



# Attendance Policy

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## Introduction

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across the college.

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many existing data protection rules and regulations that colleges, academies and other educational establishments adhered to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

We have a duty to ensure all learners attend college regularly in order for them to fulfil their potential as we believe that learners with poor attendance will achieve less.

We must promote good attendance, reduce absence and especially persistent absence. We must ensure every learner has access to full-time education to which they are entitled and to identify and address patterns of absence.

We encourage all parents to 'perform their legal duty by ensuring their children of compulsory college age who are registered at college attend regularly.'

We believe we conform with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every learner in the college, the date of admission or re-admission, information regarding parents/carers and details of the college attended'; and that learner attendance must be recorded.

We believe attendance registers are important for effective attendance management and providing evidence in the event of prosecution of parents under the Education Act 1996.

We wish to work closely with the Youth Participation Group and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that learners should be encouraged to form and to express their views.

We as a college community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of college life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this college to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this college.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To comply with current regulations that govern the admissions and attendance registers that we must keep.
- To ensure all learners attend college regularly in order for them to fulfil their potential.
- To promote good attendance, reduce absence and especially persistent absence.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other colleges and the local authority to share good practice in order to improve this policy.

## Role of the Directors

The Directors have:

- appointed an Office Manager, who is a member of the Senior Leadership Team and an Admin person who will be responsible for the day-to-day management of the attendance system;
- ensured that the Office Manager is line managed by a director who will oversee their management of attendance;
- delegated powers and responsibilities to the Senior Leadership Team to ensure all college personnel and visitors to the college are aware of and comply with this policy;
- responsibility to:
  - ensure every learner has access to full-time education
  - inform parents of their legal duty to ensure that their children of compulsory college age attend college regularly
  - promote good attendance, reduce absence and persistent absence
  - monitor patterns of absence and to respond accordingly to rectify any problems
  - enter learners on the admission register and attendance register from the beginning of the first day on which they start college
  - inform the local authority of any learner who is going to be deleted from the admission register
- responsibility for ensuring that the college complies with all Equalities legislation;
- made effective use of relevant research and information to improve this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- work in conjunction with the Senior Leadership Team to ensure all college personnel, learners and parents are aware of and comply with this policy;
- work closely with the Senior Leadership Team, Office Manager and the Admin staff;
- make effective use of relevant research and information to improve this policy;
- ensure this policy and other linked policies are up to date;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the Youth Participation Group in:

- determining this policy with the Directors;
  - discussing improvements to this policy during the college year;
  - organising surveys to gauge the thoughts of all learners;
  - reviewing the effectiveness of this policy with the Directors
- have expert knowledge of data protection law and practices;
  - inform the college and college personnel about their obligations to comply with the GDPR and other data protection laws;
  - ensure data management is strengthened and unified;
  - monitor compliance with the GDPR and other data protection laws;
  - manage internal data protection activities;
  - ensure risk and impact assessments are conducted in accordance with ICO guidance;
  - report data breaches within 72 hours;
  - ensure individuals have greater control over their personal data;
  - ensure that prior to the processing of an individual's data that:
    - the process is in line with ICO guidance;
    - the process is transparent;
    - the individual will be notified;
    - the notification is written in a form that is understandable to learners;
    - when sharing an individual's data to a third party outside of college that details for the sharing are clearly defined within the notifications.
  - share an individual's data where it is a legal requirement to provide such information;
  - process all written subject access requests from individuals within 40 days of receiving them;
  - have in place a formal contract or service level agreement with a chosen data processor who is GDPR compliant;
  - ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
  - train college personnel;
  - conduct audits.
  - be the first point of contact for supervisory authorities and for individuals whose data is processed;
  - keep up to date documentation of all data protection activities.
  - work closely with the Senior Leadership Team
  - annually discuss the success and development of this policy.

## Role of the Senior Leadership Team

The Senior Leadership Team will:

- ensure that everyone connected with the college is aware of this policy;
- attend training related to this policy;
- report to the Directors every term;
- annually report to the Directors on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with learners, college personnel and parents

## Role of the Office Manager

The Office Manager will:

- lead the development of this policy throughout the college;
- work closely with the Directors and Senior Leadership Team
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- follow up all absences to:
  - ascertain the reason;
  - ensure the learner is safe;
  - identify is authorised or not;
  - ascertain the correct code to use
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Directors on the success and development of this policy.

## Role of the Administration Staff

The Administration Staff are responsible for:

- monitoring learner attendance and will make contact with parents if the college has not been informed of their child's absence;
- ensuring the following procedure is carried out each day:
  - Collect registers by 9:10am once registration has been completed
  - Monitor registers;
  - Listen to absence calls and text messages;
  - Read emails from parents;
  - Make a list of absence learners without an explanation;
  - Double check the list before calling learners or parents/carers to establish the whereabouts of absent learners;
  - Contact absent learners at 9:15am using phone calls, then social media, emails and other forms of communication.
  - Contact parents/carers if they have not reported their child's absence by 9:30a.m;
  - If unable to make contact with parents/carers then call everyone on the contact list;
  - Leave voicemail and text messages in all cases;

- Use college intelligence to establish any information about the unexplained absence;
  - If still no contact with the parents/carers then repeat the calls throughout the day until contact is made and an explanation is given;
  - Contact the key worker if a learner is on the child protection register and no reason has been given for the learner's absence;
  - Inform the Directors or Senior Leadership Team and the Designated Safeguarding Lead of the situation.
  - Contact Parent/Carer for those who are under 18 regarding attendance and letters to be sent out to any learners who have no:
    - Not attended two or more study days that's week
    - Not attended one study day after receiving a letter the previous week
  - Save copies of letters sent home to learner's file and CPOMS
  - If a learner hasn't attended for 3 consecutive weeks then a formal meeting should be arranged with the Tutor, learner, Parent/Guardian and social work if learner has one.
  - Keep a log of all actions.
- Ensuring attendance information is reported to the SLT for them to analyse attendance issues for each course, to look for possible patterns and missed support needs.
  - keeping an up-to-date list of at least two emergency contact phone numbers for different adults associated with each learner;
  - monitoring individual and class attendance daily;
  - keeping the Directors informed of attendance figures and trends;
  - organising meetings between the Directors and parents to discuss their child's poor attendance;
  - organising meetings between the Directors and parents to discuss their child's truancy;
  - organising meetings between the Directors and parents to discuss their application for a term time holiday;
  - compiling attendance data reports for the Directors;
  - ensuring registers are distributed to the teaching staff and are kept up to date.

