

CHURCHILL COMMUNITY COLLEGE

ATTENDANCE AND REGISTRATION POLICY

Background to the policy:

Good attendance is central to raising standards in education and ensuring that all students can fulfil their potential. Absence leaves children vulnerable to falling behind and students with poor attendance tend to achieve less well.

The law requires schools to have an admissions register and an attendance register, all students must be on both. The admissions register needs to contain details of every student, along with the date of admission, information about parents / carers and details of the last school attended. The governing body are responsible for making sure that an attendance register is kept. (Education Act 1996)

The attendance register must be taken at the start of each morning session and once during each afternoon session and must show whether each student registered at the College is present, attending an approved educational activity such as a trip, or absent. The attendance register must indicate whether the absence of a student of compulsory age was authorised or unauthorised. Only the College can authorise absence, parents do not have this power. The College should make sure that parents are aware of their responsibility for ensuring their child attends College regularly.

Churchill Community College operates an electronic registration system on Sims. Registers are printed monthly and kept in annual volumes after the end of each academic year.

This policy applies to: All staff and students

The policy came in effect: September 2004
Revised July 2007
Revised October 2013
Revised April 2015

Registration is operated as follows:

The bell for registration sounds at 8:55am in the morning for tutor period/assembly and at 1.35pm in the afternoons for the start of period 5. We expect students to be in College 10 minutes before the bell.

When the morning bell sounds, the students make their way promptly to their tutor room for registration, unless it is a day when they have assembly, in which case they should go directly to the Hall and sit down in their tutor group seats. At the end of registration they go promptly to their first lesson. Staff are expected to attend assemblies with their tutor group. When the afternoon bell sounds, students make their way to period 5 where registration takes place.

The following codes are used to categorise absences (see Appendix 1). All codes will be entered by the attendance team other than these codes to be used by teachers and support staff:

- / to show present
- N to show absence
- L to show late (followed by the number of mins late)
- Q for non participation in PE

Attendance Monitoring Procedures**Monitoring Attendance and Punctuality for all Lessons**

All teachers are expected to complete a SIMS register within 10 minutes of the start of every lesson they teach. Every student on the class register should be marked either present (/) or absent (N). If a student arrives late to the lesson, the teacher must amend the register with L and enter the number of minutes the student is late.

Rewarding Good Attendance/Sanctioning Poor Attendance

Every half term we reward students with good attendance by giving them SIMS points, in line with the whole college rewards policy:

- Students receive 30 points for each half term that they have 100% attendance
- Students with 100% from September to Easter receive an additional 50 points
- Students receive 15 points for each half term that they have 95% attendance or better

- Students lose 30 points if their attendance is below 90% in a half term
- All students with 100% attendance in a half term are entered into a prize draw to win a cinema ticket worth £10.

In addition, for Sixth Form students:

- Attendance is rewarded with achievement badges
- Students with poor attendance (below 90% or regular absence within a half term) will be subject to "Return to College" interviews where attendance plans/contracts may be introduced. All paperwork, plans and contracts are shared with parents.
- Where student attendance does not improve following intervention students may be put in Attendance contract, which may result in their withdrawal from CCC Sixth Form
- Where absence is below 90% within a half-term students in receipt of Bursary will not receive payment for that half term.

Procedures when students are absent

1. The College operates a full First Day Response system to inform parents of absence. Every day either a telephone call is made (if parents can't be contacted by phone), a text or letter is sent to inform them that their child has been absent that day. On the second day of absence if parents cannot be contacted then a home visit is made by the Home School Liaison Visitor.
2. On a weekly basis, Learning Co-ordinators are given a printout of any student whose attendance is below 90% and the reasons for their absence. Each Learning Co-ordinator has a weekly meeting with the Attendance Manager to discuss individual students. The Attendance Team email tutors monthly with the attendance percentage of their registration group. They are encouraged to discuss the attendance with students. Tutors are asked to note any concerns and pass messages or absence notes to the Attendance Team who will amend the register and update SIMS
3. Students with attendance below 90% in the previous academic year are placed on an attendance focus group. Parents are texted fortnightly with the student's attendance.
4. On a half termly basis, learning Co-ordinators each work with the Attendance Manager. In this meeting they
 - Identify students whose attendance falls below 90%
 - Look for trends and patterns of absence
 - Focus on strategies to work with individual students

