



Good Attendance Policy and Procedures

Assistant Principal (Behaviour and Attendance) | September 2024

Approved by Governors – November 2024

Minsthorpe Community College: A place
where everyone plays a part in strengthening
our learning community through Motivation,
Commitment & Care.

Procedures to Ensure Good Attendance at Minsthorpe Community College

Policy Statement Introduction

Minsthorpe Community College has a relentless drive to improve attendance and works hard to create a positive attendance culture in line with the DfE Guidance 'Working Together to Improve School Attendance' – August 2024.

At Minsthorpe Community College attendance matters.

Our college vision states: *Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through motivation, commitment and care.*

This applies completely to improving attendance.

The College is committed to ensuring good attendance in order to maximise the enjoyment, achievement and safety of all students. This involves staff in the Administration Team, Year Office responsibility holders, Education Welfare Officer (EWO), Safer Schools Partnership Officer (SSPO) and the Assistant Principal (Behaviour & Attendance), parents/carers, students, and Governors.

The aim must be for students to have 100% attendance; we understand that children become ill, have accidents and this may affect their overall attendance. However, we know that when children's attendance falls below 95% it affects their academic outcomes and will therefore impact upon their GCSEs.

We recognise that the two years of the pandemic have disrupted students' routines and habits, which makes the procedures outlined below even more important. The College has prioritised good attendance in its Pupil Premium Strategy Statement.

The lists of responsibilities included are designed to be used as a checklist for staff to use on a regular basis and are not exhaustive or in any order of priority. It displays to Students, Parents, Carers and Governors the thorough process the College employs to maintain its high attendance.

Any questions or concerns regarding attendance should always be raised and discussed as soon as possible. Maintaining a high attendance profile by deploying preventative methods and early intervention increases the chance of success in securing good progress and behaviour.

Richard Yates
Assistant Principal
September 2024

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Section 1

Roles and Responsibilities

i Lesson 1 P&A Mentors

The emphasis of these responsibilities is to maximise the progress and achievement made by students through the promotion of good attendance.

Role	Suggested Frequency
Complete sessional registers	Daily (legal requirement)
Promote good attendance and punctuality using data provided	Daily
Promote good attendance by making explicit links between attendance and achievement	Weekly
Complete Attendance P&A Curriculum	Fortnightly

ii Head of Year and Assistant Head of Year

The emphasis of these responsibilities is to maximise the progress and achievement made by students through the management and use of the analysis of their attendance.

Role	Suggested Frequency
Maintain a clear picture of Year Group absences and late arrivals daily	Daily – timetable permitting
Meet with Head of Attendance	Termly
Meet with Persistently Absent (PA) students to discuss concerns	On-going
Reward students and P&A groups for good attendance and punctuality as detailed in the Rewards Policy	End of term
Celebrate 100% Attendance in assembly and via letter	Termly
Monitor truancy and known truants electronically and through lesson checks	Daily – timetable permitting
Monitor lateness to lessons	Weekly
Promote good attendance by making explicit links between attendance and achievement	Weekly
With support of the EWO refer students who need to be picked up on the attendance bus	Daily
Update the Whole College progress team meeting form which informs the monitoring of specific groups e.g. disadvantaged and SEND	Weekly

iii PP Attendance (support disadvantaged students)

This is an additional role funded by Education Recovery Premium.

Role	Suggested Frequency
Identify disadvantaged students whose attendance is a concern	Half termly
Meetings with the Attendance team	Half termly
Meet with specific students from each year group to monitor, reward, support and challenge as appropriate	Daily – timetable permitting
Contact parents/carers through letters, phone calls and meetings highlighting attendance concerns/achievements	Daily – timetable permitting
Record up to date information on to the progress team meeting form	Weekly
Produce half termly reports to measure the impact of this work	Half Termly
Initiate Fast Track meeting with identified Year Group cohorts.	On going

iv Education Welfare Officer (EWO) and Attendance Officer (AO)

