



Including local arrangements in annexes for:

CRANBURY COLLEGE

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Expectations Regarding Attendance

Regular attendance and good punctuality are crucial factors for pupils/students to achieve their full potential at school. Pupils/students attend school for 190 days each year. The Trust expects 100% attendance, and, on average, attendance is consistently above 96%.

Parents have a legal obligation to ensure that their children attend school regularly but also a role in encouraging their children to see the value of education.

School registers are taken each morning and afternoon. Pupil/pupils/students arriving late but within 30 minutes of registration will be marked as Late. After this point an absence will be recorded which requires a parental explanation. Unexplained lateness will be deemed as Unauthorised Absence.

Legislation and guidance underpinning this policy

School attendance Guidance for maintained schools, academies, independent schools, and local authorities July 2019 which summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents. These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Equality Act 2010
- Equality Act 2010 and schools (May 2014)

Attendance Register

The Trust is required by law to maintain an attendance register. The attendance register must be taken at the start of the morning session of each school day and once during the afternoon session.

If a pupil/student of compulsory school age is absent, the register must show whether the absence is authorised or unauthorised. Each pupil/student must be recorded as:

- Present.
- Attendance at an approved educational activity.
- Absent; or
- Unable to attend due to exceptional circumstances.

The absence of a pupil/student to take part in a supervised educational activity outside the School but authorised by the School is recorded as an “approved educational activity” and is regarded as “present”.

The School will follow up any absences to ascertain the reason for the absence, establish whether the absence is approved or not, and identify the correct attendance code for the register.

Lesson Registers - Secondary Schools Only

In addition to morning and afternoon registrations, we take an electronic register during each lesson. Where a student is absent for a lesson, and there is no recorded reason for that absence, the teacher will raise the alert and a member of staff will verify the student has not signed out or gone to another area of the School. If the pupil/student cannot be found on site after a reasonable search, then parents are contacted. Where a child has identified vulnerabilities and/or special educational needs, then the School may decide to call parents immediately. Similarly, the School

may take the decision to contact the police directly if there is a risk of significant harm to the pupil/student.

Modified Timetables

In some situations, (usually to support a pupil/student who is or has been unwell) a pupil/student may be put on a Modified (part-time) Timetable. This will be done as part of a formal process with a signed agreement. The Modified Timetable will be reviewed regularly and will be time limited. Where pupil/pupils/students are on agreed modified timetable, the School has agreed to the pupil/student being absent for part of the week or day and therefore will record it as authorised absence.

Illness

Parents are expected to notify the School before 9am on each day that their child will be absent due to illness. Where a pupil/student does not register for a morning session and there is no explanation for their absence, the Attendance Officer will contact the parents to inform them of this. The first day calling procedures are contained in Annex 1.

If an email or telephone message has been received, the parents are not required to send a further acknowledgement in writing, however the School reserves the right to ask for confirmation in writing at any time. Whilst the parent may provide a reason for an absence, decisions as to whether the absence is authorised or unauthorised will be made by the School.

Emails may be sent to the Attendance Officer directly or via the school office as long as they are received from an email address which has previously been registered with the School on its database.

When a child is unwell and absent over a short period (less than a week), the School will assume that they are not well enough to complete work. In this event, teachers will not normally provide work for children to complete but will support them to catch up on their return.

When a child is absent over a longer period due to an illness which is supported by a medical note the School will work with child and their family to arrange work for them as appropriate.

Pupils/students falling ill during the school day

When a child appears to be too physically or emotionally/mentally unwell to be in school we will ask that they be collected by a parent in order to be either taken home or to seek medical attention.

Medical or Dental Appointments

Medical or dental appointments should, in all cases, be made after the school day has ended, except in an emergency.

Requests for Leave of Absence during Term Time

From 1 September 2013, the regulations governing the granting of leaves of absence to pupils/students in term time changed. Leaves of absence can now only be granted in "exceptional circumstances".

For the avoidance of doubt, going on holiday during term time does not constitute exceptional circumstances, and a leave of absence during term time will not be granted to parents for this reason unless there is some other "exceptional reason" for doing so (for example, the holiday is to visit a terminally ill relative who lives in another country). The School may, in some circumstances, grant a leave of absence to attend a funeral or wedding of a close relative, namely a parent, sibling and, in cases where there was regular contact, grandparents.

