



ATTENDANCE AND PUNCTUALITY

This policy is complementary to other College policies particularly those relating to Managing Student Behaviour through Recognition, Rewards and Positive action, The Home – College Agreement and the Tutorial Cycle.

This policy has taken account of *DfE Guidance for Schools and Local Authorities – Absence and attendance Codes*.

Purpose

To promote excellent attendance and punctuality that will contribute to maintaining a positive College Ethos and Culture and secure a climate for Effective Learning and Achievement.

Objectives

1. To promote full attendance to the College.
2. To ensure students arrive punctually to College and sessions during the day.
3. To reward students and celebrate the success of students who achieve good, excellent or improved attendance/punctuality.
4. To challenge student attendance where it falls below the College target average (of 95.9%) ensuring appropriate levels of support and intervention are maintained.
5. To monitor, support and intervene where attendance is a cause for concern and falls below 93%.
6. To engage with external agencies/and to monitor, support and intervene when attendance is a cause for concern and falls below 90%.

Guidelines

The Guidance has eight Appendices:

- Appendix 1** Procedures for Registration, Lateness, and Absence
- Appendix 2** Roles and Responsibilities for Monitoring, Support and Intervention
- Appendix 3** Registration Codes
- Appendix 4** Leave of Absence
- Appendix 5** Attendance Certification and Standards
- Appendix 6** Letters Home – College Intervention
- Appendix 7** Flowchart for Intervention on Attendance
- Appendix 8** Flowchart for Intervention on Punctuality

Appendix 1

Procedures

Registration

All students are required to attend the College Monday –Thursday from 8.30am to 3.15pm. for Years 7 -10 and 8.30am to 3.20pm for Years 11 to 13. Friday finishing times are 3.15pm for all year groups. Extension activities may be arranged where the finishing time will be approximately 5.15pm.

In order to record attendance at the College the students are registered at each session using an electronic registration system.

Students may arrive at the College between 7.45am and 8.15am each morning. Sessions start prompt at 8.30am and students are expected to be in session equipped for learning at this time.

All learning tutors must take a register during each learning session (preferably at the start of each session) during the college day.

At Personal Tutor time the Personal Tutor will also take a register and will follow up lateness and absences with individual students, reporting any alterations to the College Attendance Officer.

Lateness

Students arriving between 8.30am and 9.00am will be marked as late by a senior member of staff and contact will be made with parent/carer advising them of the lateness of their child. Session 1 lateness will be monitored and students may be expected to remain behind after College as a consequence for persistently missing this learning time.

Any students arriving after 9.00am must sign the late register at reception, giving a reason for the lateness. Lateness of less than 30 minutes must be shown as an L on the register by learning tutors. Lateness of more than 30 minutes is unauthorised absence and recorded as a U code by the Attendance Officer. Repeated lateness will be followed up by the Personal Tutor with the student concerned and if the problem continues then with parents/carers and DivDoL. If lateness is persistent (and occurring as unauthorised absence), follow up will involve Divisional Directors of Learning.

Persistent lateness should be managed in accordance with the Policy for Managing Student Behaviour through Recognition, Rewards and Positive Action (see Appendix 2 of this policy).

Absence

All student absence must be notified to the College Attendance Officer as soon as possible on the day. This may be done by telephone or a letter clearly labelled FAO Attendance Officer. A letter from a parent/carer will not automatically authorise the absence. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances.

If Personal Tutors receive absence notes from parents/carers they must be forwarded to the Attendance Officer and placed on the student's file.

If the College has not received notification the Attendance Officer will telephone the parent/carer confirming that the student is absent and ask for an explanation. The Personal Tutor will be advised of the reason for absence (via the electronic register) and a note of the contact will be entered on the student's file. The Attendance Officer will update the register and inform the Personal Tutor and if appropriate the Divisional Director of Learning / College Nurse of any unusual or extended absences.

If a parent/carer has not contacted the College, then a text/phone call and a letter home will be sent or made respectively. If no response is received over a 2/3 day period a home visit may be made by the Attendance Manager, Vice Principal or a Divisional Director of Learning.

The Personal Tutor should support the monitoring of any absences which remain unauthorised. (Contact with home / updating attendance records as part of parent consultation meetings). If the absence still remains outstanding the Attendance Officer will produce further letters to be sent to the parent/carer, referring the matter to the appropriate Divisional Director of Learning or Vice Principal.