Role	Suggested Frequency
Meet with the Attendance Officer to monitor attendance in each year group	Daily
Send letters home to those students causing concern with attendance. Persistent absence is defined as any student under 90%	Weekly
Complete legal procedures with Local Authority as and when required.	As required
Devise the attendance bus student list with the Attendance Officer	As required
Update Inclusion on PA legal outcomes	As required
Home visits to students who are absent, and no absence report has been sent in by parents/carer	Daily
Report to Principals progress team meeting form of home visits conducted and outcomes	Weekly

v Attendance Admin Officer

Role	Suggested Frequency
Processing Schoolcomms data (communications from Parents)	Daily
Send Absences text to parents/carers	Daily
Signing in late students / monitoring lateness	Daily
Monitor attendance for students with Alternative Provision placements (off site).	Daily
Monitor session and lesson attendance for students with Alternative Provision placements (on site)	Every lesson

Provide admin support to EWO/AO/HOA	Daily
Monitor internal attendance through SIMS and regular lesson checks	Daily
Monitor Lateness to lessons	Daily
Co-ordination of attendance bus list	Daily
Completion of admin around term time holiday/spreadsheet	Daily
Completion of admin on Attendance letters going out	Daily

vi Student Support

The student support department will offer advice, provision, and intervention for identified students where it is identified that there are needs that require additional student support.

Role	Suggested Frequency
Meet with EWO to discuss identified students	Weekly
Meet with CCTL to discuss identified students	Weekly
Meet with parents / carers	As required

vii Assistant Principal – Behaviour & Attendance
Head of Attendance (HOA)

The Assistant Principal has a whole college strategic focus on behaviour and attendance providing a platform for teaching, learning and achievement.

Role – Head of Attendance – the Head of Attendance is the middle leader with responsibility for the attendance and attendance team on a daily basis.	Suggested Frequency
Support with monitoring students	Daily
Quality assure Attendance	Weekly
Complete the College Strategic Plan (CSP) to show an analysis of how the college's overall absence rate compares with other schools, including those in similar circumstances & the number of students who are persistently absent, including disadvantaged and those with SEND	September
Complete School CENSUS return	Sept & May
Review PA Attendance Concern letter and End of Term Attendance letter	Annually
Analyse PA lists across Year Groups.	On going
Meet with EWO regarding PA students.	On going
Meet with CMO – regarding Children in Care (CiC) students.	On going
Present and analyse attendance figures in Whole College Pastoral Report (WCPR) and use this data to inform the Attendance Strategy	Termly

Attend Fair Access (FA) meetings	Monthly
Students who continue to cause concern with attendance contact either through phone call, meeting in college or home visit	As required
Home visits on the attendance bus – 3 day and non-attendance	As required
Students where there are specific attendance concerns to be brought to inclusion meeting	As required
Monitor and review procedures within the Attendance Team	As required

viii Parents/Carers.

Where parents / carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents/carers can contact College to report their child's absence via the telephone (01977 657600) or via the School Gateway app.

Role
Ensure that students arrive by 8.25am, staff will be on duty to supervise students from this time
If a student is absent, parents must contact College by phone/text on the first day of absence with a valid reason for absence, and everyday thereafter
Parents should not deem minor ill health, such as a headache, as a reason for absence from college. If in doubt they should contact a GP for advice
Medical and dental appointments should be arranged for out of college time and evidence of appointment provided
Holidays must not be taken during term time

In the event of a planned absence, such as a medical procedure, parents / carers must contact the College in advance of the absence.

If a student has specific barriers to good attendance, it is the parent/carer's responsibility to contact College to discuss and resolve these.

ix Students.

Role
Students to be in their year group queue by 8:25am
Students must attend every day. Absence can occur with serious ill health. Colds and minor ill health, such as a headache, are not a reason to be absent from college.

- Students will be allowed through college gates at 8:25am.
- The gates will then close at 8:30am.
- P&A Time will commence at 8:35am.
- If a student arrives after 8:30am they will sign in on the late boards.
- Students arriving between 8:30am and 9:05am will be marked as late (L – late before registers close).
- A bell will ring at 8:35am to signal to staff to take their sessional register.
- Registers will close at 9:05am and anyone who is late after this point will sign in on the late boards and may be marked as U (Late – after registers close).

x Governors

The Full Governing Body approved this policy and ensures its effective implementation through termly monitoring and review of the College Strategic Plan.

