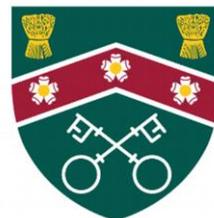


Norton College Attendance Policy



Date adopted: 28th January 2020

Next Review Date: January 2021

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1. Policy Statement and Principles

1.1 Policy aims and principles

We believe that in order to facilitate student's being **Ready, Respectful** and **Safe** good attendance is essential. Norton College aims to raise standards in education and to ensure that students achieve their full potential. We recognise that this aim is not possible if they do not regularly attend the college, or are persistently late. Students are expected to attend the college every day. It is the responsibility of parents to perform their legal duty by ensuring their children of compulsory college age who are registered at the college attend regularly and are punctual. The college endeavours to support parents and students in this. Attendance and punctuality issues can have a detrimental effect on the education that a student receives. Evidence shows that missing out on lessons leaves students vulnerable to falling behind and the tendency for them to achieve less than those students with a good attendance record.

We are committed to:

- Promote good attendance and reduce absence
- Ensure every student has access to an education
- Act early to address patterns of absence and poor punctuality

This policy is consistent with all other policies adopted by Norton College and is written in line with current legislation and guidance.

1.2 Complaints

All complaints are dealt with under the Norton College Complaints Policy & Procedure. Complaints should be made in writing and will follow the Norton College complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person. The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective If there are urgent concerns these should be raised to the Deputy Headteacher – Students Development and Ethos in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2.1 Key Personnel

Headteacher		Dr S. Carson
Contact Details	email	sca@nortoncollege.net
	Tel	
Deputy Headteacher – Student Development and Ethos		Mr B. Evans
Contact Details	email	be@nortoncollege.net
	Tel	
Assistant Headteacher - Pastoral		Mrs J. Waines
Contact Details	email	jwa@nortoncollege.net
	Tel	
Head of Attendance		Mrs J. Barber
Contact Details	email	jb@nortoncollege.net
	Tel	
Engagement and Attendance Officer		Mrs S. Gilbank
Contact Details	email	sg@nortoncollege.net
	Tel	

3. Key principles

Norton College will keep an admission register and attendance register. The contents of which includes all students, their personal details, the date of admission (or re-admission), information regarding parents and carers and details of the college last attended. The college will take the attendance register at the start of the first session of each college day and once during the second session. On each occasion we will record student attendance using the national codes. Students will not be marked present if they were not in during the period when the register is open. If there are any absences then we will follow these up in order to ascertain the reason and record the absence using the correct code on the register.

The college day starts at 8.50am. Students will receive a late mark if they are not in their mentor room by this time. Students will receive an unauthorised absence if they do not attend before 9.30am. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark for the morning session.

The afternoon registers are marked at 1.15pm (Period 4). Students will receive a late mark if they are not in their classroom by this time. The registers close at 2.00pm. If they receive a late mark they will receive a **-1 behaviour point**. If a student misses registration, they must sign in at reception. The Attendance Officer monitors anomalies between AM registration and Period 1 registration.

3.1 Definitions

A student is classed as absent if they arrival at Norton College after the register has closed or if they do not attend for any reason.

An authorised absence is:

- An absence for sickness for which the college has granted leave
- Medical or dental appointments which unavoidably fall during the college day for which the college has granted leave.
- Religious or cultural observances for which the college has granted leave
- An absence due to a family emergency

An unauthorised absence is defined as:

- Parents/carers keeping children from attending the college unnecessarily or without reason
- Truancy before or during the college day
- Absences which have never been properly explained
- Arrival at the college after the register has closed
- Day trips and holidays in term time which have not been agreed
- Leaving the college for no valid reason during the day

The college defines persistent absenteeism (PA) as missing 10% or more of college days across the year for whatever reason.

3.2 Absence procedures

It is the responsibility of the parents/carers to inform the college of a student absence and also to inform the college of any changes to contact details.

