



# ATTENDANCE POLICY

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Lead for Review	Assistant Principal Pastoral

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## INTRODUCTION

Good attendance at the school is necessary for students to fulfil their potential. It is a statutory requirement for Compulsory School Age (CSA) students entering the UK with a visa. The policy should reflect the age range of students attending the school: CSA, 16-17yrs and 18+yrs.

## AIMS

- To maximise student attendance in order to promote student achievement and safety.
- To provide accurate daily, weekly and termly information on attendance through efficient use of registration systems.
- To facilitate monitoring of patterns and absence.
- To ensure prompt and effective liaison with Personal Tutors, parents and agents and ensure PTs, and Pastoral Directors are proactive in following up issues.
- To comply with the ISI regulations on school attendance and ensure accurate reporting to parents and the executive committee.
- To comply with the UKVI's requirements for Student and Child Student visas

## RESPONSIBILITIES OF STAFF

- All staff will follow procedures for checking student non-attendance, based on a shared understanding of registration codes, authorised/unauthorised absence and an understanding of the differences between over and under 16 and 18 year old students.
- Authorised absences are mornings or afternoons away from School for a good reason such as illness or an unavoidable cause. Unauthorised absences are those which the School does not consider reasonable and for which "no leave" has been given. Only the medical team can permit an authorised absence due to illness or injury.
- Registers will be marked within ten minutes of the start of the lesson and checked by the Attendance Officer. All under-18 students are scrutinised closely, and absences reported directly to the Exeat and Attendance Officer. An hourly attendance review is carried out for all students, with CSA students prioritised for immediate follow up.
- Every Monday, an unmarked registers report is sent to the Vice Principal and all teaching staff. Teaching staff are reminded twice about any unmarked register, and then it is followed up by the line manager for disciplinary action.
- The pastoral team and Attendance Officer will liaise weekly to review low attendance, reasons for it, sanctions, support and outcomes. Other relevant staff will be engaged where it is in a student's interest to receive specialist support.
- Attendance statistics will be published according to statutory and school requirements.
- The school target for yearly attendance figures is 100% and the school will seek to maximise student attendance year on year.
- The school will observe the requirements of the UKVI. This will include being proactive in monitoring student attendance and ceasing to sponsor students who continue not to meet attendance requirements despite support.

- The school will report all unauthorised non-attendees to the UKVI once they have missed 10 consecutive contact points. A contact point is defined as an entire day (Monday to Friday) for this purpose. In addition to timetabled classes, contact points may also include meetings with residential staff or other school welfare staff.
- A student who is reported to the UKVI for 10 missed contact points may, in exceptional circumstances, be allowed back into the school and it does therefore not signify that the school has ceased sponsorship. Student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Principal.
- New teachers will receive an induction on their role in attendance matters regarding authorised/unauthorised absence and the marking of registers.
- Where strategies in place do not lead to improvement, a clear change in policy could be instituted which may include:
  - Personal hourly lesson checks by the Attendance Team.
  - Specialist support based on any outcomes / recommendations from investigation.
  - A formal attendance meeting with the LEA at which the possibility of court action may be raised if the student is British and under the age of 16.
  - Increase in Discipline Stage.
  - Meetings with senior staff.
  - Academic warning letters. After a Stage 4 warning the student may be subject to expulsion.
- There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement, family pressures, etc.) when we need to be proactive to ensure the routines of good attendance are quickly picked up and the student is well supported in this. Clearly every case must be judged on its merits, but the following strategies should be automatically considered:
  - Staff awareness so there can be individual response to student need.
  - Some work set and marked prior to return under the management of the subject departments, overseen by the Assistant Principal Academic.
  - Enhanced monitoring attendance on return, perhaps through the Daily Report system to encourage and motivate the student to succeed.
- Late return to the school or early departure caused by flight schedules will need to be sanctioned by the school on an individual basis only when there is very good reason.
- The school recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time and may be recognised locally as a significant day and as such can be considered as authorised absence.
- Parents of students over the age of 18 will be contacted promptly regarding attendance issues as per the Terms and Conditions of the school.
- Students falling below 95% attendance will have their attendance monitored closely through use of the Discipline Stages and other relevant strategies.
- A student may not undertake paid employment during their time as a member of the school without the written permission of the Principal.

