Attendance Policy

Reviewed: September 2023

Lead Responsible: Michelle Harvey

Be who you are, become who you want to be

1. Policy statement:

The key to student success and wellbeing are high levels of attendance and punctuality. Teaching and learning of all can be disrupted by poor management of attendance therefore this policy seeks to set out responsibilities for notifying unavoidable absences and taking measures to make good any work missed.

2. Policy aims:

To promote excellent student attendance
To support students experiencing genuine difficulties in attending college
To support students who have repeated or prolonged absences in line with the college's safeguarding policy.

3. Policy methodology:

Communicating procedures for monitoring attendance effectively to staff, students and parents/carers
Identifying "at risk" students quickly and taking appropriate action

4. Policy details:

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments including lessons and skills and progression appointments.

4.1   Punctuality:

Students who arrive late must see the teacher at the end of the lesson and identify catch up work and deadlines, the register will be marked with L.
4 Ls in the register in any one-half term will become a disciplinary matter for skills and progression teachers to deal with.

4.2   Absence:

Students should not miss a scheduled commitment without following procedures as outlined below.

It is the **parent's/carer's/student's** responsibility to communicate effectively with college in respect of all absences. Students should contact their teachers and arrange to catch up any work missed. Failure to authorise absences or catch up with missed work may result in disciplinary proceedings. **Continued absences (less than 95%)** and missed work may lead to a **student being withdrawn from the examinations and ultimately students will be asked to leave college.**

Absence procedures:

Advance notice:

Parent/carer/student to notify college on the first morning of absence, the **preferred method** is via CEDAR cedar.bilborough.ac.uk. If you are having difficulty notifying an absence, please call 0115 8515000.

We will update the registers with 'Present' for educational visits, work experience, formal revision/exam and blended learning. All other reasons for absence will be updated on the registers as a notification only.

Sickness:

Up to 7 days: Parent/carer/student notify absence via CEDAR.
After 7 days: a doctor's certificate for absence is required.

If students become ill during a college day they must sign out with reception, and college will notify a parent/carer.

Absence monitoring and contact home The College will monitor and contact a parent/carer for each unauthorised absence, this will be by email. 3 or more unauthorised absences will be monitored by the skills and progression teacher. Students missing from education, including repeated or prolonged absences, may be an indicator for safeguarding concern/s and will be dealt with in line with the college's safeguarding policy. Where no safeguarding concerns are identified but there continues to be unauthorised absences, this will become a disciplinary matter. To find out how can you help your young person achieve good attendance, please read the document at the end of this policy.

The college will continue to be sympathetic in the case of unavoidable absence and in these cases, is committed to offering support to address problems (e.g., close family bereavement, religious festivals, prolonged absence caused by long term ill-health (Please refer to the Fitness to Study Policy, 2023)

Please see below for register marks and impact on attendance (notification status)

Mark Code	Mark Name	Status
0	Absence	NOT PRESENT
/	Present	PRESENT
A	Authorised Absence	NOT PRESENT
E	Formal Revision/Exam	PRESENT
H	Holiday	NOT PRESENT
L	Late	PRESENT
M	Medical Appointment	NOT PRESENT
N	Notified Reason	NOT PRESENT
B	Blended Learning Remote Lesson	PRESENT
P	Left Part Way Through Lesson	PRESENT
D	Declined Entry (Lanyard)	NOT PRESENT
S	Sick	NOT PRESENT
T	Transferred	NULL
V	Educational Visits	PRESENT
W	Work Experience	PRESENT
X	Class not held	NULL
U	Contacted Home, Still Unauthorised	NOT PRESENT
C	College Event e.g. Culture Day	PRESENT
R	Religious Holiday	NULL

How can parents/carers help their young person have good attendance?

Key to student success and wellbeing are high levels of attendance and punctuality.
If your young person must miss college, it is vital that you/they notify CEDAR or college, in the morning of the absence. You can notify for multiple days at a time.
Bilborough College has an attendance policy explaining how this should be done

- Attend parent/carer meetings, and other college events

- Check CEDAR regularly for attendance and progress.

- Encourage your young person to take part in college activities e.g. enrichment, trips etc.

- Don't let your young person take time off college for minor ailments - particularly those which would not stop you from going to work.

- Where possible, make appointments after college, at weekends or during holidays. A morning appointment does not mean a whole day of absence.

- If your young person is having difficulty attending college, you should contact their Sills and Progression Teacher (SPT) straight away.

Promoting positive college attendance should be everyone's responsibility.

- **90% attendance =**
  ½ day missed every week!

- **One college year at 90% attendance =** 4 weeks of learning missed!

- **Over 2 years of college =**
  8   Weeks of learning missed!

DFE guidance from May 2023 states all children and young people whose attendance is 90% or below are considered to be persistent absentees.

Of students who miss between 10-20% attendance, only 38% manage to achieve.
Department for Education

For further Information

For information on college-related attendance and progress, please contact your young person's SPT for support and advice.
☎ 0115 8515000

Improving Student Attendance:
The Role of Parents/Carers and Young Person

Good attendance is an important factor in ensuring that our young people have the best opportunities and success.

Good attendance means...

Being in college 100% of the time still leaves 170 non-college days a year for holidays, appointments etc

Below 90% = serious impact on education and reduces

90-95% = less chance of success

95% and above = best chance of success

Bilborough College's Attendance Policy

Young people should only miss college if they are ill or unable to attend for some other unavoidable reason.

If a young person is absent and the college does not receive an explanation, it will record the young person's absence as 'unauthorised absence'. If the college considers an explanation as unsatisfactory the young person's absence will be recorded as 'notified' and will remain part of the absence statistics, for example GP and dentist appointments.

Here is a link to the College's website for the Attendance Policy.

Acceptable absence notifications:

- Illness
- Unavoidable medical or orthodontist appointments (if possible, these should be arranged for after college or during college holidays).
- Day of religious observance.
- Exceptional family circumstances, such as bereavement.
- An interview with a prospective employer or university.

Some of the following examples are reasons why college may NOT authorise absence:

- GP or dentist appointments.
- Non-college day trips.
- Birthdays.
- Looking after brothers or sisters or ill relatives.
- Term-time holiday.
- Caring for a disabled parent.

If a young person fails to have regular attendance at college.

If, with support from the college, the young person's attendance fails to improve, the college will consider any of these courses of action:

- Intervention progress
- Intervention Health and Welfare
- Disciplinary
- Withdrawal from examinations
- The student is asked to leave college

HIGH LEVELS OF ATTENDANCE HAS LINKS TO HIGH LEVELS OF ACHIEVEMENT

Research has shown that there is a strong link between levels of attendance at college and levels of achievement. Students with high levels of attendance tend to gain better results in tests and examinations than students with lower attendance levels.