Section 2

Students' Daily Routine

i The College Day

Morning	Afternoon
08.00 – Breakfast Club	12.20 – 12.50 – Year 9, 10 & 11 Snack Break
08.25 – Movement Bell to P&A Time	12.50 – Period 3
08.30 – Gate closes (Student Late)	14.25 – End of Lesson Yr. 7 & 8
08.35 – P&A Time (Register taken)	14.30 – End of Lesson Yr. 9, 10 & 11
08.50 – End of P&A Time	14.30 – Compulsory Knowledge Commitment Sessions & Extra-Curricular Program offered to all
08.55 – Period 1	
10.30 – SNACK BREAK 1 (in lesson)	
10.40 – Movement to next lesson	
10.45 – Period 2	
11.30 – 12 – Year 7 & 8 Snack Break	

ii The importance of Routine

The above daily routine helps students to establish a basic pattern whereby they are ready to learn.

Punctuality as well as attendance is vital to the learning needs of students. Being prepared and ready to learn from 8.25am sharp instils in students an attitude that will serve them into adult life.

Punctuality to college as well as to lessons during the college day is monitored by the Education Welfare Officer.

Section 3

Term Time Holidays

College recognises that attendance is closely linked to attainment. As such the college and Governors will follow Government guidelines and will not authorise requests for term time holidays. In order to enforce this decision, the Governors have agreed to the issuing of Penalty Notices (PN) for parents/carers taking their children out of college during term time for unauthorised family holidays. The College will work closely with the Education Welfare Service to enforce this policy.

The Policy is in line with Wakefield Council Code of Conduct on Penalty Notices and falls under section 444 of the Education Act 1996. The Education (Penalty Notices) (England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme. The Code of Conduct states that a Penalty Notice may be issued where there are at least 10 sessions (half days) recorded as unauthorised absence due to a holiday in term time.

Payment of a Penalty Notice is £80 if paid within 21 days of receipt of the Notice, increasing to £160 if paid after 21 days but within 28 days of receipt of the Notice. If the Penalty Notice is not paid in full by the end of the 42-day period, the LA must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Penalty Notices will be issued for each individual child and to each individual parent.

Second Penalty Notice within a 3 year period is £160 per parent and should be paid within 28 days, there is no reduced rate available.

Third Penalty Notice within a 3 year period will require attendance at court, including, a fine, court costs and any other costs.

Section 4

Leave of Absence

Only exceptional circumstances warrant a leave of absence. The college should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. The leave of absence form can be found in appendix A.

If a leave of absence is granted by the Principals, it is for them to determine the length of the time the student can be away from college.

Section 5

Procedures for monitoring punctuality

Students who arrive after 8:30 am sign in on late boards at Student Reception If a student arrives after 8:30am they will sign in on the late boards Students arriving between 8:30am and 9:05am will be marked as late (L – late before registers close)	Detentions can be issued for repeat lateness.
P&A Time will commence at 8:35am Staff to take their sessional register	
Registers will close at 9:05am and anyone who is late after this point will sign in on the late boards and may be marked as U (Late – after registers close)	This will mean that the student is classed as absent for the session. This will impact the student's attendance
Late to lessons 1, 2 and 3 (e.g. not moving to lessons in a timely fashion)	Class teacher marks as L. Persistent lateness referred to Attendance Team/Head of Year. Detentions set and parents/carers notified

Should a child be unavoidably late then parent/carer must inform college on the same day.

Where students are persistently late their parents/carers may receive a punctuality warning letter. Parents/carers will be expected to support college to ensure that the student improves their punctuality and address any barriers to this. Should this not be successful then Minsthorpe Community College may request that the LA issue a Punctuality Penalty Notice. This may be issued after 10 instances of lateness.

Section 6

Students who are Persistently Absent (including flowchart as Appendix B)

Persistent absence is defined as a student's overall absence equating to more than 10% of the possible sessions. 90% attendance means that a student will have missed 19 school days, 57 lessons. Where students have less than 90% attendance, it is an indicator not only of poor academic achievement, but of other possible difficulties at home or in the community.

The government expects parents/carers to perform their legal duty by ensuring their children attend regularly. It is also expected that all children will be punctual to their lessons.

Schools have a duty to promote good attendance and reduce absence by acting early to address patterns of absence.

Where action to address poor attendance has failed Minsthorpe Community College may request that the LA issue a Penalty Notice. Should this in turn fail to be successful then the LA may be requested to pursue a parental prosecution.

