

Policy Title: Attendance and
Punctuality Policy



Regular and punctual attendance is of paramount importance in ensuring that all students have full access to the curriculum. Valuable learning time is lost when students are absent or late.

Initiated: May 2004

Groups consulted: Governors
Staff

Reviewed: June 2006
June 2009

Audience: Parents
Students

Policy located: Web Site
School Office

Parents' and Carers' Responsibilities

The school recognises that:

'parents have the primary responsibility to ensure that pupils of compulsory school age attend regularly' (DfES 1999)

First Day Absence

- Parents / Carers are expected to contact the school early in the morning **before 9.00am on the day of absence** to explain the reason and duration of the known absence and there after on each day that their child is absent.
- Parents / Carers need to recognise what the school regards as unacceptable reasons for absence.
- Parents / Carers should contact the Attendance Office on 01323 514919 (Direct line) and leave a message. This line is available 24 hours each day.
- Parents / Carers who know their child will be absent on the following day then have the option to phone the evening before.
- Parents / Carers should state their child's name, tutor group, day and reason for absence.
- Parents / Carers should send a dated letter explaining the absence when the student returns to School.
- Parents / Guardians are requested to liaise with the School about specific problems which might cause absence.

Absences for Medical reasons

- Parents / Carers are requested, whenever possible, to try to make all appointment **outside** of School hours. If an appointment has to be made during school hours a medical certificate has to be provided. Where possible, students should return to school after the appointment
- When a student has a medical condition that may affect attendance and punctuality to School, parents / carers must contact the School (Head Teacher or Deputy Head teacher) to discuss possible arrangements e.g. Reduced timetable. Once an arrangement has been agreed, students should sign in at the Attendance Office each day.

Absences for Holidays

- **Parents are strongly requested not to take holidays in term time.**
- Requests to take students out of School during term time are always denied in line with an agreed policy by all Eastbourne Schools. Eastbourne Technology

Attendance & Punctuality Policy (Parents)

College is adhering to the policy adopted by all Eastbourne and Hailsham schools to authorise holidays only in exceptional circumstances. Requests for any period of absence for the purpose of a family holiday will only be considered in *exceptional circumstances*, with reference to the student's attendance record and the timing of exams or tests such as SATs.

- A few students may benefit from a holiday if we feel they are able to benefit from a different working environment and can succeed with the help of their family on their assigned projects. This would refer to those students with a very particular set of needs.
- It is the responsibility of the parents / carers to collect a holiday form from the Attendance Office and complete and return it to the Attendance Officer **at least 10 days before the requested period of absence.**
- Separated or divorced parents who would like to request absence for holiday with their son / daughter, should try to liaise with each other before completing the Request Form.

The School's Role and Responsibilities

Statutory Registrations

- The School day is divided into two sessions and statutory registration takes place at the beginning of both these sessions:
AM = 8.40 – 8.50 (Lesson 1) and PM = 2.00 – 2.15 (Lesson 5)
- The class teacher completes the register during the first 10 minutes of Lesson 1 and Lesson 5

First Day of Absence Contact

- On the **first** day of absence in **all** cases the automated call system will attempt to make contact with parents / carers (unless other agreements have been reached)
- Should no contact be made, a further call will go out on the following day and each day thereafter.

Monitoring Absences and Absence Management

Traffic Lighting

All students will be placed in either a RED, AMBER OR GREEN category. These are in line with ESCC and EWS Guidelines.

RED:	Attendance below 85%
AMBER:	Attendance between 85% and 95%
GREEN:	Attendance above 95%

Attendance & Punctuality Policy (Parents)

Parents / Carers will be notified via the *Summative Assessment Reports* regarding the category into which their child has been placed. An explanation of the situation and actions the School may take will be in the letter accompanying the SAR.

Punctuality

- Students who arrive at Lesson 1 and Lesson 5 after the register has been taken will be marked as late (PARS code L)
- Students who arrive after Lesson 1 must sign in at the Attendance Office
- Students who are late to School will automatically be given a breaktime detention for 15 minutes (11.00am – 11.15am). Students who fail to attend the break detention will be given a school detention.
- Students who have arrived at school but who are late to lessons are the responsibility of the **Subject Teacher**. A suitable sanction should be issued (e.g. student stays behind for a few minutes at break, lunch, or after school; a note in the students' planner).
- **Late Gate:** Periodically the EWS, Police Liaison Officer and representative of SLT will stand at the School gates checking the punctuality of students arriving after 8.40am particularly those who are dropped off to College by parents after 8.40am.

Positive Attendance: Attendance and Punctuality Incentives and Rewards

The School recognises that by raising awareness of attendance and lateness issues via a variety of means and strategies such a sustained effort will have an impact on the overall attendance and punctuality figures.

- Certificates will be awarded termly to those students who have achieved 100% attendance
- A special certificate will be issued in the Celebration of Achievement held in the final term to all students achieving 100% attendance for the year.
- The Headteacher awards prizes to the tutor groups with good attendance over a three week period