Attendance Policy

2024-2025

SLT Responsible for this Policy

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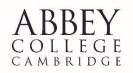| This policy is reviewed on an annual basis		
Annual Policy reviewed by:	**Carolyn Dunn**	**June 2024**
Approved by SLT and Published:		**June 2024**
Next Review:		**June 2025**

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

Contents

Overview

All staff at Abbey College Cambridge are committed to the success of our students. We aim to provide lessons of outstanding quality, delivered by expert teachers, in a friendly and supportive college.

The School works in accordance with the DfE School attendance – Guidance 2022 ensuring:

- Good attendance and reducing absence including persistent absence
- Every student has access to full time education
- Early action to address patterns of absence
- Parents support the school in promoting good attendance
- Students are punctual to lessons

And follows the legal requirements contained in:

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

1. Lesson attendance and punctuality

The School vision is to be 'A community energised by the love of learning and outstanding academic achievement for all' as such we expect students to attend 100% of lessons and to be on time.

Disciplinary action may result from poor attendance. In extreme cases, this may include the permanent exclusion of the student from Abbey College Cambridge. Students who are in the UK with a student visa must understand that they risk having their visa terminated, or not renewed, if their attendance is poor or if they are missing from the college for extended periods of time.

Likewise, all staff must be committed to ensuring they follow the procedure outlined in this policy and seek advice if required. Low attendance may be an indicator of a safeguarding concern and therefore appropriate action must be taken as a duty of care to our students.

1.1. Lesson punctuality

Students must be punctual and attend all lessons on time. Students who arrive late miss the start of the lesson disrupt the lesson for the teacher and the learning of other students in the group.

1.2. Authorised and unauthorised absence

There are two registration points in the day 9.00am and 2.15pm. Students are also registered each lesson.

Students may ask permission for absence. Only the Housemaster/SLT can authorise absences from school and the Housemaster/SLT will share this information with boarding staff. If there are any student requests for absences, the requests should be directed to the appropriate Housemaster to ensure consistency and fairness.

Students, parents or guardians must provide a written application for authorised absence, with supporting documents, to the Housemaster, which is filed by the attendance assistant. All absence requests must be submitted 15 working days before the date requested.

If permission is given, the student's absence will be authorised. In exceptional circumstances authorised absence may be given *after* the date of the student absence. Authorised absence is not included when calculating a student's academic year attendance. The student should collect work from their teachers if the absence is authorised.

Examples of when authorised absence can be granted:

- Illness or injury:

  If a student is absent because they have been ill or injured, they must present medical documentation to the Matron who will authorise any absences or have authorisation from Senior Pastoral Staff

- Medical and Dental appointments:

  As far as possible, these should be made to fit in with the student's timetable so that classes are not missed. If this is unavoidable, students must seek permission from the Housemaster

- University visits and interviews:

  If students are invited to a university admission interview, they are to provide documentation to the Housemaster who will inform all parties.

- Work Experience

- Religious and special events

  Students must seek approval from the Housemaster in advance with contact details of where they will be. Housemaster may recommend taxis to and from the venue to ensure minimal disruption to learning, and to safeguard the students. Housemaster/tutor may contact parents with any concerns

The weekly attendance report outlines unauthorised absences to lessons.

- Students with 98-100% attendance   = Green
- Students with 95-98% attendance   = Amber
- Students with under 95% attendance = Red

Action is taken to support students with Amber and Red attendance as per the guidelines in the Behavioural Policy.

Examples of unauthorised absence

Absence through repeated illness where staff deem the student fit to study or where patterns suggest behavioural issues rather than medical ones.

2. Holiday during term time

It is essential that students attend every day of term. Permission will not be granted to students either to extend college holidays or take holidays during term time, except in exceptional circumstances where the Housemasters authorise holiday absences. Term dates are shared with parents at the start of each term.

3. Attendance for Compulsory School Age Students

A student is of Compulsory School Age (CSA) if he/she is below the age of 16 on the first day of the academic year. **A student remains a compulsory school age student for the whole academic year**.

CSA students face additional risks and additional precautions are taken at Abbey College Cambridge to secure a safe environment for these students to learn in.