If a student has persistent absence due to illness, the College may request that medical notes are provided for any absences before authorising the absence. Where necessary the College Nurse may make a judgement on any illness.

Planned absence

Any planned *unavoidable* absence should be negotiated with the Principal and will require approval. Parents /carers must complete a Leave of Absence request (see Appendix 4) available from the College Reception or as a download from the college website.

Unauthorised Absences

Absences will be unauthorised if:

- The parent/carer has not contacted the College with a valid reason for the absence
- The College has not received the requested medical note regarding illness.
- A student has truanted
- The College does not consider the parent/carer's reason for absence to be valid.

Leaving the College

During the College day students must not leave the College premises without permission. Students are only allowed to leave the College during the day under the following circumstances:

- Post 16 students may leave during their breakfast and lunch break
- Year 13 students may leave the College during study time with good reason
- All other students can only leave the College if prior written permission is received from parent/carer. On leaving the premises the student should sign out and sign in on their return. If the Student is attending a medical / dental appointment, appointment cards may be required to authorise absence.

Persistent Absence

A student is deemed to be persistently absent when their attendance falls below 90%.

Support from the College will be provided in some or all of the following:

- Meetings/phone calls/letters home praising improved attendance
- Regular meetings with students, parents/carers to discuss attendance and strategies for improvement
- Home visits by the Attendance Manager or senior members of staff
- Referral to Educational Welfare Service at the Local Authority
- Issue of fixed penalty notices and court proceedings.

Appendix 2

Roles and Responsibilities Monitoring, Support and Intervention.

The Personal Tutor, Attendance Officer and Attendance Manager are responsible for daily monitoring of attendance and punctuality (see Appendix 1). Support should be sought from the DivDoL where there are concerns regarding absence and/or lateness. All incidents of known truancy should be reported to the DoL for Student Support (DoL SS).

The College will ensure there are regular meetings taking place to monitor student attendance and lateness (where it is unauthorised absence). The Attendance Officer is responsible for the production of reports for these meetings for students whose attendance falls below 93%.

The Attendance Officer is responsible for recording any meetings that have taken place which may be used as evidence if prosecution for non attendance takes place.

Attendance - DAILY

The Personal Tutor will:

- Take the register for students in the tutor group (and buddy tutor if absent)
- Monitor missing marks (N codes)
- Monitor punctuality. (L codes)

The Learning Tutor will:

- Take the register for students in the learning group
- Monitor missing marks (N codes)
- Alert the Attendance Officer if a student is not present in their learning session, but was previously marked present, or vice versa.

The Attendance Officer will:

- Contact parents / carers where there is an unexplained absence (telephone/text message contact beginning at 10.00am / letters sent home where no contact made)
- Contact parents/carers of students who arrive late to College
- Receive calls/ contact from parents regarding absence and update the register accordingly
- Pass on relevant information to PTs /AM/DivDoL / College Nurse regarding unusual or long term absences
- Amend the registers
- Produce a 93% attendance report and email to Personal Tutors and Divisional Directors.
- Issue letters for punctuality concerns

The Attendance Manager will:

- Monitor patterns of attendance and punctuality
- Conduct home visits when necessary
- Maintain an up to date record of attendance and punctuality concerns

Attendance – Weekly

The Personal Tutor will:

- Monitor the weekly 'Attendance Reports' – following up missing marks with students / relevant staff / parents/carers
- Amend the 'Attendance Report' with relevant information, sign and date and return to AO
- Monitor the weekly punctuality report following up lateness with students parents/carers and returning to DivDoL where necessary
- Sign, date and return the punctuality report

The Attendance Officer will:

- Produce a weekly Attendance Report and place in the PT folder
- Amend the registers from information returned by PTs on the 'Attendance Report
- Produce a weekly punctuality report and place in the PT folder

The Attendance Manager will:

- Meet with each DivDoL with respect to attendance and punctuality concerns

Attendance – Monthly

The Attendance Manager will:

- Produce monthly reports on punctuality sharing students punctuality over the previous month and year to date.

The Divisional Director will meet with students who have attendance of less than 93% and monitor students who have over 45 recorded minutes late or have been late on more than 9 occasions in a term. Students may be required to remain behind after College as a consequence for missed learning time. Letters will also be sent home to parents/carers informing them of their attendance and punctuality. (See Appendices 7 and 8 Flowcharts).

