



De Lisle College

A Catholic Voluntary Academy

ATTENDANCE POLICY

**Approved by the Governing Body at
De Lisle College: A Catholic Voluntary Academy:
2 February 2023**

Our Vision

To be recognised as an excellent Catholic College by expecting the highest standards and, remembering that each one of us was made in the image of God, working to achieve excellence in everything that we do.

Our Mission - De Lisle College will:

- Foster the spiritual, academic and social development of our students and all who work in the college so that all may achieve their potential from the gifts God has given them.
- Create a centre of excellence and innovation in Secondary Education within Leicestershire and the Catholic Diocese of Nottingham.
- Offer to our local community, primary schools, colleges and industry a focus of support for teaching and learning.
- Develop, through our curriculum, an enthusiasm for and interest in, all knowledge and learning which will continue with our students throughout their lives, encouraging their desire to explore, understand and grow the kingdom of God.

QUOD JUSTUM NON QUOD UTILE
“Do what is right, not what is easy”

Rationale

- We recognize that good college attendance is important for the wellbeing of student in both their personal and academic development.
- We are committed to co-operation between the college, parents and students to achieve the best possible attendance. Less than full attendance undermines the educational process and leads to educational disadvantage. Accordingly, the college will actively pursue the aim of high attendance and punctuality in relation to individual students and for the student body as a whole.

De Lisle College aims to maintain an Attendance Rate of over 96%.

Aims and objectives

- To raise levels of achievement and participation by improving levels of attendance.
- To close the gaps between the attendance of significant groups and the rest of the cohort.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes on non-attendance and act upon them.
- To ensure all staff understand their roles in monitoring and recording attendance.
- To maintain and improve attendance throughout the Academy through rewarding and target setting.
- To monitor and evaluate the process on a regular basis.
- To give clear information on expected levels of attendance.

The College's Responsibilities

- The college has a responsibility to promote high attendance and punctuality for all students. The importance of high attendance is promoted in the following ways:
 - College prospectus
 - Information booklets
 - Information Meetings at the start of each year
 - Termly certificates for Excellent Attendance presented in assembly
 - Prizes for attendance at the Reward Evenings
 - Each student's report contains information about attendance
 - Attendance noticeboards praising highest achieving form and most improved for attendance
 - College Newsletter
 - Celebration events for students.

Registration

- The college ensures an attendance register is taken twice a day; once at the start of the morning session and once during the afternoon session.

Off Site Registration

- Some students take courses which take place outside college.
- When the college is considering placing a student on a course at another school, college or provider, the college will discuss this with parents and inform them of the arrangements prior to the commencement of the placement.
- Students are registered at the offsite placements and attendance and punctuality is carefully monitored and tracked.

Absence

- If the college has not been notified of the absence of a student, once the morning register has closed, the Attendance Officer will send a text message via ParentMail to inform parents of the absence and request a reason why so that the register can be updated. Absence without notification will lead to a phone call home from the attendance officer, intervention from the head of year/senior leaders and the possibility of home visits by the pastoral team.

Support for Lateness

- Lateness is always followed up. Tutors and Year Progress Leaders discuss reasons for lateness informally to check that there are no underlying problems.
- Students who arrive late to lessons without good reason are given a late mark by their teacher. For every two late marks received in a week, students will be given a detention. Persistent lateness may lead to letters home and a sequence of formal meetings with the Attendance Officer, Year Progress Leader, parents and student.

Persistent lateness may not be authorized and the appropriate sequence of interventions, outlined above, will begin.

Persistent Absence

- The DFE considers a student to be a 'Persistent Absentee' when attendance falls below 90% in any fully completed term.
- Where there are concerns about attendance and the prospect of a student becoming a Persistent Absentee, parents are contacted and the interventions outlined above begin.

Do you realise how many days you have had off this year?			
Approximate days absent since September			
Attendance Rate	By end of Autumn term	By end of Spring term	By end of Summer Term
100%	0	0	0
95%	4	7	10
90%	7	13	20
85%	11	19	30
80%	14	27	40

Panel Meeting

- This is a formal meeting with Year Progress Leader, Attendance Officer, Senior Teacher, student and parents to set targets for urgent improvement in attendance.
- Should these targets not be met the college will consult Leicestershire County Council to commence legal proceedings.

Multi Agency Meeting

- This is a multiple agency meeting convened by the college when they have on-going major concerns for a child's welfare.
- The Attendance Welfare Service may call a multiple agency meeting because of on-going attendance issues.
- A multiple agency meeting may be called whether or not the previous sequence of meetings has been completed.

Attendance Welfare

- The school offers support for those students who may have concerns that could affect their attendance.
- Our Attendance Officer is readily available either by telephone or in person to talk with the student and / or families.
- The Attendance Officer will liaise with the students Year Progress Leader to put appropriate support in place in order to resolve the concerns.

Transition from Primary School

- The school will make every effort to identify students with attendance concerns prior to the point of admission.
- We will work with the current school to ensure the proper support is in place.

Penalty Notices

- The Education (Penalty Notices) (English) (Amendment) Regulations 2012 give school the power to issue fixed term penalty notices for persistent non-attendance at school due to holidays or other activities.
- The penalty notice is issued to parents and carers who have parental responsibility.

College Annual Targets

- The college issues annual targets for overall attendance. These are regularly reviewed by the Governing Body.

Review

- The impact of college's attendance policy is reviewed by Governors annually.

Student Responsibilities

- Student's responsibilities are outlined in the College Agreement.

