

Honiton Community College Academy Trust

Attendance Policy 2021 - 2022



This policy was reviewed on the 9th July 2021 and will be reviewed annually.

ATTENDANCE AND PUNCTUALITY:

We believe that our students should strive to achieve excellent records in both attendance and punctuality because in doing so they will;

- Maximise their 'learning time'
- Have the best chance of success in national examinations
- Prepare themselves for life after College

Attendance and punctuality is monitored on a daily basis by Heads of Pastoral and the Attendance Officer in partnership with the Education Welfare Officer.

The table below is adapted from data collated by the Department for Education and illustrates the percentage of students that achieved 5 or more A*-C grades in their GCSE's including English and mathematics. Absence is clearly not the only factor affecting a student's attainment, but these findings can act as a guide.

Number of Students	Attendance %	Percentage of students that achieved 5 or more A* - C Including English & Mathematics
14,990	100 %	81.7 %
298,220	100-95 %	73.5 %
130,850	95-90 %	56.8 %
46,845	90-85 %	41.0 %
18,185	85-80 %	28.9 %

Table illustrating information from a DfE study published in 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/412638/The link between absence](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/412638/The_link_between_absence)

WHAT TO DO IF YOUR CHILD IS ABSENT FROM COLLEGE:

Please telephone the College, 01404 42283 before 8.30 on every day of absence or lateness. Absence messages are taken by our Attendance Officer. If you have to leave an answerphone message please confirm your child's full name, tutor group and reasons for absence. If an absence is not reported, the absence will be recorded as unauthorised.

ATTENDANCE:

- The College target for attendance is 96%
- Parents / Carers are responsible in law for ensuring that children of compulsory school age receive full-time education. Failure to do so could result in a fine or prosecution.
- The College will do everything we can to support the child and family in order to improve their attendance and to provide an education.
- Where there is cause for concern, parents will be contacted by the College. In some cases an Education Welfare Officer may also make contact.
- Parents / Carers do not have the right to take children on holiday in term time. Leave of absence will only be granted in exceptional circumstances and on an individual case by-case basis.
- This must be done in advance and by completing an absence request form (available from [the college website](#)).
- If the holiday absence is 5 days or longer and the request has been turned down by the college then a penalty notice **will** be issued.

<p>Unavoidable absence from College will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> • Genuine illness • Unavoidable medical / dental appointments – AM or PM not both (try to make these after school if possible) • Days of religious observance • Seeing a parent who is on leave from the armed forces • External examinations • When Traveller children go on the road with their parents 	<p>Other examples of absence from College that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> • Any type of shopping • Looking after siblings or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives • Full days off following Duke of Edinburgh / Ten Tors
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COLLEGE'S RESPONSE TO ABSENCE:

The Stepped Response to Absence table below has been created in partnership with the Educational Welfare Service and is based on similar models in local secondary schools. It has been created to apply a consistent and fair response to attendance and supports the College to fulfil its' legal obligations to provide an education for all students.

Absence Due To Illness	
Occurrence	College Response
8 sessions of absence (4 days) recorded over two or more spells	Letter sent highlighting the absences and offering any appropriate support. Email sent notifying Parent / Carer of letter due to arrive.
Further absence due to illness (in most cases)	Letter sent requesting medical evidence (ie appointment confirmation printout, medical letter or prescribed medication) for any subsequent absences. Invitation to meet with Head of Pastoral. Phone call made by Head of Pastoral or Attendance Officer.
Further absence (without medical evidence)	Absence will be recorded as unauthorised.
Further absence with evidence	Marked as authorised.
6 sessions (3 days) of unauthorised absence	Formal Meeting with Head of Pastoral.
10 sessions (5 days) of unauthorised absence	Final Case Work meeting with Education Welfare Officer and Head of Pastoral.

Any Other Unauthorised Absence	
Occurrence	College Response
6 sessions (3 days) of unauthorised absence	Formal Meeting with Head of Pastoral.
10 sessions (5 days) of unauthorised absence	Formal legal meeting with Education Welfare Officer and Head of Pastoral.

The college will do its' utmost to support your child's attendance in school in order to maximise their progress in lessons. We understand that each child is an individual and every instance of absence has its' own context and therefore there will be occasions when our response does not reflect exactly the processes outlined above. Please contact a Pastoral Support Officer (PSO) or Head of Pastoral if you have any concerns about your child's attendance and we will endeavour to provide all the support that we can.

PUNCTUALITY:

Expectation that all students should be on site by 8.30 (first bell) at the latest.

- All students must be in their Tutor bases between 8.30 and 8.35 and in lesson 5 at 2.00 to receive their registration mark.
- Morning registration will be taken by all tutors at 8.35. If a student arrives after this, they will be marked as late on the register.
- Formal morning registration closes at 08:50am. Any student arriving after this time MUST SIGN IN VIA RECEPTION.
- Formal afternoon registration closes at 14:00, Any student arriving after this time MUST SIGN IN VIA RECEPTION.

SANCTIONS:

- Students who are late for registration 3 times in any term will receive a concern point each time and on the third occasion will also be placed in a red card lunchtime detention.
- All subsequent late marks for morning or afternoon registration will result in the same sanction on every occasion.
- All students must arrive promptly at each lesson. Failure to do so may, at the discretion of the Teacher, result in the issue of a concern point.