Poor Punctuality: Dealing With Late Arrivals to College

Late arrivals to morning registration (between 8:55am and 9:15am) have their names recorded by the attendance staff. Three such incidents in a week trigger an email to Learning Coordinators (LC), a text to be sent home to parents and the students have a lunchtime detention. The lunchtime detention is organised by LC's. Three late marks the following week triggers another lunchtime detention and a call to parents informing them that if it continues they will be asked to attend a meeting. Four late marks means the student receives a longer detention and a meeting with parents arranged by Learning Coordinator.

For Sixth Form students poor punctuality sanctions are as follows:

Each week the top 10 worst offending students for poor punctuality lose Sims points and must attend a supervised lunchtime detention.

Re-integration of Students Following a Prolonged Period of Absence

Learning Co-ordinators put in the relevant support mechanisms for students to allow them to successfully return to College e.g. lift keys, inform staff that they can leave lessons 5 mins early to avoid busy corridors, etc. Specific requirements about students are shared at the weekly staff briefing or via the college e mail system.

Granting Leave of Absence for Holidays During Term-Time

The Headteacher does not authorise any holidays during term time.

Referring Cases to the LA

There is a clear protocol in place between the College and the EWO Service. Where College intervention fails to bring about an improvement in attendance, the Attendance Manager makes a referral to the Education Welfare Service for any cases they believe could be effectively dealt with by using the Fast-Track to Prosecution Framework. These procedures are initiated twice yearly, in October and January. The Fast track procedures will be used for students whose attendance falls below 85% after a 4 week monitoring period.

Parents and pupils will attend an interview with the Court Officer and they will be cautioned in accordance with the Police and Criminal Evidence Act 1984. After 6 weeks there must be an improvement. If there is no improvement on the 8th week the information is sent with a statement from the College to the court for summons. On week 12 there will be a court appearance.

Penalty notices will be sent when a student who has 10 sessions or more unauthorised absences over a 10 week period. If the student's attendance does not improve then a £65 fine is sent to parents.

Children at risk of missing education

We will inform the local authority about any students to be taken off the register e.g. if they are being home schooled, are in custody for more than 4 months, not attending school due to the distance they need to travel or have been permanently excluded.

This policy has been agreed by:

_____ (Date) _____

David Baldwin, Headteacher

_____ (Date) _____

Tracy Booth, Chair of Governors

_____ (Date) _____

NASUWT

_____ (Date) _____

UNISON

_____ (Date)

NUT

APPENDIX 1

/	Present	Present (AM)
\	Present	Present (PM)
B	Present	Educated off site
C	Authorised Absent	Exceptional Circumstances
D	Present	Dual Registration
E	Authorised Absent	Excluded
G	Unauthorised Absent	Family holiday - not agreed
H	Authorised Absent	Family holiday agreed - exceptional circumstances
I	Authorised Absent	Illness
J	Present	Interview
K	Present	Students attending SSC
L	Present	Late before registration closed
M	Authorised Absent	Medical/Dental
N	Unauthorised Absent	No reason yet provided
O	Unauthorised Absent	Unauthorised absence
P	Present	Approved sporting activity
Q	Present	Not active in PE
R	Authorised Absent	Religious observance
S	Authorised Absent	Study leave
T	Authorised Absent	Traveller absence
U	Unauthorised Absent	Late after registration closed
V	Present	Educational Visit
W	Present	Work Experience
X	Admin Code	Non-compulsory school age absence
Y	Admin Code	Enforced closure /student in custody
Z	Cancelled	Student no yet on roll

Notes on codes:

B Present	Approved educational activity such as field trip, sporting activity, theatre visit, work experience or alternative provision
C Absent	Leave of absence granted in exceptional circumstances