Attendance Register Policy

Name of policy	Attendance policy
Policy holder	Steve Kirby
Review period	Annual

Date	Amendment/ review	Section/ page	Staff responsible
20.12.22	Full review		Steve Kirby

Section 1: Rationale

Introduction

This policy represents our commitment to striving for 100% attendance. It sets out the principles, procedures and practice the school will undertake. Strategies and sanctions of poor Attendance and Punctuality are also detailed, as well as rewards for, and benefits of good attendance.

Principles

- Receiving a full-time education is a child's legal entitlement

- It is a parents / carers' legal responsibility to ensure this happens

- Attending school regularly aids intellectual, social and emotional development and is essential if children are to benefit fully from their school life

- Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents

- All children whose attendance is poor will be treated as vulnerable

At Cambridge House Community College we value all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Cambridge House Community College recognises that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement.

Aims of the Policy

- To ensure that all children attend school regularly and punctually, in order to maximise their educational achievement and social development. Statistics show a direct link between under-achievement and absence below 95%

- To carry out the school's duty to safeguard its pupils to the next of its ability

- To ensure that those responsible for children's education, including parents, carers and staff understand and accept their responsibilities in relation to attendance

- To minimise absence from school, thereby reducing levels of persistence absence

- To improve the life chances of the children attending Cambridge House Community College and prepare them to become lifelong learners with a global perspective

Policy Objectives

- To safeguard the welfare, health, and emotional development of children

- To reduce persistent absence

- To reduce or eliminate term time holidays / leave of absence

- To promote commitment to education and high achievement

- To maximise the potential of every individual pupil

- Ensure all pupils are punctual to their lessons

- Ensure robust systems are in place to monitor and manage attendance and punctuality throughout the school

Section 2: Operating the Policy

Promoting Attendance

Cambridge House Community College will use all possible opportunities to promote the importance of good attendance and punctuality. The foundation for good attendance is a strong partnership between the school, parents and the child.

The School will:

- Provide and promote a welcoming and positive atmosphere so that children feel safe, and know that their presence is valued

- Raise awareness of the importance of full attendance and punctuality, using newsletters and other communications to parents; making attendance a high priority

- Employ a key member of the administration team with responsibility for monitoring, improving and evaluating school attendance. At Cambridge House this role is fulfilled by Mar Rovira (mar.rovira@cambridgehouse.es)

- Have a dedicated email address for the role of Attendance Officer (attendanceofficer@cambridgehouse.es)

- The Senior Leader responsible for the strategic approach to attendance to school is Steve Kirby (steve.kirby@cambridgehouse.es)

- Encourage parents to fully support the policy as a vital contribution towards their child's education. All new parents are introduced to the policy and information on attendance during the admissions process

El colegio inglés de Valencia

- Encourage the children to have a positive attitude towards attendance and punctuality so that they can retain this into adult life

- Celebrate good attendance through the school's reward process

- Ensure that attendance is effectively monitored, using Engage session attendance (whole school) and class attendance (secondary only) registration systems

- Use the correct codes for absence, with particular reference to authorised and unauthorised absence

- Ensure that all staff comply with the school policy and deal consistently with absence and punctuality

- Have procedures in place to help children settle back to school after a long absence. It is important that on return from an unavoidable absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date with any information that has been passed on to the other pupils. Heads of Year will liaise with the Pastoral Leaders to ensure the return to school is managed effectively

- Make every effort to meet the individual needs of the pupils with SEND

We expect parents to:

- Provide up to date contact numbers and changes of address

- Provide details of at least two contacts for emergency use

- Notify the school via their child's class teacher (primary) / Form Tutor (secondary) when their child is unable to attend, with a reason, on the first day of absence

- Advise the school via their child's class teacher (primary) / Form Tutor (secondary) if the absence is continuing

- Keep the school well informed, in cases of lengthy absence. Parents / carers will be encouraged to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school

- Ensure that their child arrives at school on time each day

- Let the school know if their child is going to be late, e.g. if a car breaks down; if an urgent appointment has been made

- Understand the importance of good attendance and punctuality and promote this with their child aiming for 100% attendance each year

Shaping the world

- Provide written explanations of any absence and medical absence for whole day appointments

- Only request leave of absence if it is for an exceptional circumstance

We expect pupils to:

- Attend every day unless they are ill or have an authorised absence

- Arrive in school on time

- Go to all their registrations and lessons on time

- Take responsibility for signing in / out at the welcome desk if they are late or leaving the school site during school hours

Section 3: Recording Attendance

School Procedures

Registration and punctuality procedures (See also Appendices 1 & 2)

- Pupils should arrive to class each day between **09:05 and 09:10**.

