

Policy and Procedure on

Attendance

Cambian Wing College

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Policy Level	Education
Staff Groups Affected	All Staff

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1. Monitoring and Review

- 1.1.** The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or

earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



Andrew Sutherland
Representative, Proprietor, Cambian Group
January 2022



Cassandra Pollitt
Principal
January 2022

2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the Children's Home/school/college. Cambian Wing college is a college.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Wing college we have young people attending and/or residing between the ages of 16-25
Service Head	This is the senior person with overall responsibility for the Cambian Wing College. At Cambian Wing College this is the Principal who is Cassandra Pollitt. <i>* dual registered locations need to include Service Head and Registered Manager if they are not the same person.</i>
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Wing College this is Ofsted and CQC.
Social Worker	This means the worker allocated to the young person/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the young person or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Definitions

Authorised absence

- 3.1.** An absence is classified as authorised when an Individual has been away from Location for a legitimate reason and the Location has received notification from a parent. For example, if an Individual has been unwell, the

parent/carer/guardian writes a note or telephones the Location to explain the absence or if an individual has a doctor's note for an appointment.

- 3.2. Only the Location can make an absence authorised. Parents do not have this authority.
- 3.3. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes an Individual out of Location to go shopping during Location hours, this will not mean it is an authorised absence.

Unauthorised absence

- 3.4. An absence is classified as unauthorised when an Individual is away from our Location without the permission of both the Location and a parent.
- 3.5. Therefore, the absence is unauthorised if an Individual is away from Location without good reason, even with the support of a parent. The Location keeps accurate attendance records on file for a minimum period of five years.

4. Legislation

- 4.1. Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

5. Applies to:

- 5.1. the whole Location inclusive of activities outside of the normal Location hours;
- 5.2. all staff (teaching and support staff), the proprietor and volunteers working in the Location.

6. Availability:

- 6.1. This policy is made available to parents/guardians, carers, staff and pupils from the Location office.

7. Introduction

- 7.1. Attendance and engagement are at the centre of college's focus on promoting positive, mature, expected, committed and responsible attitudes and behaviour of the learners
- 7.2. Analysis and improvement of attendance and engagement in education is at the centre of elicited practice
- 7.3. We expect all Individuals on roll to attend every day, when the Location is in session, as long as they are fit and healthy enough to do so.
- 7.4. The College aspires to achieve 97% attendance and engagement
- 7.5. Learners achieving 95% and above attendance and engagement are recognised and their success is celebrated on termly basis to reinforce and instil the sense of achievement, pride and boost self-confidence and self- esteem
- 7.6. Highest attending learners receive a voucher at the end of the academic year
- 7.7. Celebrating success is considered essential and an integral part of the attendance and engagement management process
- 7.8. We do all we can to encourage the Individuals to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards College. To this end, we strive to make our Location a happy an engaging and rewarding experience for all Individuals.
- 7.9. Attendance and engagement data is formative, at the end of each education week and summative at the end of each half term. Both are reviewed on weekly basis in High Priority Group meetings where a multidisciplinary approach to exploring rationale behind low attendance and engagement as well as potential improvement strategies are explored

- 7.10.** Procedures and actions aiming at improving attendance and engagement at college are bespoke and personalised to each individual learner placing careful consideration of learner history of attendance and engagement, their experience of education, previous and current presentation, and above all mental health wellbeing. Only on consideration of the above variables, an appropriate approach, measures, actions and procedures are implemented as part of a multidisciplinary approach
- 7.11.** Improvement of attendance and engagement is learner centred and learners are an integral part of the process, review and evaluation of the effectiveness of the initiatives
- 7.12.** The Proprietors are responsible for making sure the Location keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day students of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the College day. This register will also indicate whether an absence was authorised or unauthorised. The Proprietors also ensure that a compliant admissions register is also kept.
- 7.13.** Attendance is also recorded lesson by lesson so that subject related attendance data can be analysed when required
- 7.14.** The college calendar and dates when the location is open can be accessed from the home page of our website. Alternatively, our term dates and Calendar of Events can be obtained from Cambian Wing College. Emergency closures for such things as extreme weather will also be published on the home page of our website.

The Role of the Parents/Guardians/ Carers

- 7.15.** Parents/guardians/carers have the legal responsibility for ensuring that Individuals of compulsory school age 5 to 18 receive a suitable education, either by regular attendance or otherwise
- 7.16.** The College encourages continuous communication with parents/carers (if students consent) related to consistent good attendance or any issues related to attendance.

Our Responsibilities

- 7.17.** We are required to maintain two registers:
- An admission Register
 - An attendance Register
 - Subject attendance register

The Admission Register

- 7.18.** This gives particular information about Individuals who are currently registered as attending this location. For the purposes of day to day management, the admission register will be contained within the College database, although selected information will be printed and placed in key location (such as staff room, school office and the Principal's office) to facilitate ease of access of information. The register will comprise information that is compliant with

regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each student, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known to the Governor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- An indication of boarding/care order or day attendance (external placements)

Attendance Register

7.19. We are required to ensure that the attendance register for all Individuals on the Register is taken twice a day – once at the start of the morning session and once during the afternoon session. We value attendance Individuals who complete 100% attendance each term will be celebrated and awarded with a bespoke to their preferences recognition (e.g. amazon voucher). Each Individual must be marked on the register in one of the following categories:

P for Present and Engaged in an approved educational activity/session at or away from the school site as part of their timetable (this includes sporting activities, educational visits or residential trips)

- **U or C (unauthorised or authorised absence) for Absent**

- Unable to attend
- Taking **authorised absence** (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking **unauthorised absence** (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

7.20. Subject teachers and education tutors will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If an Individual is absent, the register must say whether or not the absence has been authorised by the College. Parents/guardians/carers cannot authorise absence – it is the college that decides how to classify absences). Authorised absence is where the College has either given approval in advance for a student to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised. Authorised absences include: medical or dental appointments, days of religious observance, visit's to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the Principal, giving the College plenty of time to consider the request.