4. Class Registration

- Registers are a legal record and must be accurate. Teachers who do not keep up their registers may need additional training or face disciplinary action.
- All enrichment attendance must be record.
- All staff must have a paper register in case of fire, likewise any person running an activity after school. This is a legal requirement.
- Teachers must check in the first five minutes of the lesson that students have registered correctly with their ID cards.
- Teachers must ensure that they amend their registers on SIMs for any student who arrives after the first five minutes.
- All registers must be accurately amended/completed by the end of the lesson.
- If a student falls ill during a lesson or states that they are unwell they should be sent to Reception. The teacher must send an email to acc.medicalteam and await a response. email should include the student's name and the time they left the lesson.
- If the student does not have their ID card with them, the student must be sent to Reception immediately. The lesson will be unauthorised unless the student correctly registers. The student will return with a temporary card and the teacher manually inputs attendance into SIMS.
- For safeguarding reasons students must have their ID badge with them at all times.
- It is a legal duty for teachers to ensure they have an accurate class register.
- If the electronic system is down, staff must email acc.attendance to notify them of the class title, period and name of each student who is absent or late or send a photocopy of the paper register.
- If a student is missing from your lesson, SIMS will automatically record this absence as N (unauthorised). Student marks can only be changed by SLT and Housemasters.
- If a CSA student is absent from your lesson you need to email.
  acc.attendance@abbeycambridge.co.uk and their HSM with the full name of the student as soon as possible. Teaching staff **do not** need to email anyone if a student is absent from the lesson unless CSA or requested to by the attendance officer, HSM or SLT.
- Boarding staff are responsible for checking the safe whereabouts of the students if absent from school. Any students who staff are unable to contact will be followed up accordingly under the direction of the DSL or deputy DSL
  - CSA student as per the Missing Student Policy - section 2.1
  - Vulnerable student (as identified by the Safeguarding team) as per Missing Student Policy – section 2.1
- Other students will be followed up as per the Missing Student Policy – section 2.2
- For CSA students there are six checkpoints with students throughout the day and night. Boarding staff also have age-specific safeguarding checkpoints for non-CSA students.

CSA Checkpoints

1. 8.30am Boarding sign out
2. 9.30am Absence report
3. 2.30 pm Absence report
4. 4.30 Boarding sign in
5. Curfew
6. Bedtime check

5. General Attendance Monitoring Roles, Responsibilities, Procedures

5.1. Student Responsibilities

- All accommodation closes at 8:45am so that students are on time for morning registration with the tutor at 9am. Students should wake in good time to have breakfast and prepare for school.
- Host families and relatives need to ensure students are on time to school.
- CSA students are expected to attend registered supervised study during non-contact times. Non-CSA students should study during their non-contact periods.

5.2. Student Absence due to illness

- Students in boarding contact duty staff when unwell. Boarding staff assess the student and decide whether they are fit for school, or whether they require medical assistance either urgently or via Matron. In all instances boarding staff notify the Matron of their decisions and actions.
- Students must inform their host family parents if unwell
- Students living in host families or independently must call reception before 8.15am to report sickness. Any student who fails to report their absence by 9am will automatically have an unauthorised (U) in SIMs
- It is the responsibility of the student to attend an appointment at given time or be available for visit at given time.
- Any student absent from college for 1-2 days is responsible for collecting work missed from their teachers and completing all work set during absence.
- Any student absent for more than 3 days will have work sent to them by teachers.

5.3. Other Student Absences

- Request authorised absences for external events e.g. University interviews and open days from Housemaster in advance.
- Where possible appointments e.g. bank, dentist should be made outside of college hours.
- Requests for timetable changes to be made via tutor, and any authorised changes to take place on receipt of new timetable from Vice Principal (Academic)
- Requests to leave school before the end of term or arrive after the start of term must be sent to the Housemaster for consideration.

Roles and Responsibilities

5.4. Teachers

- Ensure class registers are taken accurately and promptly with no missing marks.
- Ensure students have correct ID and register properly.
- Teachers must ensure that they amend their registers on SIMs for any student who arrives after the first five minutes.
- All registers must be accurately amended/completed by the end of the lesson.
- Teachers should follow up with individual students the reason for absence/lateness from their lesson
- Follow the behavioural policy.

5.5. Tutors

- Meet tutees each morning and be a friendly, caring and supportive tutor.
- Contact parents and Housemaster with concerns promptly
- Check the daily absence report everyday and follow up with tutees.
- Review the weekly attendance report (along with all other areas of the report)

5.6. Housemaster

- Guide tutors to check attendance daily and guide contact home.
- Check attendance of vulnerable/concerning students in year group daily
- Search for patterns and trends
- Contacts home and agents regarding attendance issues.
- Authorises student absences.
- Sends authorisation to attendance admin for uploading to SIMs.
- Inform acc.attendance of SIMS codes as required.
- Ensure all students are coded correctly prior to the weekly reports being issued.