- The daily session attendance register is taken each morning between **09:10 - 09:15**. The registers will remain open until 09:30

- Pupils arriving before the end of the registration period (between 09:15 - 09:30) will be coded **'I' (Late before register closes)**

- Pupils arriving after the registers have closed (after 09:30) will be coded **'L' (Late after register closes)**. For secondary students should report to the Welcome Desk when entering the school premises

- All students who are in attendance during the registration period should be marked as **'/' (present)**

- All pupils who are not in attendance during the registration period should be marked as **'O' (Absent - Not Authorised)**, unless written notification has been received from a parent

- If the class teacher (primary) / Form Tutor (secondary) has received written notification then the Absence will be recorded using one of the following codes:

Absence Type	Absence Code	Explanation
Absent (Educational Visit)	V	Student attending an organised school visit
Absent (Illness / Medical)	i	Student absent for illness or attending a medical appointment
Absent (Other Reason)	A	Absence for any other authorised reason (sporting event, funeral, etc)
Internal Exclusion	X	Student on site in a fixed period of exclusion
External Exclusion	E	Student in a fixed period of exclusion at home

Pupils Leaving Early

- If a pupil needs to leave the school during the day to attend an appointment or other authorised reason then the parent should inform the class teacher (primary) / Form Tutor (secondary) of the time and reason. The teacher / tutor will then record this as an **'incident - leaving early'** on the pupil's profile in Engage. **The teacher / tutor should indicate the time of leaving in the item description.** A **'green circle'** will then appear against the pupil's name for other teachers to see to allow the pupil to leave their class at the appropriate time

- Pupils who are leaving early will need to report to the Welcome Desk where they will be collected by a responsible adult. The Attendance Officer will amend the Daily Session Attendance Register to a code **'B' (Leaving School Early - Authorised Reason)**. A pupil leaving early will still be considered as having attended school that day but will be considered absent for the Emergency Procedure Register report

First Day Absence Contact

Parents are expected to notify their child's class teacher (primary / Form Tutor (secondary) if their child is unable to attend for any unavoidable reason, such as illness. If the school does not receive notification parents will receive an automated email (see appendix 3) from 10:00 on the first day of absence sent by the Attendance Officer.

If, after 11:00, parents have not replied to this email with an explanation for the absence, the Attendance Officer will follow up with a phone call to ascertain the reason. The session attendance register will then be amended accordingly.

Shaping the world

Continuing Absence Procedures

If the Attendance Officer has been unable to make contact with a parent to ascertain the reason for an absence it is the responsibility of the class teacher (primary) / Form Tutor (secondary) to make contact with the parent and discuss the reason for the absence.

Parents should continue to inform the class teacher (primary) / Form Tutor (secondary) regarding subsequent days of absence and the projected date of return to school.

Class Attendance Registers (Secondary only)

- During each class throughout the day, the class teacher will take an attendance register at the beginning of the class

- For absent pupils, teachers should use the same absence code as shown in the morning session attendance register.

- If a pupil was absent during the morning session attendance the class teacher should modify the morning session attendance register with the code **'L' (Late after register closes)** and notify the form tutor by email in order for the form tutor to follow up with the reason for the late arrival to school.

- If a pupil requests to leave your class early to attend an appointment or other authorised reason then the class teacher should check that the pupil has a 'green circle' next to their name in Engage, signifying that parents have contacted the school informing the form tutor of the reason and time.

Section 4: Monitoring & Improvement of Attendance / Punctuality

Through Engage (Attendance Analysis), the Key Stage Leaders (Primary) and Heads of Year (Secondary) will be responsible for monitoring attendance and punctuality of individual pupils on a weekly basis. Attendance Expectations for all students are as follows:

% Attendance	Rating
98 - 100%	Outstanding
95 - 98%	Good
94%	Acceptable
90 - 93%	Cause for Concern (requires improvement)
85 - 89%	Serious Cause for Concern (requires intervention / notify DSL)
< 85%	Major Cause for Concern (involvement of external agencies)

- **Outstanding** & **Good** attendance over the course of a term is recognised in the form of attendance certificates, form attendance trophies and letters to parents

- Pupils with a **Cause for Concern** for attendance during the course of the school year will receive a first contact letter home (see appendix 4) outlining expectations for improvement. The Key Stage Leaders (Primary) / Heads of Year (Secondary) will monitor the attendance of these pupils with support from the class teacher (primary) / Form Tutor (secondary)

- Parents of pupils with a **Serious Cause for Concern** for attendance during the course of the school year will have a face-to-face meeting with a senior leader to discuss ways in which to improve attendance and set targets for the future. The Designated Safeguarding Lead (DSL) will be informed of the situation and the targets set out for improvement

- Parents of pupils with a **Major Cause for Concern** for attendance during the course of the school year will have a face-to-face meeting with either the Head of School (Primary or Secondary) or the School Principal. The DSL will, where necessary, contact external agencies to support the intervention.