7.21. If an individual is absent without explanation, staff will normally contact the parents/guardians/carers/residential homes the same day whenever possible as part of the FIRST RESPONSE system. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence. Under education law, parents/guardians/carers may request absence for their Individuals from school for family holiday. It is for the College to determine whether or not they agree to a family holiday during term time. College may authorise absence for the purpose to a maximum of 10 College days in any academic year. The College feels that family holidays should be taken when the school is not in session, unless there are exceptional circumstances.

7.22. Covid related absences will be followed up by the education tutor initially and reported to SMT/SLT for follow up. Students' attendance data and measuring will reflect any absence related to Covid-19, both suspected or conformed cases.

Failure to Attend School

7.23. If there is concern about an Individual's absence, the teacher will contact Student Support Services Coordinator and this will immediately be followed up by them in the first instance. If an Individual fails to regularly attend College then the

parent/carer/guardian is guilty of an offence (Educational Act 1966). Initially, the school will try to resolve any problems, but in the case of continued absence the school will contact the Local Authority (LA) and it is likely that the College will work closely with the parents, students and College to resolve issues and develop strategies to improve attendance. The College is required to inform the LA if a pupil fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

- 7.24.** Nonattendance or low attendance is managed internally in the first instance and in full dialogue with the student in question. Attendance and engagement in education are analysed at the end of each week, half term and academic term as well as annually.
- 7.25.** Register data provides an accurate representation of non-attendance and non-engagement
- 7.26.** Barriers to attendance and engagement are carefully considered prior to establishing the most suitable, individualised approach to addressing a non-attendance or non-engagement. Learners at the college most frequently struggle with overcoming the following barriers: mental health imbalance, anxiety associated with social interactions within educational settings, negative previous experience of a subject or education as a whole, lengthy period out of education prior to commencing a placement at CWC, low self-esteem and low self-belief in probability of achieving in an academic context, fear of failure, fixed mind-set and lack of flexibility, communication difficulties, difficulties in establishing, maintaining and managing positive peer relationships at college, health problems
- 7.27.** Low attendance at the college (below 80%) is addressed by learners' education tutors in the first instance and communicated to the team (care, education, therapy and behaviour support lead). Consequently, a bespoke approach to improving attendance is established and implemented with learners' input. Actions implemented can include for

example a set of quantifiable, measurable and achievable attendance (SMART) targets, a temporarily reduced timetable and a gradual approach to improving attendance, engagement booster or meetings with relevant professionals.

Absence

7.28. If a Individual is absent

- When an Individual is absent unexpectedly, the subject teacher will record the absence in the register and will inform the Student Support Services Coordinator, who will make enquiries about the reasons for absence
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if an Individual has a medical appointment.
- If there is any doubt about the whereabouts of an Individual, the subject teacher should take immediate action by notifying the Student Support Services Coordinator. Cambian Wing College will then be in contact straight away with the parent or guardian, in order to check on the safety of the Individual.

Requests for leave of absence

7.29. We believe that Individuals need to be in College for all sessions so that they can make the most progress possible. However, we do understand that there are exceptional circumstances under which a parent may legitimately request leave of absence for an Individual to attend a specific event.

Long-term Absence

7.30. When Individuals have an illness that means they will be away from the College for over five days, the College will do all it can to send material home so that they can keep up with their academic work. Any ongoing absences, ‘lates’ or unauthorised absences for holidays are followed up as quickly as possible.

Repeated Unauthorised Absences

7.31. The school will contact the parent of any Individual and LA who has an unauthorised absence. If an Individual has a repeated number of unauthorised absences, the parents will be asked to attend a strategy meeting focusing on a multidisciplinary approach to increasing student attendance.

8. Standard Forms, Relevant Documents, Letters & References

- 8.1.** Equality and Diversity Policy
- 8.2.** Special Educational Needs and Disability Act (SENDA)
- 8.3.** Admissions Policy
- 8.4.** Inclusion Policy
- 8.5.** [School Attendance Guidance - for maintained schools, academies, independent schools and local authorities](#)
- 8.6.** Funding guidance for young people 2021 to 2022 - <https://www.gov.uk/government/publications/funding-rates-and-formula/funding-guidance-for-young-people-2021-to-2022-rates-and-formula>

9. Appendix I – College Attendance Register Codes

CODE	MEANING
/	Present (AM)
\	Present (PM)
B	Off-site educational activity(education is supervised and safeguarded)
P	Participating in supervised education session
V	Educational visit or trip

W	Work experience
NE	Present but not engaged in the learning
X	Covid related absence (awaiting a PCR test result or isolating/shielding)
TH	Therapy/wellbeing appointment – engaged and present
	AUTHORISED ABSENCES
C	Leave of absence authorised by school
E	Excluded
H	Family holiday (agreed)
I	Illness
M	Medical/Dental appointments
R	Religious observance
S	Study leave
T	Traveller absence
	UNAUTHORISED
G	Family holiday (NOT agreed)
N	Reason for absence not yet provided
O	Unauthorised absence
U	Late
	ADMINISTRATIVE
N	Not required to be in school
Y	Enforced closure
Z	Student not on roll
#	Planned school closure – induction days; half-terms; bank holidays; non-educational days etc)