- Identifies students who are Persistent absentees PA and arranges weekly meetings with HSM, VPP and student in order to address poor attendance.
- Uploads PA action plans to student's SIMs linked documents and sends updated to parents/guardian.

5.7.   Head of Department

- Ensure class registers are accurate with no missing marks.
- Track missing marks and ensure all registers are filled in.
- Ensure teachers have paper copies of registers.
- Guide teachers and train as required with registration and SIMS

5.8.   Reception

- Receives calls from students who live off site and report as unwell:
- Reception records these calls as (M)
- Requests students to keep phone turned on and to answer any calls from boarding staff/Housematron and advises students to tell host families that they are unwell.
- Email student's name, tutor group, year group, accommodation and medical concern to acc.boarding.
- Medical reception to book medical appointments with Matron.
- Refer to staff handbook re. crisis management
- Manage trips phone and support trip absences.

5.9.   Boarding Staff and Housematrons

- Report all medical information on SIMS and behavioural information on CPOMS
- Look after unwell students as indicated on SIMS and follow the guidance in the health policy.
- At request of attendance admin team contact absent students and follow up any absences

5.10.   Attendance Admin Team

- Runs absence report following start of P1 and P6
- Call and text student, ascertaining the reason for absence.
- Take appropriate action for students who are unwell, flag welfare issues immediately.
- Contact acc.boarding with list of absentees
- Sends end of day absent report to Housemasters/tutors

5.11.   Stage Tests/Exams Attendance Procedure

- Lead invigilator emails absences to acc.examattendance.
- Boarding Team will locate students and bring them to school.
- Students who fail to attend exams will meet with their respective Housemaster.

Links to other documents

- Safeguarding Policy
- Examinations Policy
- Missing student Policy
- Summary table of responsibilities for school attendance 2024
- Working together to improve school attendance 2024 DfE
- The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5)

- The Education (Pupil Registration) (England) Regulations 2006
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- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
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- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Pupil Registration) (England) (Amendment) Regulations 2024

6. Frequently Used Registration Codes

CODE   DEFINITION

6.1.   Codes for teachers to input in registers on SIMS and paper registers

/ \   Present in school during registration

/ = am   \ = pm

L   Late arrival to lesson - late

Teachers should monitor student lateness and use appropriate sanctions for persistent lateness to lessons.

6.2.   Codes for HSM/SLT to authorise

Authorised Absence

C   Leave of absence authorised by the school – authorised absence

Exceptional circumstances as approved by HOUSEMASTER or SLT including New Years' celebrations or national days.

E   Excluded but no alternative provision made – authorised absence

Suspended or excluded, without alternative educational provision arranged.

I   Student unwell/Illness (not medical or dental appointment)

As notified by Housemaster and / or Matron

M   Medical or dental appointments– authorised absence

Missing registration for a medical or dental appointment is counted as an authorised absence.

R   Religious observance – authorised absence

S   Study leave – authorised absence

As indicated on the SIMS calendar and inputted by reception in advance.

Attending an approved educational activity

B   **Off-site educational activity**

Approved by the school, where students receive education off-site. School are certifying with this code that the education is supervised and measures have been used to safeguard pupils.

J1   **Interview– authorised absence**

University interview or job interview as approved by HOUSEMASTER. Approved by HOUSEMASTER

V   **Educational trip or visit – authorised absence**

Approved in advance by EVC and recorded by reception.

P   **Participating in a supervised sporting activity**

Taking part in a sporting activity that has been approved by the school.

W   **Work experience**

Unable to attend due to exceptional circumstances

Y   **Exceptional circumstances – authorised absence**

National emergencies, damage to premises

Y2   Unable to attend due to widespread travel disruption

Y3   Unable to attend due to part of the school premises being closed

Y4   Unable to attend due to the whole school site being unexpectedly closed

Y6   Unable to attend in accordance with public health guidance or law

Y7   Unable to attend because of any other unavoidable cause

Administrative Codes

X   **Non CSA pupil not required to be in school– authorised absence**

Z   **Pupil not on admission register – authorised absence**

Students are placed on the register in advance and not yet arrived to school.

**Planned whole or partial school closure**

Unauthorised absence   Arrived in school after the registration closed

U   Indicating students missing from lessons as recorded by teachers. HOUSEMASTER can backdate registers should there be a valid reason for Absence

G   The pupil is absent without leave for the purpose of a holiday.