## INDIVIDUAL STAFF RESPONSIBILITIES

### Teachers

It is the teacher's responsibility to mark students as absent or present for every class using Shackleton. The register must be marked in the first 10 minutes of each lesson. Teachers must only indicate a student is Present, Absent or Late. Any formally excused lates or absences will have their codes altered by the Attendance Officer retroactively. A list of codes is shown at the end of this document in Appendix 1. Teachers are not allowed to enter Medical marks or Exam marks. If a student is more than ten minutes late to a class, they must be marked as late; if it is a substantial lateness then a note should be made so that the Personal Tutor will be able to discipline the student if it is a frequent occurrence.

### Personal Tutor and Pastoral Director

The Personal Tutor will receive an email from the Attendance Officer (or via the Pastoral Director) if the student's attendance falls to 95%. The Personal Tutor or the Pastoral Director reviews, with a student, the absences. The Personal Tutor and student will agree an improvement plan on attendance and set targets. A log entry must be made on Shackleton.

On the Friday of the penultimate week of every half term, that term's attendance report is run by the Attendance Officer. This should be filtered for 100% attenders (for that half term) and sent to PDs, who will incorporate celebratory recognition into House messages and assemblies.

If the student's attendance does not sufficiently improve (this will be monitored by the Attendance Officer and Personal Tutor), The Pastoral Team can implement the following sanctions:

- Supervised Study Support sessions.
- Place student on report.
- Gate the student to residence or early curfew.
- Exeat refusal.

### Attendance Officer

It is the responsibility of the school Attendance Officer to ensure that all registers are marked and recorded on Shackleton. For all students the register should be checked 10 minutes into the lesson beginning first period each teaching day. If unauthorised absence is identified, the Attendance Officer should locate the students and inform the relevant staff.

The Attendance Officer compiles the following reports:

- Daily absence & lateness report – recorded relevant absences in the systems.
- Compile and distribute weekly Attendance Progress report to APP, PDs and BTLs detailing low attenders, their support and sanctions; plus outcomes from the previous week's students of concern.
- Hourly Absence report – received by Attendance Officer.
- Unmarked registers report sent to relevant teachers and CDs daily.

These reports are checked and actioned as necessary by the Personal Tutors, Pastoral Directors, Boarding, Academic team and SLT.

The Attendance Officer is also responsible for spotting trends and checking for regular absence patterns which could give rise to concern, and reporting this to the APP.

## STUDENT SUPPORT AND SANCTIONS

For any students identified as late or truanting, the deterrent in the first instance is a sanction (as detailed in the table below). A student's time in Supervised Study will be used for support, with supervising staff and/or the attendance officer or PD taking the opportunity to discuss and remedy potential barriers to attending.

Breach	Consequence	Procedure
Late to lesson	Attend Supervised Study in PSA on same day from 4:15pm for 20 minutes per recorded 'late'.	Lateness (and attendance) report produced and emailed at 3:45pm by Attendance Officer to supervisor. Acts as a register for middle/senior leader supervising. Also serves as a list for Attendance Officer to review reasons for lateness in relevant registers and excuse students where appropriate. At the end of Supervised Study, the updated register is emailed to BTLs & PDs to follow up on any missed sanctions.
Absent from lesson (truancy)	Attend Supervised Study in PSA on same day from 4:15pm – 5:15pm.	Same as above. Attendance Officer emails the truanting student asking them to go to lessons immediately or to get in touch with their whereabouts. Message includes instructions to attend Supervised Study from 4:15pm.
Missing a Supervised Study without prior notice / good reason	Set a Saturday morning Supervised Study for 2 hours.	PD / BTL informs the student of their 2-hour Saturday morning Supervised Study (sat in an appropriate room) 9:30am – 11:30am. If Saturday morning Supervised Study is missed without good reason, student is gated all weekend.
Persistent lateness / absences	Weekly Attendance report	Issued and monitored by PD. Student must provide teachers of every lesson with the report and ensure it is complete before collecting it at the end. Teachers continue with registers as always.

Note: where a student has period 8 timetabled and cannot attend Supervised Study, the duty BTLs should be notified, who will ensure the student serves 5:15pm – 6pm in a common room or an appropriate alternative, before going to dinner.