Attendance – ONGOING

The Personal Tutor will:

- Monitor and review student attendance and punctuality looking for patterns and trends with regard to absences
- Celebrate the achievement of students who achieve excellent or improved attendance and for punctuality
- Review attendance and punctuality formally with students and parents / carers as part of consultations
- Seek support from DivDoL where there are concerns about student attendance and for punctuality
- Meet with students where appropriate who have had illness on their return to College. The Personal Tutor will seek support from DivDoL where there are patterns/concerns about repeated patterns of illness
- Address concerns with student attendance/punctuality in accordance with the policy on Managing Student Behaviour through Recognition, Rewards and Positive Action

The Learning Tutor will:

- Monitor and review student attendance and punctuality looking for patterns and trends with regard to absences, and alert the Personal Tutor to any concerns.

The Attendance Manager will:

- Produce Reports for student attendance at 90% and below for monitoring, support and intervention by the appropriate Divisional Director and DoL Student Support.
- Produce Attendance Certificates for PTs to support the review of attendance and punctuality formally with students and parents / carers as part of consultations
- Seek support from Div DoL / DoL SS where there are concerns about student attendance /punctuality
- Produce and record actions or interventions when a student's attendance falls below 93%.

The Attendance Officer will:

- Monitor and review student attendance and punctuality looking for patterns and trends with regard to absences; generating reports for DivDoL and the College Executive.
- Monitor and review student punctuality; generating reports every 4 weeks for DivDoL.
- Produce reports for General Administration to generate certificates for students who achieve 100% attendance (termly / annually).

- Produce reports for General Administration to generate certificates for students who achieve good (97.1%-98.5%), outstanding (98.6%-99.9% or 100%) annually.

The Divisional Director of Learning will:

- Monitor and review student attendance and punctuality looking for patterns and trends with regard to absences.
- Celebrate the achievement of students who achieve excellent or improved attendance and/or punctuality
- Support Personal Tutors where there are concerns about student attendance.
- Monitor student attendance (below 93%) and punctuality which includes patterns of attendance within identified groups (FSM, SEN and LAC)
- When attendance falls below 90% request an attendance meeting with parents/carers, student and Personal Tutor.

The Director of Learning for Student Support will:

- Monitor and review whole college attendance and punctuality looking for patterns and trends with regard to absences.
- Celebrate the achievement of students who achieve excellent or improved attendance and/or punctuality
- Support DivDoL where there are concerns about student attendance
- Monitor student attendance (90% and below) and punctuality

The College Executive will:

- Monitor punctuality to College in the morning
- Monitor and review whole college attendance and punctuality looking for patterns and trends
- Celebrate the achievement of students who achieve excellent or improved attendance and/or punctuality
- Support DoL SS where there are concerns about student attendance/punctuality, issuing PA Letter 3 to arrange a meeting where an Attendance Contract will be completed by all stakeholders.

**Appendix 3 - Registration Codes
Authorisation Scale:**

LT → PT → DoL → DivDoL → DoL SS → VP → P

Code	Explanation	Statistical meaning	Authorisation	INPUT
/\	Present at registration	Present	LTs+	LTs+
A	Accommodated in another learning space <small>(not internal exclusion)</small>	Present	DoL +	AO
B	Educated off site	Approved Educational Activity	DoL SS +	AO
C	Other authorised circumstances	Authorised Absence	DivDoL +	AO
D	Dual registration	Approved Educational Activity	DoL SS +	AO
E	Excluded	Authorised Absence	DivDoL +	AO
F	Extended family holiday	Authorised Absence	P	AO
G	Family holiday (not agreed or in excess of agreement)	Unauthorised Absence	DivDoL +	AO
H	Family Holiday	Authorised Absence	P	AO
I	Illness (NOT medical or dental appointments)	Absent	PTs +	AO
J	Interview	Approved Educational Activity	PTs +	AO
K	Internal exclusion	Present	DoL +	AO
L	Late (before registers closed – 30 mins)	Present	LTs+	LTs + / AO
M	Medical dental appointments	Authorised Absence	PTs +	AO
N	No reason yet provided for absence	Absent	LTs +	LTs / PTs AO
O	Unauthorised Absence (not covered by any other code)	Unauthorised Absence	DivDoL +	AO
P	Approved sporting activity	Approved Educational Activity	VP +	AO
R	Religious observance	Authorised Absence	VP +	AO
S	Study Leave	Authorised Absence	LTs* +	LTs* / PTs* AO
T	Traveller absence	Authorised Absence	DivDoL +	AO
U	Late after register closed	Unauthorised Absence	DoL +	AO
V	Educational Visit	Approved Educational Activity	VP +	AO
W	Work Experience	Approved Educational Activity	DoL SS +	AO
X	Untimetabled sessions (post 16 only)	Not counted in possible attendances	DoL +	AO
Y	Forced and partial closure	Not counted in possible attendances	P	AO

