



Cranbury College

Attendance Policy

At Cranbury College we believe that regular, punctual attendance should be positively encouraged and supported by robust monitoring systems. We believe that pupils should be 'present, participating and achieving'. It is a statutory requirement for pupils to attend school. It is primarily the responsibility of the parents to ensure that pupils attend school regularly. If a pupil is reluctant to attend it is best to be honest with Cranbury College so we can work in partnership to ensure that any difficulties are resolved between us, if the pupil is given into this could give the impression that attendance does not matter and make things worse. If a pupil is absent from school, procedures are in place to ensure safeguarding of that child. In accordance with Reading Borough Council's 'Holidays in Term-time' policy, we will not authorise any holiday during the school term. This policy is explained to parents when their son or daughter enrolls at Cranbury College and is adhered to.

AIMS

Through this attendance policy we aim to:

- ensure the safeguarding of every pupil
- work together with parents, pupils and staff to lower absenteeism and consequently raise standards
- implement a system that will deliver these aims

PROCEDURES

There is a registration of all pupils at the beginning of morning, afternoon, individual lessons and at any alternative packages sessions on timetables.

Meet and Greet:

As pupils enter either colleges, vision or place of education they will be greeted by a member of staff, if possible from the Senior Leadership Team. Pupils must be in school or place of education by the start of their timetable at which point registration will commence.

Students are rewarded for good attendance; good attendance also shows an increase in qualifications and attainment.

Lateness:

Pupils are deemed to be late to school, if they arrive twenty minutes or more after the start time indicated on their timetables. Should a pupil arrive more than forty minutes later (1 hour from the start of their timetable), their absence will be deemed as an unauthorised absence for that part of the day. The Attendance Officer maintains a record of all late arrivals and if appropriate, the Education Welfare Officer will become involved.

Absence:

An attendance of 90% is a ½ day missed every week over a whole school year this is equivalent to 4 weeks, 80% is 1 day missed every week over the whole year is equivalent to 8 weeks absence and loss of education.

99 - 100% attendance is regarded as Excellent

95 - 98% attendance is regarded as Good

91 - 94% attendance is regarded as Satisfactory.

Below 90% is unsatisfactory.

Below 85% is persistent absences - EWO becomes involved.

By law, all absences are to be treated as unauthorised unless and until schools agree a satisfactory explanation.

Day 1 of absence, without message from parent:

- a 'first response' phone call is made 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:

- another 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 there guidance and advice will always be acted upon.

Should the pupil return to school before we enlist the services of the EWO, then we must receive a note from parents explaining the reason for the absence. A phone call is acceptable from parents, but no other person may deliver a verbal message. Evidence maybe requested for Illness, Medical or other appointments.

NOTES

- Certain categories of absence are acceptable and these are on the attached sheet.
- 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 DCSF.

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 phone parents as soon as the pupil is no longer within our sight and/or care. Payback time (and possible exclusion depending on the severity of the behaviour) will be applied the next day.

Ratified:

Cranbury College Management Committee - September 2015