<p><b>Examples of support that will be offered as appropriate in addition to the sanctions above:</b></p> <ul style="list-style-type: none"> <li>✓ Meeting with pastoral staff – target setting and review</li> <li>✓ Communications with guardian/parents</li> <li>✓ Daily wake up calls and support with sleep patterns</li> <li>✓ Time management skills support</li> <li>✓ Peer mentor</li> </ul>	<p><b>Additional note on attendance:</b>          Unless in exceptional circumstances approved in advance by the Principal, no single cause of authorised absence (including medical) can exceed 20% Overall, and no combination of authorised absence can exceed 30% Overall, in a consecutive 5-week period. Any absences beyond these figures are to be recorded as Unauthorised.</p>
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## OVERSIGHT

The Assistant Principal Pastoral (APP) is responsible for oversight of the attendance procedures. They receive information from other school staff and take appropriate action in accordance with the Policy.

### Vice Principal, Assistant Principal Academic, Assistant Principal Pastoral and Head of Boarding

They will implement Stage 4 of the disciplinary process. It is the responsibility of the Vice Principal or the DSL to inform the Police, agents and parents of any serious absences. The Vice Principal will intervene at a Stage 5 in the absence of the Principal for the disciplinary/attendance process.

They will:

- Liaise with the Attendance Officer.
- Meet with the student and pastoral staff, mainly the Pastoral Directors.
- PDs action plan with student with relevant colleagues to raise attendance.
- Inform parents/agents via Cause for Concern letter.
- PTs/PDs meet with student to review progress.
- Record action plans on Shackleton and monitor through Attendance Officer.

The Principal is responsible for making the final decision on whether a student will be suspended or expelled for continued poor attendance. Following a Stage 4 warning, a student will be required to meet regularly with their Pastoral Director or an SLT member. Progress will be tracked carefully and failure to improve will be dealt with by the APP. Whilst students will be supported to improve their attendance, a continual failure to improve will be taken very seriously. For the purposes of sponsoring students, a student’s sponsorship will cease if they’re expelled.

## **STUDENTS LIVING IN INDEPENDENT ACCOMMODATION**

If a day student is absent, they should contact the school to put them through to the attendance officer or Medical Team if the reasons are medical. A parental note or email is required from an authorised source to authorise any non-attendance and should be sent to the Student Communications Team or Attendance Officer.

## **EXEATS**

When students have a planned absence from School or are staying out beyond published times for them to be back in residence, an electronic Exeat form must be completed. This must be approved by the Exeats Officer, Parent/s (if under 18) and relevant PTs, PDs or BTLs. Shackleton holds copies of Exeat and these reports go automatically to Residence staff. If the student is attending a university interview, a copy of the confirmation letter or email must be seen to authorise the absence.

Students are checked each night that they have returned to their accommodation, and if they are not present, the Missing Student protocols come into action.

The school reserves the right to decline Exeat requests for all students if there is a welfare issue or in line with the disciplinary process. When an Exeat is submitted, it does not mean an absence is necessarily authorised. Authorisation is given by Attendance Officer and Senior Staff.



## APPENDIX 1

### Register Codes

Code		Meaning
/	Student Present	Present
O*	Authorised Absence	Authorised
L	Late (more than 10 minutes after the start of the lesson)	Present
H*	Holiday (Late back / Early Leave)	Unauthorised
U*	Unauthorised absence	Unauthorised
D*	Suspended	Null
A	Unauthorised Absence (various reasons)	Unauthorised
E*	Interview / Educational Visit – university or higher education purpose	Authorised
X*	Incorrect student entry	Null
F*	Academic Field trip – used when students miss a class, but they are present on a trip with another member of staff	Present
W*	Withdrawn (student has withdrawn from this class)	Null
V*	Sitting an Exam	Present
P*	Postponed class	Null
#*	School Closure (Snow day/Bank Holiday)	Null
Z*	Not Expected (in the class)	Null
T*	Transferred	Null
M*	Medical/Dental	Authorised
N	Not here (optional lesson)	Null
\*	Induction	Null
G	Student Present Online	Present
J	Student Present Online but late	Present
K	Unauthorised Absence Online	Unauthorised

\* Depicts marks only authorised attendance team members can enter

## RELATED POLICIES

Student Behaviour Policy