Parents should submit requests for a leave of absence to the school office **at least 15 days** before

the first date of the proposed absence. Such requests must be in writing and outlined **in detail** the reason for the request for leave of absence, the number of days that the pupil/student would be absent, and any consequences should the leave of absence not be granted.

Parents should not assume that a request for leave of absence will be granted, and no arrangements (for example, travel tickets or accommodation) should be booked before the request has been considered and authorised. The School will not accept any responsibility for any losses incurred in consequence of the refusal of a request.

Absence of a pupil/student will never be authorised retrospectively, and any such absence will be recorded as unauthorised.

If a request for leave of absence is refused and the pupil/student is subsequently absent on any of the days that the request related to, the School will notify the local authority, which is likely to result in the issue of a penalty notice to each parent for each day of the absence for each child. This is also the case if a request is authorised, but the pupil/student is absent for longer than agreed.

Fixed Penalty Notices

Under certain circumstances the School might refer parents to the Local Authority with the recommendation that a fine (Fixed Penalty Notice) be issued. For example:

- Taking unauthorised holiday (or other leave) during term-time
- Repeated absence or lateness which is not explained in writing by a medical professional
- A long absence which is not explained in writing by a medical professional

In this event, each parent would be fined for each affected child.

Absence for Religious Observance

A request for leave of absence to take part in a day exclusively set aside for religious observance by the religious body to which the parents belong will be agreed by the School. A request for such absence should be made in writing **at least 15 days** in advance. Typically, the Trust will grant a leave of absence of one day per annum for religious observance. The Trust may seek advice from the religious body before agreeing the request.

Long-Term Absence

Where pupil/pupils/students are absent from school without authorisation for any length of time (including long visits overseas) the School will consult with the Local Authority Attendance Officer. This may result in referral to social care, prosecution or the child's removal from the school roll.

Pupils/students going off roll and preventing Children Missing in Education

Children Missing in Education (CME) are children whose whereabouts are known but for whom there is no educational provision in place and children whose whereabouts and educational provision are unknown.

The School's Attendance Officer monitors attendance on a day-to-day basis and refers the names of individual pupils/students who may require additional support.

Where members of staff are concerned that an absence or pattern of absence raises a safeguarding concern (including possible links to forced marriage or female genital mutilation), they will consult with the School's Designated Safeguarding Lead.

The Local Authority will be informed when the School is **about to** remove a pupil/student's name from the admission register.

Where a pupil/student is absent without authorisation for 20 consecutive school days the pupil/student can be removed having made reasonable enquiries in conjunction with the Local Authority re the whereabouts of the child.

Where a parent has notified the School of their intention to remove their child from the school roll in order to Electively Home Educate (EHE) them, the school will inform the Local Authority.

Attendance pupil/student support strategies

Pupils/students whose attendance is not considered satisfactory will need positive reinforcement on their return to school, and the Inclusion Team and/or Pastoral Team will seek to provide support by working with pupils/students and their parents to encourage a more positive attitude towards attendance.

The Inclusion Team and Pastoral Team have positive roles in assisting those who are potential school refusers. Non-attendance will usually be addressed by the Attendance Officer in the first instance but will be escalated to a Pastoral Leader and/or the Local Authority Attendance Officer if there is no improvement. The Safeguarding Lead, the SENCO or the Inclusion Team may also be included.

Pupils/students who miss school through accident, injury or ill health often worry about the work being missed and about travelling around the busy school site on their return. The Inclusion Team can co-ordinate work to be carried out at home (if the absence period is going to be longer than a week) and offer support to the pupil/student on their return. These members of staff will also be in close contact with the Local Authority Attendance Officer and other outside medical and support agencies, as necessary. A Modified Timetable may be instigated.

A pupil/student's attendance record may be taken into account when allocating places on a school trip, visit or activity.

Support for Parents

Parents will be kept fully informed about their child's behaviour, attendance, and punctuality. The School will seek to work in partnership with parents in order to improve behaviour through, for example, meetings, pastoral support plans, etc.

The School will encourage parents to make use of outside agencies and parenting classes, where appropriate, and will assist with arrangements for the use of these agencies. In these cases, a formal referral requesting support will need to be made by the School in consultation with parents and submitted with parental consent.

