



14-16 Attendance and Punctuality Policy

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| VERSION | 1 |
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| Policy Originator | Assistant Principal, Student Experience and Learning Support |
| Equality Impact Assessed: | |
| Approved by: | College Management Team |
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| Audience: | Applicants to the 14-16 provision, Parents, Carers, Local Authorities, Schools |

14-16 Attendance and Punctuality Policy

As an alternative learning provision, we will encourage parents and carers to ensure that their child achieves maximum attendance and that any barriers that prevent this are identified and removed promptly. As parents, it is their responsibility to ensure that their children arrive to the educational provision and return home safely. Provisions must take the attendance register at the start of each day. On each occasion they must record whether every pupil is:

- Present
- Absent
- Authorised Absent.

We will provide schools and Local Authorities with attendance data each week for each student. We will further advise regarding irregular or unjustified patterns of attendance to local authority officers.

The aim of this policy is to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education possible in order to maximise learning.
- Enable pupils to progress smoothly, confidently and with continuity through our provision and report to students' home school.
- Make parents/carers aware of their legal responsibilities.
- Ensure attendance meets Government and Local Authority targets.

Expectations

We expect all students will:

- Attend the provision every day they are expected to do so
- Attend the provision punctually
- Attend appropriately prepared for the day
- Report promptly to a member of staff any issues that may affect their attendance

We expect that all parents and carers will:

- Ensure regular provision attendance and be aware of their legal responsibilities
- Ensure that their child arrives at the provision punctually and prepared for the school day
- Ensure that they contact the provision on each day of absence or if known in advance; whenever their child is unable to attend the provision. The attendance team can be contacted on 020 8394 3268/5 by **9.30am** or by emailing 14-16attendance@nescot.ac.uk
- Contact the provision promptly whenever any problem occurs that may keep their child away.
- Notify the provision of any home circumstances that might affect the behaviour and learning of their child.
- Notify the provision immediately of any changes to contact details.

Examples of authorised and unauthorised absences are given below:

| Authorised | Unauthorised |
|--|---|
| Hospital/dental/doctor's appointment (with evidence) | Shopping /day trip / visit to a theme park / birthday treat |
| Genuine ill health | Looking after other children / other family members |
| Major religious observances | Appointments for other family members |
| Visits to prospective new schools | Oversleeping due to a late night |
| External exams or educational assessments | Holidays |

Parents/Carers and students can expect the provision will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any child or parent's concerns.
- Keep regular and accurate records of attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the provision can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- If child is known to children's services, unusual patterns of attendance are reported in-week and a record of absences kept on the college Safeguarding system.
- Encourage good attendance and punctuality through a system of reward and recognition
- Give parents access to ParentPortal so they can regularly check the % attendance of their child

Non-attendance during the day

Students are not to leave the college premises at any time of the day without formal consent by the Head of Centre, Leanne Cassidy. In situations where this arises, the following procedures will apply:

Students leaving early without permission

If a student does not attend a timetabled session during the day and leaves the college premises, then contact will be made with the parent/carer and where appropriate the local authority/school to inform them of the truancy. In this situation, the behaviour policy will apply.

Students who are asked to leave the college

A student may be asked to leave college premises as a result of:

- Sudden and unexpected illness.
- Unreasonable or unsafe behaviours which the student is unable or unwilling to address immediately.

- Inappropriate behaviours or action resulting in concerns for the welfare of the student, staff, or other students.
- Inappropriate behaviours resulting in damage to any aspect of the College's buildings, fixtures, or fittings.
- A suspicion or concern that the student may be under the influence of either alcohol or drugs.

In the case of illness or intoxication, staff will contact a first-aider or the college nurse who will provide initial appropriate guidance and the Head of Centre will contact the parent/carer to inform them of the situation.

Parents/Carers may be required to collect their son/daughter from the college if they need to go home or make reasonable and safe arrangements for their collection.

In some circumstances, if the student cannot be collected or travel on their own, a taxi can be arranged (with parental permission) from Student Wellbeing Services. A decision will be made by the Head of Centre and the Head of Department, Slavina Kalendzhieva, about whether the student can travel on their own or if they should be accompanied by staff.

If the College is unable to reach the parent/carer the student may need to stay in college until they are contacted or until the end of the day, depending on the situation.

Staff may deem it necessary to make a safeguarding referral depending on the situation and the behaviour policy may be applied.

College Monitoring of Attendance and Punctuality Procedure

Daily and weekly attendance is monitored and tracked closely by the attendance team and where attendance falls below expectations, the following 4 stage approach will apply.

Stage 1

Meeting with student, parent and Head of Centre to discuss reasons for low or declining attendance. Barriers to attendance and/or punctuality explored and actions agreed to improve.

Potential outcomes as a result of intervention:

- Attendance improves = no further action
- Attendance does not improve = second meeting arranged and further period of monitoring reviewed and agreed.
 - Attendance improves = no further action.
 - Attendance does not improve = escalate to stage 2.

Stage 2

Once Stage 1 has been exhausted, an attendance meeting will be arranged with the Head of Centre, student, parent and other appropriate internal and external professionals.

Parent/carer and student should be offered support to re-engage with education and improve attendance. Options explored such as: reduced or bespoke timetable; additional sessions with Student Mentors, Wellbeing or the Education Psychologist; rise and shine phone calls; and other external support.

Attendance targets and strategies to be agreed with the student and a period of monitoring.

Potential outcomes as a result of Stage 2 intervention:

- Attendance improves = continue to monitor attendance and punctuality
- Attendance does not improve = consider referral to education welfare officer from local authority and inform any other external agencies involved with the student of concerns.

Stage 3

If attendance does not improve and/or further declines, stage 3 can be initiated. This involves a meeting with the Head of Centre, Head of Department, parent/carer, student and other appropriate internal and external professionals.

A review of support and intervention provided to date and barriers to engaging discussed. Student to be made aware that place on course is potentially at risk and that this is the final meeting and that continued non-improvement in attendance may result in the college place being closed.

Intervention support, targets and agreed monitoring period set with parents/carers and students.

Agree final next steps with local authority if improvements still not made from this final intervention eg closure of place, education welfare and pursual of court order and fines.

Written warning and agreements to be sent to the student and the parent with copies to the local authority/home school.

Improved attendance = continued monitoring and support by Attendance Team and Head of Centre.

Attendance does not improve – proceed to stage 4

Stage 4

No improvements to attendance and student not engaging in any support provided then escalate to the Assistant Principal for Learning Support and Student Experience, Lisa Moynihan, with Head of Department to complete a final review. Assistant Principal to decide on whether stage 3 should be repeated or place closed.