First Day Absence

When a student is absent we expect parents/carers to telephone the college before 9.00am on the first day of absence. If the college is not notified of a student absence, our automated telephone system (Truancy call) will send a message to the parent/carer.

Continued Absence

Parents/cares should contact the college and speak to the Attendance Officer if they believe their child might be absent for an extended period. Parents/carers should endeavour to contact college every day of absence to confirm they will be absent and when they are expected to be back in college.

Appointments

As far as possible, medical and dental appointments should be made outside of the college day. Where this is not possible, a note and appointment card should be sent to the college prior to the appointment. Students must attend the college before and after the appointment wherever possible. If the appointment requires the student to leave during the day, they must sign out at reception. The student must then sign back in at reception upon their return.

Religious Observations

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the College to approve the absence or grant leave of absence. Individual religions and their religious observance are too numerous to detail in this document. Parents should contact the college's Engagement Officer to request leave of absence for all religious observance. The college will authorise absences where a reasonable request is made.

Term time leave

We require parents to observe the term times of the college. The college will only authorise leave of absence during term time in exceptional circumstances. If the college grants a leave request we will determine the length of time that the student can be away from the college. We do not have the discretion to authorise holidays during term time. Any requests for leave, other than holidays, during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. If term time leave is not granted, taking a student out of the college will be recorded as an unauthorised absence and may attract sanctions such as a fixed penalty notice.

3.3 Intervention

The college recognises that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of students may be more at risk of poor attendance and will provide support and assistance wherever possible. Every time a student is absent, you will receive a call to ensure that all is well and that the student is ready to return to college. If they are not, this is an excellent opportunity to share your concerns. These calls will be made at the end of the day of absence or the morning after from 7:30 am. The idea is to aid communication and to further support your child, and remove any barriers to their return. Texts will continue to be sent to notify parents of any absences on the actual day of absence. We would also please ask you to continue to report any absences in the usual way.

Norton College also rewards students for their attendance and this is delivered through:

- Recognition points
- Hot Chocolate with the Doc
- Certificates and prizes in assembly
- Postcards half termly celebrating good or improved attendance
- Individual recognition and prizes in celebration assemblies
- Incentives e.g. as discounted tickets for the Year 11 Prom

We are aware of factors that may lower attendance that are out of the control of students and the college will take this into account when rewarding attendance offering time limited attendance recognition (e.g. half termly, termly) and recognising most improved attendance.

Parents/carers also have access to PARS Insight that reports live attendance information enabling them to monitor and intervene themselves to promote good attendance for their children.

Norton College also endeavours to offer a rich, broad and balanced curriculum to encourage good attendance along with a varied choice of extra-curricular activities for students. We recognise that if students enjoy college they are more likely to have good attendance.

The college's definition of good attendance is 97% and that is also the college target for attendance.

 <p>100% - 97% - Self Monitoring</p>	<p>Truancy call message sent on first day of absence if college has not received a message from parents/carer</p>
 <p>96% - 92% - Form Tutor Monitoring</p>	<p>Mentor supports mentees by having informal conversations about absence. This is logged on PARS. Medical evidence must be provided for absences.</p>
 <p>91%-85% - Pastoral Leader Monitoring</p>	<p>Attendance monitored by Pastoral Leader and attendance panel meeting arranged. Students placed on 10 day monitoring. Statutory attendance proceedings may started by the college. Home visits may also be carried out by school staff.</p>
 <p>85% or below - Senior Leadership monitoring</p>	<p>Possible fine "Fixed Penalty Notice" and parents/cares will be invited to a meeting involving the headteacher and/or governors leading to possible legal proceedings.</p>

Letters are sent to parents/carers when certain trigger points are reached (see appendix 1 for examples of these letters). The Absence Awareness Letter 1 will be sent as soon as attendance falls below 96%. A further Absence Awareness letter 2 will be sent as soon as attendance falls below 92%. As soon as absence falls below 90% an Absence Meeting Letter will be sent asking for a meeting in college as attendance below 90% is seen as persistent absence by the Department for Education and is therefore a serious issue.