Punctuality

Students are expected to arrive punctually to school and to lessons. Lateness will be recorded in registers by both tutors and teaching staff.

Where a pupil/student is late to a session, this will be dealt with by the tutor or teacher in the first instance with a Level 1 response.

Where a pupil/student displays persistent lateness, a Pastoral Leader will contact the parents. Support and a Level 2 response will be actioned. Possible consequences include:

- The withdrawal of free time at break or lunch.
- A period of community service in school.
- A temporary or permanent ban from representing the School on trips, visits, or public activities.
- A temporary or permanent ban from taking part in school social activities.
- The withdrawal of an allocated place on a school trip, visit or activity.

Information on sanctions for poor punctuality can be found in our Behaviour Policy.

A pupil/student's punctuality record may be taken into account when allocating places on a school trip, visit or activity.

Off-Rolling

Off-rolling refers to the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the School rather than in the best interests of the child.

Maiden Erlegh Trust schools will never off-roll children in these circumstances.

There are many reasons why a school might remove a pupil from the school roll, such as when a pupil moves house, or a parent decides (without coercion from the School) to home educate their child. This is not off-rolling. If a school removes a pupil from the roll due to a formal permanent exclusion and follows the proper processes, this is not off-rolling.

Monitoring

Monitoring of attendance is carried out by the attendance officer in liaison with pastoral staff. Pupils/students are referred to the Local Authority Attendance Officer when their attendance has dropped below 80% (CC), or where their attendance is cause for concern (for example extended absence). The attendance officer will liaise between parents and The Trust and make every effort to get pupils/students back into school. The Attendance Officer will, if necessary, refer parents to the local authority for prosecution.

Every half term, an analysis of behaviour and attendance logs forms part of each School's self-evaluation. This analysis will then be shared with and discussed by the relevant Senior Leadership Group and Local Advisory Board.

The Headteacher and Local Advisor Board Chair will discuss trust-wide attendance and punctuality issues with the Board of Trustees.

ANNEX 1: ABSENCE PROCEDURE

Day 1 of absence, without message from parent:

- a 'first response' text to parents, when a pupil is absent. This will happen if the pupil has not arrived after thirty minutes. This is to support the safeguarding of the pupil.
- a note of the outcome of the phone call is placed in the pupil's contact sheet
- on rare occasions, if there is a genuine safeguarding concern, the attendance officer may make the decision to visit the pupil's home that day
- at this point, this is recorded as an unauthorised absence

Day 2 of absence, without message from parent:

- a phone call will be made if the pupil has not arrived within thirty minutes of the start of their timetable
- if concerned, the attendance officer may make a decision to visit the pupil's home
- a note of the outcome of the above action is placed in the pupil's contact sheet
- at this point, this will be recorded as an unauthorised absence

Day 3 of absence, without message from parent:

- as above
- if the outcome of the phone call is not satisfactory, a letter will be sent home explaining that if we do not hear from parents within 4 working days, we will contact the EWO (Education Welfare Officer).

If the unauthorised absence continues, the EWO will be contacted, and their guidance and advice will always be acted upon.

The parents must contact the school explaining the reason for the absence. A phone call is acceptable, but only when made by the parent themselves. Evidence maybe requested for illness, medical or other appointments.

- Unacceptable explanations will count as unauthorised. If there is any doubt, then the advice of the EWO will be sought.
- The attendance officer will ensure the correct code is used and is available to explain the decision if requested to do so.
- A pupil who is excluded will be marked 'E' and this counts as an absence.
- For prolonged absence the Police maybe called to do a Welfare Call Visit.
- Attendance statistics are reported to senior leadership team, parents, management committee, Reading Borough Council and the DfE.

Please note that pupils leaving site or their place of education during the school day are breaching our Code of Conduct and we regard this as very dangerous behaviour. We will send a text to parents as soon as the pupil is no longer within our sight and/or care.

ANNEX 2: ATTENDANCE ACTION PLAN

Action Plan for the Improvement of Attendance and reduction of Persistent Absence at Cranbury College

School Attendance Lead: Simon Lovelock

Attendance Officer: Melanie Thomas

Ethos, Values and Purpose:

We recognise that excellent and consistent school attendance for Cranbury College pupils is a crucial component of their personal development and success. All absences have a negative impact on the life chances of our young people. Regular attendance is vital in order for our young people to maximise the educational opportunities provided within the college, make academic progress and reach their full potential. Persistent absence can lead to social, emotional and educational disadvantage – therefore we pledge to challenge poor attendance through robust, pro-active and supportive systems.