Z	Student not on admission register	Not counted in possible attendances	DoL SS +	AO
#	Planned whole or part School closure	Not counted in possible attendances	P	AO

Authorisation by PTs / LTs

* Post 16 only

PTs may 'authorise' Illness / Interviews /Medical or Dental appointments ONLY with written confirmation from parents/carers – notes should be forwarded to AO who will update registers and place notes on the student file.

Appendix 4

Leave of Absence

Being absent from the College for any reason can deprive a child of educational opportunities and hamper his/her progress. Children have a right to an education and denying children their rights can have a long-lasting effect on ensuring they meet their true potential. There is a strong correlation between good college attendance and academic achievement.

Nationally, Government Policy is insisting that schools minimise the amount of teaching and learning time lost as a result of term-time holidays and schools are now expected to adopt a more challenging response to requests for leave of absence for holidays in term time.

National Comparision - DfE 2012:

- Students who miss less than 5% of session time, 71% achieve five A* to C (including English and Mathematics).
- Students who miss between 10 and 20% of session time, 39% achieve 5 A* to C (including English and Mathematics).

The Education (Pupil Registration) (England) Regulations 2006 and the accompanying guidance make it clear that Parents/Carers do not have a legal right to take their child out of College for holidays in term time.

There are 190 statutory college days a year, leaving 175 other days available for holidays that would not have a negative effect on a child's education. Taking a child on holiday in term time may imply that College is not important.

Leave of absence requests for the following reasons **are not** considered to be **special or exceptional**:

- Availability of cheap holidays.
- Poor weather experienced in holiday periods.
- Holidays overlapping with beginning or end of term.

Leave of absence may be granted in **special or exceptional** circumstances only at the Principal's discretion.

The College will need to consider:

- How long it is for and how much it will disrupt the child's education.
- The overall attendance record of the child.
- The nature of the circumstances, such as trauma or death within the immediate family.
- Previous similar requests.

The College will not, as a rule, grant leave:

- If a child's attendance record is less than 95.9%.
- If the period coincides with the start of term, or is near to, or coincides with Public examinations or other significant events on the college calendar.
- If there are patterns of non-attendance or if there is Education Welfare Service (EWS) involvement.
- If the College has concerns over a child's welfare and safety.

The College will:

- Ensure our Attendance policy is regularly communicated to Parents/Carers and is available on the College website.
- Remind Parents/Carers of the importance of ensuring their child's regular, uninterrupted college attendance and the potential consequences for failing to do so.
- Actively discourage Parents/Carers from arranging holidays in term time. Remind Parents/Carers that they **do not** have the right or entitlement to expect leave to be granted in term time and, in some circumstances, a child may lose his/her place at College if certain conditions are not fulfilled.

Children may be reported as 'missing' to the relevant agencies if they fail to return to College by an agreed date, whether the absence has been authorised or not by the Principal.

Parent/Carers should:

- Always fill in a Leave of Absence request form provided by the College – failure to do so may result in legal sanctions being taken against the Parents/Carers. Any requests exceeding 3 days will require a meeting with a senior member of staff.
- Consider very carefully the implications of taking a child out of college in term time and the impact on the child's learning.
- Submit the leave of absence form to the Principal as soon as possible and no less than four weeks in advance of the proposed absence.

The Education Welfare Service will work in partnership with the College to ensure that, if Parents/Carers are found to be taking their children out of College without the Principal's authorisation, the Education Welfare Officer for the College will conduct an investigation, which may lead to a Parent/Carer receiving a Penalty Notice.

The Penalty Notice will be issued by the Education Welfare Service and will be of a value of £60 per Parent/Carer per child.