4. Post 16

Norton College takes attendance in the Sixth Form very seriously and we acknowledge that good college attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework, social time and enrichment activities. Students are expected to attend every day even if they have no timetabled lessons that day. The college has specialist study areas, specialist staff, dedicated computer suites and extensive resources to support personal study in a purpose built block and consequently it is our belief that students will achieve more taking advantage of these resources every day.

Students will only be granted the privilege of studying at home in exceptional circumstances and, if authorised by the Head of Sixth Form, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 97% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment. The college will strive to provide a welcoming, caring environment, whereby each member of the college community feels wanted and secure. All college staff will work with students and their families to ensure each student attends college regularly and punctually.

4.1 Partnership

What the college expects of students:

- Attend regularly, on time and ready to learn
- Attend registration every day (registration time is 8.50-9.05am), assemblies and enrichment
- To sign in if they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending college
- Make every effort to make dental/medical appointments outside of college hours
- To sign out using their ID badge every time they intend leave the college site
- Complete an absence request form if they need to leave early or will be absent from college for a full/half day

What the college expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends college regularly, on time and prepared for the day
- To contact college on the first day their child is absent for any reason and then on all subsequent days if the student is unable to contact college him/herself.
- To avoid taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending college
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date

visible. Alternatively if none of the above are available a note, signed by the parent/carer, college explaining the reason for absence.

What parents/carers and pupils can expect from college

- A Sixth form education that is dependent upon regular attendance at college
- Promotion of good attendance and punctuality at Norton College Sixth Form, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers via telephone communication, email, PARS Insight and through parents' evenings.

Absences

Students should not miss lessons to:

- attend interviews, work or shifts and inductions for part-time work
- attend University and Employer Open Days where possible
- work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance
- to mind the house
- to look after siblings
- to go shopping
- Driving lessons or tests

Signing In and Out

It is a legal requirement that we know who is in the college building at all times. Students must make sure that they sign in each time they come to college then sign out each time they leave the building throughout the day. This can be done at the Sixth Form reception or at the college reception using their ID badge.

ATTENDANCE MATTERS

Good Attendance = achieving your full potential!

Concerning attendance = jeopardising your outcomes!

WORRYING attendance = limiting your future prospects!

100%	97%	96%	92%	91%	80%
190 days of education	185 days of education	182 days of education	174 days of education	172 days of education	152 days of education
0 days absent	5 days absent	8 days absent	16 days absent	18 days absent	38 days absent
GOOD	CONCERNING		WORRYING		
School must be informed each day of absence.	Medical evidence must be provided.		Statutory attendance proceedings		

Track your zone with your mentor each week!

Appendix 1

Attendance Awareness Letter 1

Dear «

Re: «chosen_forename» «chosen_surname» DOB: «date_of_birth» Tutor Group: «year_reg»

I am writing to make you aware of «chosen_forename»'s attendance level which is currently «percentage_attendance»%. This level of attendance is a concern. Please see the attached Attendance Certificate highlighting the number of absences.

Although we are aware of the reasons for «chosen_forename»'s absences as a college we have a duty to ensure you are also aware of the impact that these absences have had. Additionally it is hoped that you will support «chosen_forename» in improving the situation in the future wherever possible.

Good attendance is central to ensuring all pupils can fulfil their potential. The monitoring of pupil attendance levels and patterns is routine within the college therefore, if «chosen_forename»'s attendance continues to be a concern, showing no significant improvement from the date of this letter, we will contact you again.

Additionally, please note that this College adheres to the Local Authority Penalty Notice protocol regarding unauthorised absences.

Alternatively if you wish to discuss any aspect of «chosen_forename»'s attendance, please do not hesitate to contact me.

Yours sincerely

Pastoral Leader

Enc: Attendance Certificate re:

Attendance Awareness Letter 2

Dear «

Re: «chosen_forename» «chosen_surname» DOB: «date_of_birth» Tutor Group: «year_reg»

I am writing to make you aware of «chosen_forename»'s attendance level which is currently «percentage_attendance»%. This level of attendance is a serious concern as it is approaching the 90% threshold for a student to be classed as a persistent absentee (PA). Please see the attached Attendance Certificate highlighting the number of absences.

