Hope Valley College
Attendance Procedure

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Hope Valley College

Chorus Education Trust

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Introduction

At Hope Valley College we have a responsibility to proactively manage and improve attendance for all of our young people and is an integral part of our safeguarding procedures. Good attendance impacts students' attainment and well-being and we want to work with families and students to ensure that they achieve the best possible outcomes from school.

Securing good attendance for our students is a collaboration between school, home and the local authority. Parents/carers have a legal responsibility to ensure that students attend school as often as possible. Hope Valley College has a responsibility to support good attendance through high expectations and excellent teaching and learning.

The School Day

- At Hope Valley College the school day begins at 8.55am, and it is expected that students are on site prior to 8.55am, so that they are in classrooms for 8.55am
- In the first 10 minutes of Period 1 a register will be taken, where a student will either be recorded present (/) or absent (N)
- Students who arrive between 8.55 and 9.55am will be recorded as late. Where there is not a valid reason, parents/carers will be contacted by email.
- Registers will be taken each lesson and lateness to lessons will be recorded accordingly

1st Day Absence Call

- Where a student is marked absent, and no advance notice is given, school will contact parents/carers to ascertain the reason for the absence. During this call a staff member will ask for details of the absence and then ask when the student is likely to return to school, and whether they may need an assistance returning to school. Registers need to be completed by 9.15am so that this can be done promptly.

Authorised absence

Authorised absence applies to a specific set of circumstances. Below are the most likely reasons an absence may be authorised:

- If a student is ill this will be coded as 'I' to denote illness.
- If an absence is known in advance parents/carers can email school. Absences due to medical appointments will be recorded as 'M'.
- In exceptional circumstances school has the discretion to code an absence as 'C', which denotes an absence authorised by the school. It would be expected that information was provided by the parent/carer regarding the specificity of the absence.

Unauthorised absence

An unauthorised absence is where a student's absence is not listed as authorised.

An absence may be deemed to be unauthorised in the following circumstances:

- All holidays will be recorded as G (Unauthorised holiday).
- If a reason for an absence has not been provided or the school is not satisfied with the reason provided for the absence, then it will be recorded as an 'O'.
- If a student arrives after the register has closed and a valid reason has not been provided this will be recorded as a 'U'.

Key Personnel

At Hope Valley College staff will work together to support students in attending school. Below is information about the key people involved in this.

- The Principal has overall responsibility for attendance within school
- The Vice Principal for Inclusion is the designated key strategic lead for attendance
- The Safeguarding Manager monitors attendance and supports students who may need help in attending school. In some schools this is called the attendance officer.
- The Family Resource Worker works to support families in accessing help outside of school when students are struggling to attend
- Key Stage Leaders and the pastoral team will work to understand what barriers there may be to good attendance and will work with students, families and staff to help remove them
- The SENCO will support students with SEND to attend school
- The Student Support Officer will conduct first day absence calls and provide initial support to families
- Form Tutors will support students on a daily basis to understand the need for good attendance and can provide direct support for students who are struggling to attend school
- Teachers and support staff will work in the classroom to help provide a broad and balanced curriculum, and help remove barriers to learning which may affect your attendance

How attendance data is used.

Key staff in school have access to student data regarding attendance. This will be analysed regularly to understand patterns of attendance and where students may need help. The data may be looked at in the following ways:

- Attendance data will be monitored on a daily, weekly and termly basis
- Individual student's data will be analysed to understand if a specific student is experiencing challenges with their attendance

- Different groups of students will be monitored e.g. year group, boys/girls, SEND, disadvantaged to ascertain if there are common support elements that need to be in place to support good attendance. This will be done on a daily, weekly and half termly basis

Promoting good attendance

At Hope Valley College all staff will work together to support students in achieving good attendance. When students have been absent there is an expectation they will catch up on missed work, for example photocopying the work of one of their peers. Teachers and tutors will support with this.

Reducing persistent and severe absence

For a small group of students there may be significant challenges to attending school and this may mean that they become a Persistent Absentee or a Severe Absentee. Persistent absence is when attendance falls below 90% and severe absence is when attendance falls below 50%. Before students reach this point, they will have been supported to improve attendance.

School Attendance meetings

These meetings will be run by the senior leader with responsibility for attendance and possibly a representative from the local authority school attendance support team. At all stages school will look to understand and remove barriers to learning within school.

Legal Intervention

As set out in the Chorus Education Trust Attendance policy, school can fine parents/carers for unauthorised absence.

Monitoring and Support Procedures

As part of our processes some or all of the following may be offered according to the circumstances

100%-96% - meeting target	0-7 days absent
○ Students attend between 100-96% ○ Supported by tutors and teachers to catch up on work missed ○ Increased likelihood of attainment inline or exceeding expectations	Full attendance in school is 190 days 183 days in school
95%-93% - concerning	9-13 days absent
○ Students attend between 95-93% ○ Copy of register ○ Pastoral phone call to understand barriers to attendance ○ If required pastoral/tutor support in place to help improve attendance	177 days in school
92%-91% - very concerning	15-17 days absent
○ Students attend between 92-91% ○ Copy of register ○ Information shared with parents about importance of attending school ○ Parent/carer voice ○ Student voice ○ Student meeting	173 days in school
90%-50% Persistent absence	19-95 days absent
○ Students attend between 90-50% ○ Parental/carer contact meeting, copy of register, legal responsibility letter ○ Support within college agreed ○ Referral to wider support services including family resource worker and possible early help request ○ Advice sought from local authority ○ Referral to school nurse ○ Highlight link between attendance and attainment ○ Attendance monitored every 2 weeks	90% - 171 days in school 80% - 152 days in school 70% - 133 days in school 60% - 114 days in school
49%-0% Severely absent	97-190 days absent
○ Students attend between 49-0% ○ Parental meeting, referral to social care ○ Possible referral for fixed penalty notice ○ Request for evidence to support absence ○ Possible referral for prosecution	50% - 95 days in school 40% - 76 days in school 30% - 57 days in school 20% - 38 days in school 10% - 19 days in school