- Where patterns in **poor punctuality** occur this will be followed up by the class teacher (primary) / Form Tutor (secondary) to support the pupil in arriving on time to school / class. Parents should be informed of the school's concerns

- If **poor punctuality** persists without improvement, the Key Stage Leaders (Primary) / Heads of Year (Secondary) will arrange a face-to-face meeting with the pupil and parent to discuss strategies and targets for improvement

EXPECT
Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school

MONITOR
The Attendance data will be used rigorously to identify patterns of poor attendance (at individual or cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND
When a pattern is identified, discuss with the pupils and parents to listen to understand barriers to attendance and agree how partners can work together to resolve them

FACILITATE SUPPORT
Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues

FORMALISE SUPPORT
Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond.

Shaping the world

CAMBRIDGE HOUSE COMMUNITY COLLEGE

El colegio inglés de Valencia

APPENDIX 1

Morning Session Attendance Checklist

☐ Pupils should arrive to class between 09:05 - 09:10

☐ Morning Session attendance register is taken between 09:10 - 09:15

☐ All pupils in attendance are marked as **'present'**

☐ Pupils arriving between **09:15 and 09:30** are marked as **'late (before registers closes'**

☐ Pupils arriving **after 09:30** are marked as **'late (after register closes)'** by the class teacher in primary / reception in secondary

☐ Pupils who are absent as marked as **'absent (not authorised)'** unless you have received prior notification in writing from a parent

☐ If you have received prior notification of an absence in writing from a parent then the pupil is marked as absent with one of the following reasons:

Absent Code	Explanation
Absent (Educational Visit)	Mark any pupil who will be on a school trip that day
Absent (Illness/Medical)	Absent due to illness
Absent (Other Reason)	Absent for any other reason (sport, family holiday, etc)
External Exclusion	Pupil who has been externally excluded
Internal Exclusion	Pupil who is present but internally excluded

☐ Parents of pupils marked as 'Absent (Not Authorised)' will receive an semi-automated email from reception at 10:00 each day.

☐ This will be followed up by a phone call from the Attendance Officer after 11:00

<u>**APPENDIX 2**</u>

Administration Attendance Checklist

- All pupils arriving **before 09:30** should go to their classroom / tutor room to be registered by their class teacher / form tutor

- Secondary pupils **ONLY** arriving **after 09:30** should register at the welcome desk (reception desk)

- The administration member of staff on duty at the welcome desk will mark any late pupils **between 09:30 - 10:00** as **'Late (after the register closes)'** directly on Engage under session attendance

- **At 10:00** the Attendance Officer will check the attendanceofficer@cambridgehouse.es email for any absence notifications and mark the session attendance register using the appropriate code (see table)

Absent Code	Explanation
Absent (Educational Visit)	Mark any student who will be on a school trip that day
Absent (Illness/Medical)	Absent due to illness
Absent (Other Reason)	Absent for any other reason (sport, family holiday, etc)
External Exclusion	Pupil who has been externally excluded
Internal Exclusion	Pupil who is present but internally excluded

- **At 10:10** the Attendance Officer will run the report for **'Absent (Not authorised)'** pupils and send the mail merge email to parents.

- **Between 10:10 - 11:00** the Attendance Officer will update registers for those parents responding to the email

- **From 11:00** the Attendance Officer will begin calling parents **(from BTEC/Year 13 - Nursery)** of those pupils still marked as **'Absent (Not Authorised)'** and amend the morning session attendance register accordingly.

- Any absences still not accounted for by 14:00 either by email or phone call will be followed up by a second call by the Attendance Officer

- The Attendance Officer will amend the Daily Session Attendance Register to a code **'B' (Leaving School Early - Authorised Reason)** when they are leaving early for an appointment or other authorised reason

- In the event of the absence of the Attendance Officer another member of the Administration Team will be assigned to this role during the absence period

Shaping the world

CAMBRIDGE HOUSE
COMMUNITY COLLEGE
El colegio inglés de Valencia

<u>APPENDIX 3</u>

Dear Parent of XXXX

We are writing to inform you that your son / daughter is absent from school this morning and as yet the class teacher / tutor has not received any notification of the reason. For safeguarding purposes it is important we have an accurate record of attendance each day.

Could you please email attendanceofficer@cambridgehouse.es with your child's class teacher / tutor in copy at the earliest opportunity to inform us of why your child is not in attendance at school today with the reason and likely length of absence. We will follow up any unauthorised absences with a phone call later on during the day.

Many thanks for your understanding and cooperation.

Kind regards,

Mar Rovira

Estimados padres de XXXX

Le escribimos para informarle de que su hijo/hija se ha ausentado esta mañana y que hasta ahora el profesor/tutor de la clase no ha recibido ninguna notificación del motivo. Por motivos de seguridad, es importante que tengamos un registro exacto de la asistencia diaria.

Le rogamos que envíe un correo electrónico a attendanceofficer@cambridgehouse.es con la copia del profesor/tutor de su hijo a la mayor brevedad posible para informarnos de por qué su hijo no asiste hoy al colegio, con el motivo y la duración probable de la ausencia. En el caso de las ausencias no autorizadas, llamaremos por teléfono más tarde durante el día.

Muchas gracias por su comprensión y cooperación.

Saludos cordiales,

Mar Rovira

Shaping the world

a proud member of
globeducate