Some students may fall into persistent absence category due to genuine reasons, such as ill health, family bereavement and other circumstance beyond control of parent/carer. Parents/carers must contact college, so that support can be offered on an individual basis. Students can be supported on return to college to ensure re-integration is successful.

Weekly meetings take place between Head of Attendance, EWO and Attendance Officer, where decisions will be taken as what steps are needed to improve the attendance of students under 90%. Strategies may include phone calls, meetings, home visits, attendance reward groups or any support deemed necessary. This monitoring will continue until the student's attendance improves to above 90%.

Where a student's attendance is below 90%, medical evidence will be requested. All routine appointments should be booked outside of college hours. Where it is not possible due to the nature of the appointment, then evidence should be provided.

Where parents/carers fail to meet the requirement of improving their child's attendance Minsthorpe Community College may follow the route of a Penalty Notice (PN) for irregular attendance. A first warning will be issued, and should further unauthorised attendance follow, a second warning will be issued 2 weeks after the first. Again, should this not be successful in improving attendance for the student the

LA will be requested to issue the PN. In cases where PN fail the same process again is followed, however, at the end the LA are requested to carry out a parental prosecution.

Where students have had previously poor attendance, parents/carers and college may agree an attendance contract in place to ensure that this does not continue, such as at the start of a new college year. This process is known as a Fast Track Penalty Notice. Parents/carers work with college to ensure attendance meets college targets over a period of four weeks. After this monitoring will cease if the student has been successful. Should the attendance be above PA, but under college target the contract will be extended. Should the attendance be under 90% college will request that LA issue a Fast Track Penalty Notice.

The aim of college is that all students achieve the highest possible attendance to support the academic achievement while allowing students to get back on track to good attendance with support of parents/carers.

The two routes are set out in a flow chart in Appendix B (page 19).

Section 7

Support for Students returning to lessons following a period of absence

Reason for Absence	Action by whom
1. Acute medical concern	Where appropriate, the Assessment & Support Manager meets with parent/carer to produce a risk assessment before the student returns to college. This is emailed to all staff. EWO/CCTL/ACCTL emails relevant teachers to inform them of the students return and to ensure staff provide catch up work. Year office staff meet with the student on their first morning back to check on their wellbeing.
2. Persistent absence (under 90%)	Staff are to identify students who are PA through the class profile and half- termly attendance report. Staff must annotate their seating plan with strategies (see below).
3. Leave of absence	Attendance Team to inform parents that students must complete catch up work on their return.
4. Students with personalised timetables	Year Office and Attendance Office to coordinate a package of support and communicate this (and subsequent changes) with teaching staff. It is the responsibility of the HOY to inform teaching staff of when students will return to lessons.

It is the responsibility of the classroom teacher to welcome a student back to a lesson and to provide appropriate support to catch up with missed work.

Catch Up Strategies may include:

- Provide a copy of lesson handouts
- Provide resources on Satchel: One
- Sit with a supportive peer
- Teacher or TA to give 1:1 support in the lesson, if available
- Sit near teacher or TA for additional support
- Invite to after college intervention
- Provide missed work to do at home
- Photocopy notes from another student's book
- Keep greetings and interactions with the student discreet to help them transition safely into the classroom.

It is good practice for classroom teachers to maintain a folder of work to be used to support students in catching up.

Teachers should record Catch Up Support Strategies on their seating plan and in IA notes. Appraisers will QA these strategies as part of appraisal.

Appendix

A

Leave of Absence in Term Time

Minsthorpe Community College will NOT authorise requests for term time holidays following on from DfE Guidance. In order to enforce this decision, the Governors have agreed to the issuing of Penalty Notices (PN) for parents/carers taking their children out of College during term time for unauthorised family holidays. The Policy is in line with Wakefield Council Code of Conduct on Penalty Notices. The College will work closely with the Education Welfare Service to enforce this policy. Schools should only authorise leave of absence in exceptional circumstances. If a school grants a leave request, it will be for the Principals to determine the length of time that the child can be away from school. Please see the Good Attendance Policy on the College website. <https://www.minsthorpe.cc>

Leave of Absence in Term Time - Request Form

Student (legal) Name: DOB: P&A:

Home Address:

Date of Absence: From to

Date returning to school:

Reason for absence

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Name (s) of parent(s) / carer(s) taking the child:

Address of parent(s) taking the child:

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Signed: Parent/ Carer Date:

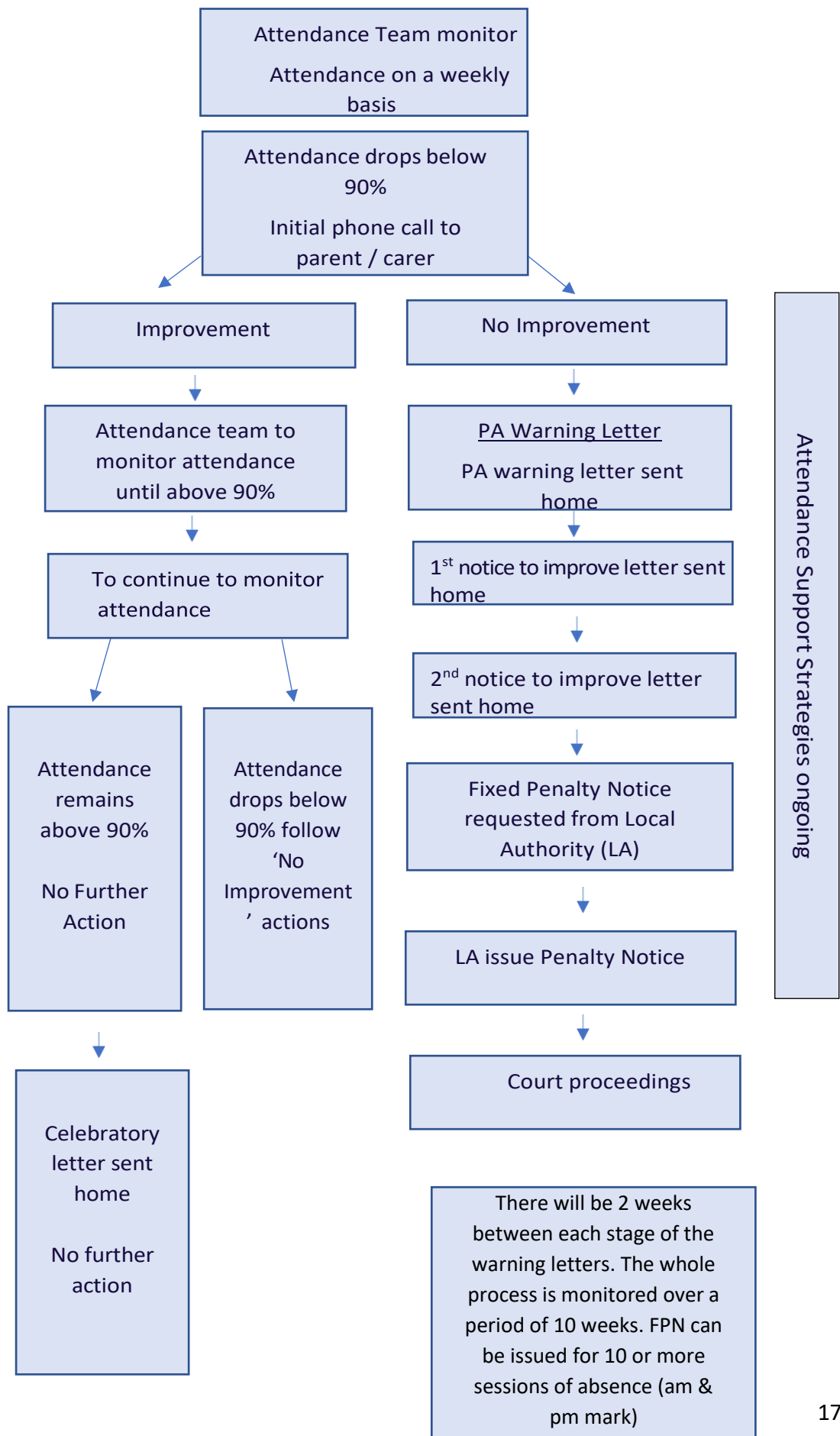
72% of Minsthorpe students who had over 95% attendance achieved their target grade GCSE's (or equivalents) in English and Maths in 2023. For students with less than 95% attendance, only 43% achieved this measure.