Although we are aware of the reasons for «chosen_forename»'s absences as a college we have a duty to ensure you are also aware of the impact that these absences have had. Additionally it is hoped that you will support «chosen_forename» in improving the situation in the future wherever possible.

Good attendance is central to ensuring all pupils can fulfil their potential. The monitoring of pupil attendance levels and patterns is routine within the college therefore, if «chosen_forename»'s attendance continues to be a concern, showing no significant improvement from the date of this letter, we will contact you again.

Additionally, please note that this College adheres to the Local Authority Penalty Notice protocol regarding unauthorised absences.

Alternatively if you wish to discuss any aspect of «chosen_forename»'s attendance, please do not hesitate to contact me.

Yours sincerely

Pastoral Leader

Enc: Attendance Certificate re:

Attendance Meeting Letter * the College has the discretion to move directly to the next stage if it is felt more appropriate.

Dear

Attendance Meeting

Re: «chosen_forename» «chosen_surname» DOB: «date_of_birth» Tutor Group: «year_reg»

Further to my letter dated (date), I write to inform you that there are further concerns regarding «chosen_forename»'s attendance. This level of attendance is a concern. Please see the attached Attendance Certificate highlighting the number of absences.

I would now like to meet with you to discuss how the situation can be improved. The aim of this discussion will be to support you and «chosen_forename» in the identification and removal of any difficulties or barriers that prevent regular attendance.

Additionally, please note that the College adheres to the Local Authority Penalty Notice protocol in respect of unauthorised absences.

(*Please delete where appropriate) *As per our recent telephone conversation I would like to confirm that a meeting has been arranged as below:

*I have attempted to make contact in order to arrange a meeting, however I would like to offer:

Date: Time: At Norton College

It is important that you and «chosen_forename» attend this meeting as a face to face discussion will provide the opportunity to work together on improving the situation.

If you are unable to attend, I would be grateful if you could make contact in order for the meeting to be rearranged for a mutually convenient time.

I look forward to meeting you.

Yours sincerely

Progress Leader/Engagement Officer

Enc: Attendance Certificate re:

Dear

Re: College Attendance Meeting «forename» «surname» DOB: «date_of_birth» Tutor Group:
«year_reg»

Further to previous communication regarding attendance concerns I am writing to advise you that «forename»'s attendance remains of concern. A copy of the Attendance Certificate is attached.

I am inviting you to a College Attendance Meeting.

Date: Time: Norton College

It is important that you and «forename» attend this meeting when we will discuss any issues which are impacting on «forename»'s attendance and agree an action plan to improve the situation.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at college.

If the reasons given for your child(ren)'s absence from the College are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely

Engagement Officer

Enc: Attendance Certificate re:

Appendix 2

DfE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS (adopted September 2006, and amended Feb 2013 and Sept 2015)

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site Educational Activity	Approved Education Activity	Counted as physically present
C	Leave of absence authorised by the school	Authorised absence	
D	Dual Registered – at another educational establishment	Not counted in possible attendances	
E	Excluded (no alternative provision made)	Authorised absence	
G	Family holiday (NOT authorised by the school or _____ days in excess of agreement)_____	Unauthorised absence	
H	Family holiday authorised by the school	Authorised absence	
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	
J	Interview	Approved Education Activity	Counted as physically present
L	Late (before registers closed)	Present	
M	Medical/Dental appointments	Authorised absence	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved supervised sporting activity	Approved Education Activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Gypsy, Roma and Traveller absence	Authorised absence	
U	Late (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved Education Activity	Counted as physically present
W	Work experience	Approved Education Activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances (Enforced Closure)	Not counted in possible attendances	
Z	Pupil not yet on admission register	Not counted in possible attendances	
#	Planned whole or partial school closure	Not counted in possible attendances	