O   **Absent from School without authorisation**

If the college is not satisfied with the reason for absence they should record as unauthorised 'O'.

N   **Reason for absence not yet provided – unauthorised absence**

College should follow up all unexplained and unexpected absences in a timely manner. HOUSEMASTER and tutors ensure all Ns are followed up with senior boarding staff and the school nurse.

7. Appendices

Appendix 1 - Attendance Policy for Tier 4 Students

<u>Terminology</u>

- A 'contact' as referred to in the Tier 4 Sponsor guidance is an academic day at college (a day when the student has timetabled classes). Therefore 10 missed consecutive contacts would be a two week period for most students.
- A missed contact would be where a student has missed an academic day in its entirety without authorisation of the college. If the student is absent without authorisation during one period but attends other periods during that day, then this would not be a missed contact. Similarly, if any missed period during the academic day is authorised, then this day is not considered a missed contact.
- A student making contact (by phone, email etc.) is not considered a contact for the purposes of this policy.
- Study leave is considered authorised absence for the purposes of this policy.
- A day at college where the student is expected to attend one or more exams is a contact.

<u>Checking a student's attendance</u>

There must be three attendance checkpoints during the year, one at the end of each term. These can be set by the college with reference to term dates.

The attendance officer (or equivalent) in each college must run off a list of all Tier 4 students and their attendance and if any student has missed 10 consecutive contacts during the period since the last checkpoint without authorisation then this student should be referred immediately to the principal to consider exclusion for non-attendance. This decision must be made and the student reported, if excluded, within 10 working days of the checkpoint date.

The decision on whether to exclude the student or not must be documented, especially in the case of the student not being excluded as UKVI expect these situations to be uncommon. The decision not to exclude following a student missing 10 consecutive contacts must be explained in detail and added to the student's file.

Reporting duties

Any student who is excluded for non-attendance must be reported under the following category and sub-category:

❖ Sponsorship Withdrawn: Sponsor has stopped sponsoring the student
❖ Sponsor has excluded or withdrawn student from course

Date sponsorship withdrawn should be the date of the final decision and notification to exclude the student from the course

The report should be made within 10 working days of the relevant checkpoint and the decision to exclude should be made as soon as possible after the checkpoint.

Other sponsor duties

The attendance officer (pastoral assistant) in liaison with the Housemaster must monitor any non-attendance trends and question a student about them if necessary so as to identify situations where a student may be in breach of the conditions of their leave (by working illegally for example).

All individual attendance information regarding absence will be uploaded and saved on SIMs linked documents for each student.

Appendix 2 - Daily Attendance Procedures

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┌─────────────────────────────┐        ┌─────────────────────────────┐
│ Students sign out in boarding│   →    │ Students registered in tutor │
│         by 8.45am            │        │ time. Tutors check absences  │
│                              │        │   from previous day with     │
│                              │        │         students             │
└─────────────────────────────┘        └─────────────────────────────┘
                                                      │
        ┌─────────────────────────────────────────────┘
        ▼
┌─────────────────────────────┐        ┌─────────────────────────────┐
│   Attendance check run       │   →    │   Attendance check run       │
│ 9.30am. Missing students     │        │ 2.15pm. Missing students     │
│ contacted and located.       │        │ contacted and located.       │
│ Missing Student Policy       │        │ Missing Student Policy       │
│ followed if needed           │        │ followed if needed           │
└─────────────────────────────┘        └─────────────────────────────┘
                                                      │
                        ┌─────────────────────────────┘
                        ▼
              ┌─────────────────────────────┐
              │ Daily attendance registers   │
              │ sent to tutors and HSMs      │
              └─────────────────────────────┘
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Appendix 3 – Attendance Procedures

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┌─────────────────────────────┐        ┌─────────────────────────────┐
│  Weekly reports issued Monday │  ──▶  │   Analysed by tutor and HSM  │
└─────────────────────────────┘        └─────────────────────────────┘

┌─────────────────────────────┐        ┌─────────────────────────────┐
│ Strategies in place for      │  ──▶  │ Students with 5% or more     │
│ students with attendance     │        │ absence placed on Persistent │
│ Parental contact home        │        │ Absentee List (PALs)         │
└─────────────────────────────┘        └─────────────────────────────┘

                ┌─────────────────────────────┐
                │  Weekly meeting with VPP and │
                │  HSM                         │
                │  Parents informed weekly of  │
                │  attendance                  │
                │  Warnings issued             │
                └─────────────────────────────┘
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