an Intervention Plan and individual incentive programmes. All PA cases are also automatically made known to the Attendance Advisory Officer, who will work with the student and parent / carer to improve attendance.

### **Lateness:**

Poor punctuality is not acceptable. If a student misses the start of the day they will miss important work. Late arriving students also disrupt lessons

### **How the college manages poor punctuality**

The College day starts at 9am and we expect students to be in lessons at that time.

Registers are marked at the beginning of a lesson therefore a student will receive a late mark if they are not in by that time.

At **9am** every day the college operates a Late through the Gate system and students are required to attend catch up sessions at the end of the college day if they are registered as late.

If a student has persistent poor punctuality, the student and their parent/carers will be asked to meet with the Pastoral Manager and/or Attendance Officer to resolve the problem, but the College can be approached at any time if a student is experiencing problems getting to college on time.

## EVERY MINUTE COUNTS

<b>Lateness = Lost Learning</b>	
(figures below are calculated over a school year)	
5 mins late each day	3 days lost
10 mins late each day	6.5 days lost
15 mins late each day	10 days lost
20 mins late each day	13 days lost
30 mins late each day	19 days lost

### **School targets, projects and special initiatives:**

The college has targets to improve attendance and punctuality and each student has an important part to play in meeting these targets.

The minimum level of attendance and punctuality for the college is 95% attendance and students will be updated regularly about how their attendance and punctuality compares.

The college is striving to achieve better than the national figure of 90% as it recognises that good attendance is the key to successful education.

Through the college year the college will monitor absences and punctuality to highlight where improvements need to be made.

### **Child Missing Education (CME)**

The attendance procedures are crucial to ensuring the safety of all students. When a student has been absent for 20 consecutive days without good reason the college has a legal obligation to report the child as missing education (CME) to the relevant local authority. In accordance with DFE regulations the student may be removed from the college roll.

**Summary:**

The college has a legal duty to ensure procedures are in place to support good attendance and punctuality. All college staff are committed to working with students and parents as the best way to ensure as high a level of attendance as possible and that every student's welfare and life opportunities are promoted.