## Admission Register

- The admission register must:
  - contain an alphabetical index of all the learners in the college;
  - register a learner on the first day that we expect them to attend;
  - record the following information for each learner:
    - Learner's full name
    - Sex
    - Parent's name and address
    - The name of the person who has custody of the learner
    - Emergency contact numbers of the parent/carers
    - Admission date
    - Name and address of the last college attended
  - when informed by a parent that their child will live at another address record:
    - the new address;

- the full name of the parent with whom the learner will live;
  - the date from when it is expected the learner will live at this address.
- when informed by a parent that their child is registered at another college or will be attending a different record:
    - the name of the other college;
    - the date when the learner first attended or is due to start attending that college.
  - record every amendment which must include:
    - the original entry;
    - the amended entry;
    - the reason for the amendment;
    - the date on which the amendment was made;
    - the name and position of the person who made the amendment.
  - preserve every entry for a period of three years after the date on which the entry was made;
  - be available at all times for inspection by HM Inspectors, Ofsted inspectors and Education Welfare Officers;
  - be preserved indefinitely.

## Attendance Registers

- We have in place a manual attendance register system that:
  - records learner attendance at the start of the morning session and the start of the afternoon session
  - on each occasion records whether every learner is:
    - present;
    - attending an approved educational activity;
    - absent; or,
    - unable to attend due to exceptional circumstances.
    - Late

Administration staff will then update this information to a computerised system (CPOMS).

- All absences will be followed up to:
  - ascertain the reason;
  - ensure the proper safeguarding action is taken;
  - identify whether the absence is approved or not.
- The following absence and attendance codes will be used:



<b>Present at College</b>	<b>Registration Code / \:</b>	Present in college / = am \ = pm
	<b>Code L:</b>	Late arrival before the register has closed
	<b>Code U:</b>	A learner arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
<b>Attendance codes for when learners are present at approved off-site educational activity</b>	<b>Code B:</b>	Off-site educational activity
	<b>Code J:</b>	At an interview with prospective employers, or another educational establishment
	<b>Code P:</b>	Approved sporting activity
	<b>Code V:</b>	Educational visit or trip
	<b>Code W:</b>	Work experience
<b>Absence codes when learners are not present in college</b>	<b>Code C:</b>	Other authorised circumstances
	<b>Code E:</b>	Excluded
	<b>Code H:</b>	Holiday authorised by the college
	<b>Code I:</b>	Illness (not medical or dental appointments)
	<b>Code M:</b>	Medical or dental appointments
	<b>Code R:</b>	Religious observance
	<b>Code S:</b>	Study leave
	<b>Code T:</b>	Gypsy, Roma and Traveller absence
	<b>Code N:</b>	Reason for absence not yet provided
	<b>Code O:</b>	Unauthorised circumstances
<b>Administrative Codes</b>	<b>Code X:</b>	Non - compulsory college age absence
	<b>Code -:</b>	All should attend/ No mark recorded

- Attendance will not be taken when the college has had to close due to:
  - in-service training
  - severe weather conditions
  - structural damage
  - fire
  - pandemic
- Attendance registers must be available at all times for inspection by HM Inspectors, Ofsted inspectors and Education Welfare Officers.
- Every year we publish in the individual learner reports given to parents on Parent days which include the following information about attendance:
  - the total number of learners on the roll for at least one session
  - the percentage of sessions missed through authorised absence
  - the percentage of sessions missed through unauthorised absence
- All attendance registers will be retained for a minimum of three years.

## Role of College Personnel

College personnel will:

- comply with all aspects of this policy;
- ensure the attendance register is taken at the beginning of the morning and afternoon sessions;
- bring to the attention of the Office Manager any irregularities in learner attendance;
- implement the college's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the college community.

## Role of Learners

Learners will:

- maintain good attendance throughout the year;
- ensure their parents report their absence to college;
- support the college Code of Conduct and guidance necessary to ensure the smooth running of the college;
- liaise with the Youth Participation Group;
- take part in questionnaires and surveys.

## Role of Parents

Parents will:

- be made aware of this policy;
- ensure that their child of compulsory college age receives suitable full-time education;
- ensure regular and punctual attendance;
- notify college on the first day of learner absence;
- have holidays in term time and authorised by college;
- support the college Code of Conduct and guidance necessary to ensure smooth running of the college;
- be asked to take part periodic surveys conducted by the college.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the College Handbook/Prospectus
- the college website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- college events
- meetings with college personnel

- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Directors reports to the Directors
- information displays in the main college entrance
- Sharing with new college personnel
- Sharing with all college personnel when updated/amended
- Sharing on the CPOMS Library for ease of reference

## Training

All college personnel:

- have equal chances of training, career development and promotion;
- receive training which specifically covers:
  - All aspects of this policy
  - Attendance and Truancy
  - Home-College Agreement
  - Admissions
  - Data Protection
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any learner and it helps to promote equality at this college.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Directors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement.