



# **Post 16 Attendance and Punctuality Policy**

## **(Adapted for Outwood Post 16 Centre)**

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**Mrs J Shea**

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## **What Outwood Grange Academies Trust expects from Students:**

- To attend regularly and on time
- To be punctual to all lessons
- To ensure that they register for all timetabled lessons and inform the Attendance Office / Reception where appropriate if they are not able to be registered.
- To ensure all messages and notes from parents/carers are taken to the Attendance Office / Reception.

## **What Outwood Grange Academies Trust expects from Parents/Carers:**

- To ensure their son/daughter attends regularly, punctually, in business dress and equipped to learn.
- To ensure their son/daughter attends every lesson unless they are too ill to do so.
- To avoid keeping their son/daughter away from the Academy/Post 16 Centre for any reason other than illness or other authorised explanation (see page 4).
- To avoid arranging holidays during term time
- Students or their parent/carer should telephone if they are unable to attend by 8.15am and explain the reason for absence and expected date of return.
- If no indication of a return date has been given, students/parents/carers should contact the Academy/Post 16 Centre reception on each day of absence.

## **Registration**

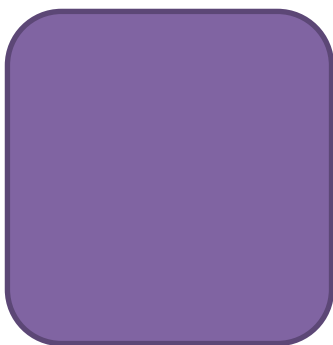
- Students are expected to arrive by 8.15/8.20am in order to be ready for the start of the first lesson at 8.25am.
- Students are registered at the start of every lesson.
- Students will be marked as unauthorised absence unless a satisfactory explanation has been received.
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1).
- Guidance on applying the Education (Pupil Registration) Regulations can be found in 'Advice on School Attendance' published by the DfE.

## **Punctuality**

- The Academy gates / Post 16 Centre entrance closes at 8.25am.
- Any student arriving after this time should sign in at Reception, giving their reason for being late and see their Learning Manager.

## Post 16 Absence Procedure

Authorised Absence	Unauthorised Absence
<ul style="list-style-type: none"> <li>• Any medical appointments - evidence where possible is required (try not to book medical appointments during lesson time unless it is an emergency)</li> <li>• Illness - up to 3 absences authorised before the medical evidence is needed.</li> <li>• Driving Tests - an appointment card/letter required</li> <li>• University Open Days</li> <li>• Interviews at universities and/or for employment - evidence required.</li> <li>• Religious Festivals - at the discretion of the Head of the Centre (a maximum of 4 days)</li> <li>• Personal transportation problems - at the discretion of the Head of the Centre</li> <li>• Moving house</li> <li>• Taken ill whilst at the Centre - go to see your Learning Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Holidays in term time – letter sent by Head of the Centre</li> <li>• Christmas shopping</li> <li>• Driving lessons</li> <li>• Absence caused by fatigue due to holidays</li> <li>• Missing the bus or getting up late</li> </ul>



**Student  
taken ill  
during the  
day whilst at  
the Centre**

- Student must see their Learning Manager who will contact home if they judge student to be too ill to remain at the Centre.
- If Learning Manager is not available, student reports to a member of the Office staff who will contact home.

## **Promoting Good Attendance and Punctuality**

- It is the belief that all students are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all students.
- Students are regularly informed of their attendance levels and, if appropriate, how they can improve.
- Where appropriate, students' whose attendance falls below the target for each Academy / Post 16 Centre will be set a target for improvement and progress towards these targets will be regularly reviewed.
- Good and improved attendance and punctuality will be promoted and rewarded.
- Students, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/carers are encouraged to contact the Head of the Centre at any time to discuss their son/daughter's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those students whose attendance is a cause for concern.
- Students who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the Post 16 Centre.
- Effective links are made with feeder schools/academies to facilitate the smooth transition to the Post 16 Centre.
- Students' attendance will be reported 5 times a year in line with Praising Stars©

## **Attendance Data and Targets**

- Each Post 16 Centre will set its own attendance target, in consultation with an Executive Principal.
- The target for all students is to strive for 100% attendance. Only by achieving full attendance can students expect to achieve their full potential.
- Attendance data will be collected and analysed and used to inform the Academy's attendance practices and interventions.
- Individual student data will be analysed and monitored to enable early intervention.
- Attendance data is provided on a termly basis to the Local Governing Body.
- Attendance data and persistent absence data is communicated to the Local Authority and is published via RaiseOnline.

## **Staff Roles and Responsibilities:**

All members of the Academy/Post 16 Centre have a role to play in improving attendance and reducing absence.

### **Subject teachers**

- welcome and value the attendance of all students to lessons.
- will ensure all students are accurately registered.
- will ensure that students know the register is being taken.
- will identify student absence to lessons and take appropriate action.
- will identify any absence trends or concerns and will raise these with the appropriate members of staff.

### **Guidance Tutors**

- will discuss absence and attendance weekly with identified students.
- will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- will work with identified students, setting targets to improve attendance and monitoring progress towards those targets.
- will ensure that all absence notes or verbal messages are sent to the Learning Manager.
- discuss attendance with parents/carers at Progress Evenings.

# APPENDIX I

## DfE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS (November 2016)

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
<b>B</b>	Off-site Educational Activity	Approved Education Activity	Counted as physically present
<b>C</b>	Leave of absence authorised by the school	Authorised absence	
<b>D</b>	Dual Registered – at another educational establishment	Approved Education Activity	Counted as physically present
<b>E</b>	Excluded (no alternative provision made)	Authorised absence	
<b>G</b>	Family holiday (NOT authorised by the school <u>or</u> days in excess of agreement)	Unauthorised absence	
<b>H</b>	Family holiday authorised by the school	Authorised absence	
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence	
<b>J</b>	Interview	Approved Education Activity	Counted as physically present
<b>L</b>	Late (before registers closed)	Present	
<b>M</b>	Medical/Dental appointments	Authorised absence	
<b>N</b>	No reason yet provided for absence	Unauthorised absence	
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
<b>P</b>	Approved supervised sporting activity	Approved Education Activity	Counted as physically present
<b>R</b>	Religious observance	Authorised absence	
<b>S</b>	Study leave	Authorised absence	
<b>T</b>	Gypsy, Roma and Traveller absence	Authorised absence	
<b>U</b>	Late (after registers closed)	Unauthorised absence	
<b>V</b>	Educational visit or trip	Approved Education Activity	Counted as physically present
<b>W</b>	Work experience	Approved Education Activity	Counted as physically present
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances	
<b>Y</b>	Unable to attend due to exceptional circumstances (Enforced Closure)	Not counted in possible attendances	
<b>Z</b>	Pupil not yet on admission register	Not counted in possible attendances	
<b>#</b>	Planned whole or partial school closure	Not counted in possible attendances	

# APPENDIX 2

## Attendance Flow Chart

The following process outlines how the attendance process should be followed and what meetings/letters should be used at each stage.

