# POLICY/PROCEDURE: Attendance Policy (14-16)

Approval required by: SMT Y Governing Body N

SMT Lead: Assistant Principal Access to Learning

Responsible Manager: Assistant Principal Access to Learning

Date approved: March 2021

Date to be reviewed: March 2022

Relevant to: Students Y Staff N

 Visitors N

Relevant to: All students N

 16-18 Vocational N Sixth Form N

 Higher Education N Adults N

Apprenticeships N 14-16 Y

Other N

Relevant to: All staff N

 Board N SPH N

Managers N

 Teaching staff N Support staff N

Accessible to Students Y Staff Y

Friendly version Students N Staff N

EQIA required N

Significant changes to policy

None

Impact of changes

N/A

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# Policy Statement

The Education Act 1996 requires parents to ensure that their children receive efficient full-time education. Parents/guardians are responsible for their child’s attendance and punctuality at college.

Barnsley College recognises that good attendance contributes significantly to a student being able to successfully complete their course/courses and to progress onto Further Education and into employment.

# SCOPE AND PURPOSE

# This policy relates to all students who are enrolled in the 14-16 Direct Entry provision at Barnsley College. The purpose is to provide guidance around the expectations of Barnsley College with regard to the management of student absence

# responsibilities

## We expect that all students will:-

* Arrive at college on time every day.
* Attend all timetabled lessons, on time and ready to work.
* Show continuous commitment to their subjects.
* Catch up any missed work due to unavoidable absences.
* Arrange any medical appointments outside of college hours.
* Inform an appropriate member of staff of any issues that may affect attendance.

## We expect that all parents/carers will:-

* Encourage regular college attendance.
* Follow the absence reporting procedures in the case of known absence.
* Ensure that the college has up-to-date emergency contact details for a minimum of two next of kin.
* Provide appropriate medical evidence for absences longer than 3 days.
* Inform an appropriate member of staff of any issues that may affect attendance.
* Arrange holidays outside of term time.

## We expect that college staff will:-

* Actively encourage students to achieve 100% attendance and punctuality.
* Take registers in a timely, accurate manner.
* Communicate effectively with the Attendance Officer to ensure that any unreported absences are followed up in a timely manner.
* Monitor attendance and punctuality levels, addressing concerns through a range of supportive interventions.
* Where necessary, undertake home visits to ensure students are safe and well.
* Support students to catch up on any work missed due to absence.
* Support students who have had extended absence to re-integrate into the college.
* Refer any ongoing, unresolved concerns to external agencies (where appropriate).

## Reporting an Absence

The college understands that some absences are unavoidable e.g. due to illness. Parents must call the absence line (01226 216712) by 8:45am on each day of absence. Failure to report absence before 8.45am will result in an unauthorised absence register mark.

Where a student becomes ill during the college day, they must tell their teacher if in lessons or tell a member of the staff on duty during break and lunchtimes. First aiders will attend to the student and parent/carers will be contacted if necessary to take the student home. Under no circumstances must a student leave the college site without the permission of the appropriate member of staff and before a parent/carer has arrived to collect them.

If a student arrives late to college then they must sign in at reception upon arrival.

**Unreported Absence**

Where an absence is unreported, college staff will make contact with the parent/carer to establish the whereabouts of the student. In the event where this is not possible, staff will try other contacts held and/or make a home visit.

## Students with Disabilities, Learning Difficulties or Other Support Needs

Support is available from our pastoral team for students who have a disability or medical condition that affects their ability to achieve 100% attendance or to be regularly punctual to class. Our Behaviour Support Manager will work with the student to ensure reasonable adjustments and any other support is in place and where appropriate a support plan will be implemented.

## Leave of Absence / Holidays

Holidays during term time are not allowed, and could lead to the Local Authority issuing a Fixed Penalty Notice. Term dates are published on the college website, and are broadly in line with the local schools. All students in year 11, and some in year 10 will have external exams as part of their course, which cannot be rearranged, therefore it is vital that parents/carers are aware of these.

If there are exceptional circumstances and parent/carers wish to apply for a Leave of Absence, this request must be submitted in writing, accompanied by any supplementary evidence, to the Head Teacher.

## Persistent Absence

Attendance below 90% is considered Persistent Absence, and may result in a referral to the Local Authority. Where attendance drops below 95% support will be put in place to help the student improve their attendance.

# EQUALITY AND DIVERSITY

EqIA is not required for this policy.

# LINKED POLICIES AND PROCEDURES

* N/A.

# LOCATION AND ACCESS TO THIS POLICY

This policy is available on the college’s intranet and website.