- If this is not paid within 28 days, the liability will rise to £120 per Parent/Carer per child.
- If this is not paid within 42 days of the original date of issue, the matter will then be placed before the Magistrates' Court. Conviction at the Courts will ensure the Parents/Carers receiving a criminal record and may also result in a fine being imposed on the Parents/Carers.

STUDENT LEAVE OF ABSENCE REQUEST



To the Principal

APPLICATION BY PARENT/CARER FOR STUDENT'S LEAVE OF ABSENCE FROM COLLEGE

I wish to apply for my child to be absent from College for **Exceptional Circumstances**

Student's Name: _____ Year: _____ Personal Tutor: _____

First date of intended absence: _____

Date of intended return to College: _____

Number of days in total: _____

Reason for Proposed Exceptional Circumstances:

Parent(s) Full Name(s): _____ D.O.B _____

_____ D.O.B _____

Address: _____

Please note that for requests exceeding 3 days a meeting with a senior member of staff will need to take place to consider 'exceptional' circumstances.

I confirm that the above activity is essential and cannot take place outside of College time and attach evidence of this.

Signed: _____ Parent/Carer Date: _____

Signed: _____ Parent/Carer Date: _____

Please submit the request as soon as possible and no less than 4 weeks in advance of the proposed absence.

NOTES

Exceptional Circumstances

- a) Participation in an approved public performance.
- b) Participation in an approved sporting event (e.g. representing City, County, Region or Country).
Leave of absence for spectating at sporting events cannot be given.
- c) Family reasons (e.g. hospital appointment, funeral of close relative).
- d) Religious and cultural considerations

Permission will only be given in any of the above circumstances if it is considered that:

- a) the activity cannot take place out of College time.
- b) the absence will not jeopardise your child's education.
- c) it is essential for your child's overall welfare.

Please note that any absence for any of the above circumstances not requested in advance will result in an unauthorised absence being recorded for your child.

Any absence not pre-arranged may result in the removal of your child from the College roll.

For Office Use Only

CALCULATION CHART - LEAVE OF ABSENCE IN TERM TIME

Each request will be considered individually. In order to support this consideration, the following criteria will be applied:

	Points possible	Points allocated/detail	Total
What is the level of attendance of this particular student? (no authorisation below 90%)	Below 90% = 4 90% to 92.9% = 3 93% to 94.9% = 2 95% to 96.9% = 1		
Proximity to examinations or college assessments.	More than 16 weeks = 1 8 – 16 weeks = 2 2 – 8 weeks = 3 Less than 2 weeks = 4 Public Exam period = 8		
How much leave of absence has already been authorised in the current academic year?	8 or more = 4 5 to 7 days = 3 3 to 4 days = 2 1 to 2 days = 1		
Any special mitigating circumstances/aspects of the request which can be classed as part of that student's curriculum requirements (and work set to satisfy these) as below:	Subtract 2 points from total		
Details of mitigation.....			
<i>Leave of absence where the total number of points exceeds 3 will not normally be authorised by the College</i>		Points Total:	
DELETE WHERE APPROPRIATE:		REQUEST APPROVED / REQUEST NOT APPROVED	
Attendance code:		H C P R J W O G	
SIGNED (Principal):		DATE:	

Consequences for Parents/Carers taking leave of absence in term time which is not authorised by the College MAY result in a Penalty Notice being issued by Landau Forte College.

Appendix 5 - Attendance Certification and Standards

For students who have achieved good, outstanding or 100% attendance this will be accompanied by a REACH award certificate and credits. For students who have shown significant improvement in attendance (but fall below the 97.1% 'Good' standard) REACH certificates and credits may be awarded.

Where attendance falls below 95.9%, depending on individual circumstances, improvement is needed. There will be monitoring, support and intervention as appropriate (shown in Appendix 2).

Where attendance fall below 90% this is a cause for concern and will be closely monitored. Appropriate support and intervention will take place (see Appendix 2).

Where attendance falls below 85% this is a serious cause for concern and may constitute Persistent Absence (as identified by DfE). Appropriate support and intervention will take place (see Appendix 2).