DfE Guidance:

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Target for 2020 -2021

Overall attendance figure for the whole school: 95%

Attendance for each phase – Primary, Secondary, Post-16: 95%

Persistent absence target: No more than 5% of students to have over 10% absence (persistent absence)

This plan is dependent on Covid Rules and Restrictions.

Outcome	Action	Person responsible	Monitored by	Frequency
1. Improve overall attendance across the school and refine existing systems	SLT will give high priority to supporting the improvement of attendance and reduction of persistent absence by regularly reviewing data and reports provided by the attendance officer. Current Attendance policy to be reviewed by SLT/ELT/MT/MC Attendance Link role to be established on Management Committee to monitor and challenge college progress on attendance work	SLO	MWI/Management Committee	Ongoing
	The College has a statutory obligation to mark attendance registers during agreed AM and PM slots. It should be a school requirement that attendance marks are issued every lesson by subject tutors.	Attendance Officer/Subject Tutors	SLO/MTH	Daily

The Attendance Officer will monitor and remind staff of this requirement.			
Attendance Officer to check the registers for absentees daily for both AM and PM sessions and ensure that up to date and accurate codes are used for all absence	MTH	SLO	Twice Daily
First Day calling procedures are followed – at 9.20, attendance officer/admin staff to call/text any parent/carer to enquire why their child is absent if no prior notification has been received. This is also to those who are taught by tutors and AP but messages must go through Cranbury systems e.g. Teachers 2 Parents text not mobile phones. If no contact is made, a message to be left and followed up with a Text 2 Parents. 'O' code to be used until response from parent. Calls to made in the following order of priority: <ul style="list-style-type: none"> • LAC Students • Students on CP/CiN Plans • Pupil Premium Students (of any year) • PA students as highlighted by EWO/HOYs • Any other parents/carers Outcomes/additional information/contact to be recorded through Faronics data system.	MTH	SLO	Daily
On the third day of absence, parent/carer to be called regardless of whether or not they have contacted the school.	MTH	SLO	Daily
Attendance officer to review registers to ensure the appropriate use of codes. To provide Phase leaders with list of all students who have any O code during the week.	MTH	SLO	Weekly Termly
School Attendance Lead and Attendance Officer to meet fortnightly to look at all interventions and support for students attendance already in place, discuss the progress and plan next steps appropriately.	SL/MTH	SLO/MTH	Termly
Attendance officer and PLs to meet at least fortnightly to go through all students attendance.	MTH/PLs	SLO	Fortnightly
Attendance Officer and Phase Leaders to meet to discuss interventions for all students with persistent absence or unexplained patterns of absence.	MTH/PLs	SLO	Fortnightly
Attendance Office/PLs to produce an action plan for ALL students with persistent absence/unexplained patterns of absence.	MTH/PLs	SLO	Fortnightly

	Parents/carers of any student with below 90% attendance to be notified that absence will not be authorised without evidence e.g. appointment card, medical evidence.			
	Attendance Officer to alert PLs of any immediate concerns.	MTH	SLO	Daily
	Admin support to ensure that up to date medical evidence is held for all students, particularly those where this may impact on their attendance.	ECO	SLO	Ongoing
	to maintain lists which are checked daily of any student with below 90% attendance – utilising support of Key Workers in relevant phase.	PLs/MTH/KWs	PLs/SLO	Daily
	Attendance Officer/PLs to raise awareness and emphasise the importance of excellent attendance in weekly assemblies and through the use of attendance rewards for good attendance.	PLs/ Attendance Officer/PLs MTH/KWs	PLs/SLO	Weekly
	Attendance Officer to track student attendance for each phase and for disadvantaged students. AO to analyse trends in good and poor attendance for discussion with PLs.	MTH	SLO	Weekly
	Attendance Officer to identify students who need to be placed on CME list, keep the list updated, attend CME meetings and follow up actions.	MTH	SLO	Ongoing/Termly
	Staff to do unannounced visits on day of absence.	Anyone	SLO	Termly
2. To reduce persistent absence	A system in place for contacting families and doing home visits from day of absence.	MTH/PLs	SLO	As required
	Families to be engaged in 1:1 work through progress meetings and home visits so that support can be activated where intervention is necessary. Attendance Lead and Attendance Officer to discuss and decide in terms 1,3 and 5 whether to take up the option to have an EWO from Brighter Futures for Children come in, to discuss any identified students which meet legal thresholds we need to start legal proceedings for. Attendance Officer to gather evidence and prepare paperwork as appropriate.	MTH/PLs	SLO	Ongoing (as required)
	Attendance Lead, Attendance Officer and Phase Leaders to decide on which parents to have Attendance Focused meetings.			