Support for Attendance

- The college will monitor and support students and parents to maintain regular college attendance. There is a clear sequence of interventions to support students. In addition to the measures to promote attendance outlined above, the college will:
 - Make and send Attendance graphs/figures regularly to the parents of students who fall below identified criteria – beginning at 95%.
 - This well established, successful strategy provides a valuable tool for parents and the college to work together.
 - Parents may also log on to "Go4Schools" and Arbor at home to keep a close check on their child's attendance.
- Work with the Attendance Officer to identify student poor attendance and punctuality. The college together with the Attendance Officer will put in place a series of support strategies to improve attendance.

These include:

- An informal meeting with the student, Year Progress Leader and Attendance Officer to discuss reasons for poor attendance and/or punctuality. Targets will be set to improve the situation.
- An informal meeting with the Attendance Officer and the Key Stage Senior Leader or Head Teacher to warn students of the educational consequences of poor attendance and punctuality.
 - Pastoral Support Planning meeting. This is a formal minuted

meeting involving the Year Progress Leader, Attendance Officer, senior staff, student and parents. The purpose of these meetings is to provide a forum to discuss poor attendance and to agree the support package for the student and parent. This support ranges from Attendance Officer home visits, regular weekly meetings with student and the Attendance Officer, reduced timetable, discussion of provision of courses with another provider, referral to Pastoral Support Worker/Counselling/Social Workers/Connexions.

Responsibilities of Parents

- Under Section 7 of the 1996 Education Act parents are required to ensure that their child receives a full time education. Parents should also ensure that their child arrives punctually to College each day.
- DFE guidance states:
 - If a registered pupil is absent without authorisation then the parent is guilty of an offence under Section 444(1) of the Education Act 1996; if the parent knows that his/her child is failing to attend regularly at the school and fails to cause him/her to do so, he/she is guilty of an offence under Section 444(1) of the Education Act 1996.

Penalty Notices – Unauthorised Holidays

- Penalty notices have been introduced by the Government under the Antisocial Behaviour Act 2003 S444A and the Education Act of 1996.
- These may be issued by the Attendance Officer to each parent where there is an unauthorised holiday. The criminal justice and Court Services Act 2000 has introduced the more serious “aggravated offence” for failing to ensure regular school attendance by adding 444 (1) (A) to the Education Act 1996.
- The Education Welfare Service have agreed where a child has had 2 periods of unauthorised leave for which the parent has been issued with a Penalty Notice (for each occasion), on the third occasion, no Penalty Notice will be issued and that parent will be taken straight to Court under the higher level aggravated offence. This means that the parent may be subject to a much more severe penalty i.e. a maximum fine of up to £2,500 or 3 months in custody or, a community order which may involve them doing a number of hours of unpaid work.
- The grounds for issuing a penalty notice include:
 - Where the Head Teacher has granted consent for exceptional leave between identified dates but your child does not return on the agreed date
 - Where a parent does not request permission to take their child out of school for a holiday
 - Where a parent takes a child out of college for a holiday even though permission has been refused by the Head Teacher

Children who become unwell during the college day

- If a child is referred to the first aid staff because they feel unwell they are assessed by the First Aider on duty.
- If it is deemed they are not well enough to attend college, telephone contact is made to parent/carer who are asked to collect their child from college.
- We do not permit children who are sick to walk home or catch a service bus apart from in exceptional circumstances. Should a parent wish their child to go home in a taxi the college arrange this however parents must meet the charge when it arrives at their home.
- Should we be unable to make parental contact, the child will be asked to wait near reception until we can contact a parent.
- All children leaving college due to illness will be signed out by office staff.

Unavoidable absence due to illness

- On the morning of the first day of absence parents must inform the college.
- A dedicated voicemail is available 24 hours per day on the main school number (01509 268739, ext. 5110).
- If absence is to continue beyond the first day, parents are asked to keep the college informed.
- A letter, addressed to the attendance officer, explaining the illness must be brought in by the student on their return to college.

Medical appointments

- Medical appointments during the timetabled college day (8.50 am – 3.30 pm) should be avoided.
- Should it be absolutely necessary to attend a medical or dental appointment, we ask parents to contact the college to inform our attendance officer.
 - In this circumstance parents should write to the Attendance Officer enclosing the appointment card in advance of the day of the appointment so that permission can be granted and the absence authorised as medical.
- Students must be returned to college as soon as possible and follow the correct signing in procedure.

Holidays

- Applications for extraordinary leave during term time should be addressed in writing to the Headmaster by both parent(s) / carer(s) who have parental responsibility for a child (whether they are resident or non-resident parent).
- Holidays should not be taken during term times.

Absences which may be authorised

- The Head Teacher has discretion to authorise short term absence for certain activities. This will usually be granted where there is:
 - a) Exceptional family circumstances such as the sudden family bereavement or serious terminal illness of a close relative.
 - b) Absence due to illness or medical treatment.

- c) The student is taking part in a Church sacramental or liturgical activity, e.g. Confirmation.
 - d) The student performing in a Performing Arts activity (not attending as an audience member).
 - e) The student is playing in a county, regional or national sports team.
 - f) The student is taking part in a recognised town twinning exchange programme.
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- In the case of a-b above, parents are asked to contact the College Office by telephone.
 - In case of b-f, a letter seeking permission should be sent to the Head Teacher at least three weeks in advance of the proposed activities.
 - In the case of b-d absences are unlikely to be authorised where the proposed activity is taking place at the weekend or in the evening and the request for absence is for college day(s).
 - As all requests are carefully considered, the outcome of the request will be communicated by letter within 10 days. Authorisation will be communicated by letter.