Standard	Attendance rate	Action	Frequency
100%	100%	'100% Attendance' REACH certificate (3 credits termly, 10 credits annual – TOTAL credits for 100% over a year 25)	Termly Annually
Outstanding	98.6% - 99.9%	'Outstanding Attendance' REACH certificate (5 credits)	Annually
Good	97% – 98.5%	'Good Attendance' REACH certificate (3 credits)	Annually
Satisfactory	95% – 96.9%	See Appendix 2 for appropriate monitoring, support and intervention.	
Requires improvement	93%-94.9%		
Cause for concern	90% - 92.9%		
Serious cause for concern	Below 90%		

College target average attendance = 95.9%

- 90% attendance = ½ day missed every week
- 90% attendance over 1 year = 4 missed weeks
- 90% attendance over 5 years = ½ College year missed

National Comparision - DfE 2012:

- Students who miss less than 5% of session time, 71% achieve five A* to C (including English and Mathematics).
- Students who miss between 10 and 20% of session time, 39% achieve 5 A* to C (including English and Mathematics).

Appendix 6 – Letters Home – College Intervention

6.1 PA Letter 1 (PT Below 95%)

Ref: /PA1

«date_of_printing»

«address_block»

Dear «salutation»

Name «chosen_forename» «chosen_surname» Year «year» - Reg «reg»

Persistent Absence

As you are aware, the College regularly monitors student attendance due to the impact a low attendance rate can have on learning and progress. I am concerned that «chosen_forename»'s attendance is now at «percentage_attendance»%

College average attendance = 96%

- 90-85% attendance over 1 year = 24-30 days missed
- 80-85% attendance over 1 year = 32-40 days missed
- 80% attendance or below over 1 year = 40 days or more missed

I have enclosed a copy of «**chosen_forename's**» attendance summary and ask that you discuss this with him/her and we see an improvement with immediate effect.

If you would like to discuss this further, please do not hesitate to contact me.

Yours sincerely

Name
Personal Tutor

6.2 PA Letter 2 (DivDoL Below 93%)

Ref: /PA2

«date_of_printing»

«address_block»

Dear «salutation»

Name «chosen_forename» «chosen_surname» Year «year» - Reg «reg»

Persistent Absence

As you are aware, the College regularly monitors student attendance due to the impact a low attendance rate can have on learning and progress. I am concerned that despite intervention from «chosen_forename»'s Personal Tutor their attendance has not improved and is now at «percentage_attendance»%

College average attendance = 96%

- 90-85% attendance over 1 year = 24-30 days missed
- 80-85% attendance over 1 year = 32-40 days missed
- 80% attendance or below over 1 year = 40 days or more missed

I have discussed these concerns with «chosen_forename» and enclose a copy of their attendance summary. Please can you contact me at the College, at your earliest convenience, to discuss this further.

Yours sincerely

Name
Divisional Director of Learning

6.3 PA Letter 3 (VP/P Below 90% / Escalating Concerns)

Ref: JBG/PA3

13 December 2016

«Parental_Salutation»
«AddressBlock»

Dear «Parental_Salutation»

Name «Forename» «Surname» «Year»«Reg»

Persistent Absence

Despite intervention from «Forename»'s Divisional Director of Learning, «Forename»'s attendance has not improved. As you can see from the attendance summary enclosed, «Forename»'s attendance is now «percentage_attendance»%

I would like to invite you to attend a meeting with myself to discuss this matter further. Could you please contact the Attendance Manager, Mrs Kelly Jackson, so that we can arrange a mutually convenient time.

If you fail to attend and the reasons given for your child's irregular College attendance are not satisfactory, then legal proceedings may commence against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to £120
- Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
- Prosecution under s444 (1)(a) Education Act 1996, where if convicted you may be fined up to £2,500 and/or 12 weeks imprisonment

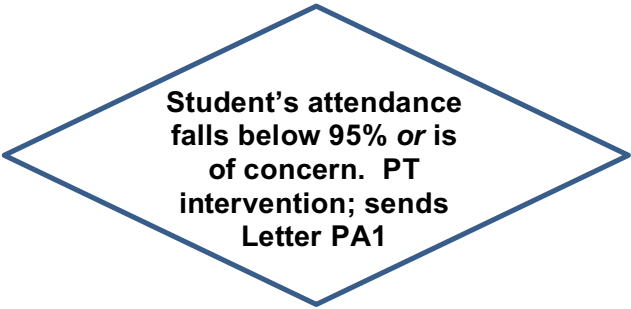
It is hoped that enforcement proceedings will not be necessary and we look forward to meeting with you.