	Attendance Lead, Attendance Officer, Phase Leaders or KW's to do pre booked or unannounced home visits for those students with poor attendance.	SL/MT/PLs/KWs		Ongoing
3. To reduce lateness	Students who are late to be signed in through reception by admin staff. Students arriving after 9.20 (where required) to be marked L with minutes late (20 mins after start of session). Students arriving after 10.00 to be recorded as U with minutes late (60 mins after start of session). Students spending unauthorised time out of lessons to have absences recorded and weekly data sent home via Text 2 Parents.	MTH/Subject Tutors/KWs	SLO	Daily
	Students with 3 late marks or more per week will be given an authorised session of Repair and Reflection during the following week. Attendance Officer to compile list and circulate to PLs on Friday so students can be informed.	MTH	SLO	Weekly
4. To reduce the number of days lost to term time 'holidays'	Leave during term time will always be considered on an individual basis within the context of specific family circumstances. Parents/carers are invited to make requests only under exceptional circumstances. The school's response will be in line with the DfE guidance and Cranbury College attendance policy. Where significant term time leave is requested, parents/carers will be invited to attend a meeting with Attendance Officer and Deputy Head to discuss academic impact on student progress As and where necessary, penalty notices to be issued by Brighter Futures for Children in accordance with LA policy.	MTH/SLO	MWI	Ongoing
5. To reduce the number of days lost to fixed term exclusions	The college will monitor and analyse the number and duration of fixed term exclusions for all students and share findings with Management Committee Where students have poor records of attendance, alternatives to FTE to be used (e.g. Repair and Reflection sessions).	SLO	MWI	Ongoing
6. To reduce the number of days lost due to modified timetables	The college will monitor the number of students placed on a modified timetable, and these will be reviewed weekly.	PLs	MTH	Weekly
7. Recognise and reward good and	Students to be praised for good and improved attendance during weekly assemblies. Rewards to be given as appropriate. Personal attendance targets to be trialled (Term 2).	PLs	SLO	Weekly

improved attendance				
8. Recording Attendance during Covid 19	Students directed not to attend due to lock down will be recorded as Code X. Students having to self-isolate, member of the family has a positive test or quarantine recorded as Code X. Students who have a positive test use Code I.	MTH	SLO	Daily
9. Students not required due to lockdown.	Students who are not required to attend a site due to lockdown rules will be marked with an X.	MTH	SLO	Daily
10. Contacting Students who are required on site due to Covid 19	Keyworkers to contact their students twice a week and let the Attendance Officer know and PL's of any concerns, this will be recorded as a \ present on registers.	KW's/MTH	PLs	Daily
11. Work for those not required to attend a site.	Online lessons and paper packs will available for all students who are not accessing sites.	PLs	SLT	Daily

ANNEX 3: PROCEDURES FOR POTENTIAL CHILDREN MISSING IN EDUCATION

1. See Annex 2 for actions relating to persistent or regular unauthorised absence.
2. For actions regarding Exclusions see the Behaviour and Exclusions policy.
3. Where we are aware that a pupil/student is moving to a new, named, school, we post the pupil/student's Common Transfer File (CTF) on the s2s website to the destination school.
4. Where we are aware that a student is moving to abroad, to an independent school or to school not using Common Transfer Files, the CTF is posed on the s2s website to the out of maintained school destination.
5. Where we are aware that a pupil/student is moving to a British Forces school (a) if we know the name of the School we transfer the CTF using the s2s website to destination SCE School (b) if we do not know the name of the School, we refer the pupil/student to the Local Authority Attendance Service.
6. Where we are aware that a pupil/student has left or is leaving and we do not know the destination school, we refer to the Local Authority Attendance Service.

NB: We use the Brighter Futures for Children CME Policy as a guide.