Parents have a responsibility to check if their child is due to take any external examinations. If a student misses an examination the examination board may charge you for this.

Please return to the Attendance Office. FAO: Education Welfare Officer

Appendix

B



Appendix C

Attendance and Absence Codes 2024/2025

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning
/	Present (AM)	/		Present	In for whole session
\	Present (PM)	\		Present	In for whole session
B	Attending any other Approved Educational Activity	B		Approved Educational Activity	Out for whole session
C	Other authorised circumstances	C		Authorised Absence	Out for whole session
C1	Leave of absence - regulated performance or employment abroad	C1		Authorised Absence	Out for whole session
C2	Leave of absence - part-time timetable	C2		Authorised Absence	Out for whole session
D	Dual registration (attending other estab.)	D		Attendance not required	Out for whole session
E	Suspended or excluded without alternative provision	E		Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	F		Authorised Absence	Out for whole session
G	Family holiday (not agreed or days in excess)	G		Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	H		Authorised Absence	Out for whole session
I	Illness (not med/ dental appointments)	I		Authorised Absence	Out for whole session
J	Interview	J		Approved Educational Activity	Out for whole session
J1	Leave of absence - Interview for employment or transfer	J1		Authorised Absence	Out for whole session
K	Attending alternative provision arranged by the LA	K		Approved Educational Activity	Out for whole session
L	Late (before registers closed)	L		Present	Late for session
M	Medical/Dental appointment	M		Authorised Absence	Out for whole session
N	No reason yet provided for absence	N		Unauthorised Absence	Out for whole session
O	Absent in other or unknown circumstances	O		Unauthorised Absence	Out for whole session
P	Participating in a sporting activity	P		Approved Educational Activity	Out for whole session
Q	Unable to attend - lack of access arrangement	Q		Attendance not required	Out for whole session
R	Religious observance	R		Authorised Absence	Out for whole session
S	Study leave for public examination	S		Authorised Absence	Out for whole session
T	Travelling with parent for occupational purposes	T		Authorised Absence	Out for whole session
U	Late (after registers closed)	U		Unauthorised Absence	Late for session
V	Attending an educational visit or trip	V		Approved Educational Activity	Out for whole session
W	Attending work experience	W		Approved Educational Activity	Out for whole session
X	Not required to attend - non-compulsory school age pupil	X		Attendance not required	Out for whole session
Y	Unable to attend due to exceptional circumstances	Y		Attendance not required	Out for whole session
Y1	Unable to attend - normal transport not available	Y1		Attendance not required	Out for whole session
Y2	Unable to attend - widespread travel disruption	Y2		Attendance not required	Out for whole session
Y3	Unable to attend - unavoidable partial closure	Y3		Attendance not required	Out for whole session
Y4	Unable to attend - unavoidable full closure	Y4		Attendance not required	Out for whole session
Y5	Unable to attend - criminal justice detention	Y5		Attendance not required	Out for whole session
Y6	Unable to attend - public health Guidance/Law	Y6		Attendance not required	Out for whole session
Y7	Unable to attend - unavoidable other than Y1-Y6	Y7		Attendance not required	Out for whole session
Z	Pupil not on roll	Z		Attendance not required	Out for whole session
7	Illness due to Covid 19	7		Authorised Absence	Out for whole session
8	Self-isolating due to Covid 19	8		Attendance not required	Out for whole session
9	Shielding due to Covid 19	9		Attendance not required	Out for whole session
-	All should attend / No mark recorded	-		No mark	No mark for session
#	Planned whole school closure	#		Attendance not required	Out for whole session
@	Do not use	@		Unauthorised Absence	Late for session

Final Section

Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible:
July 2010	Summer 2012	Assistant Principal (Progress and Support)
March 2012	Summer 2013	Assistant Principal (Progress and Aspiration)
October 2015	Autumn 2017	Assistant Principal (Progress and Aspiration)
January 2018	Autumn 2021	Assistant Principal (Behaviour and Attendance)
June 2022	Summer 2024	Assistant Principal (Behaviour and Attendance)
July 2023	Summer 2024	Assistant Principal (Behaviour and Attendance)
November 2024	Summer 2026	Assistant Principal (Behaviour and Attendance)

* Supported by the College's Education Welfare Officer and Head of Years.