Yours sincerely

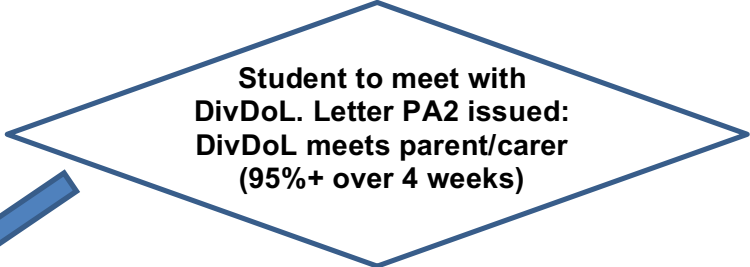
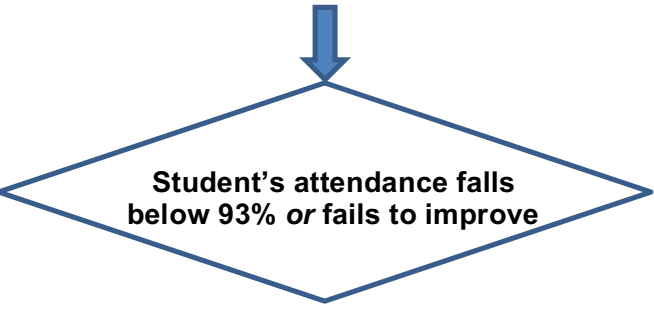
Miss J Grant
Vice Principal

Attendance – Intervention Flowchart

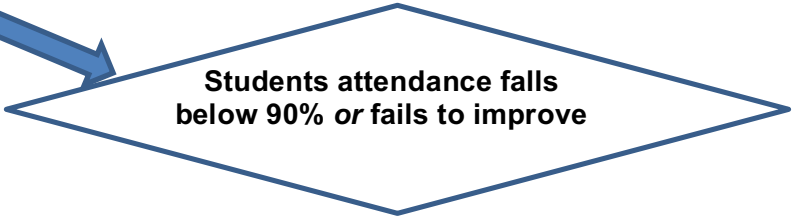
Personal Tutor receives weekly attendance report by day



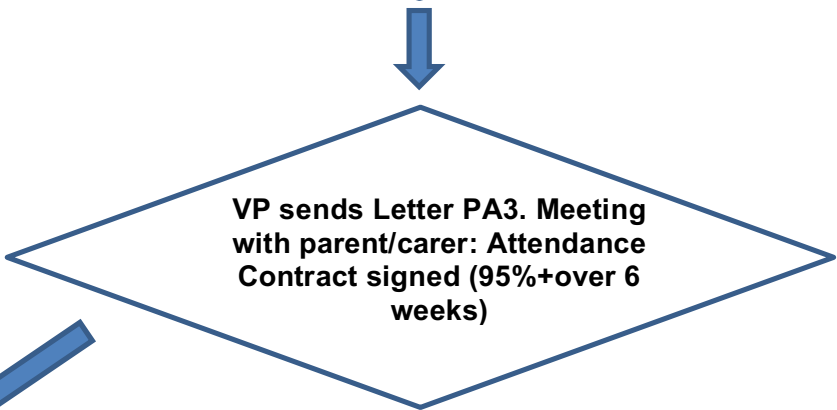
DIVDOL receives weekly cumulative attendance report



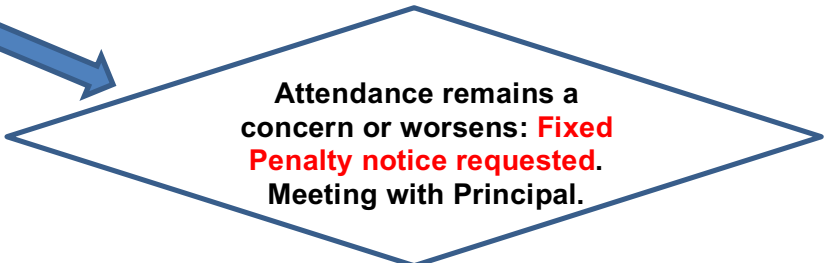
DIVDOL to review intervention/impact after 4 weeks



Home visits will take place when the College has not had contact by parent/carer or is unable to authorise absence (max 3 days)



VP monitors and reviews Attendance Contract.

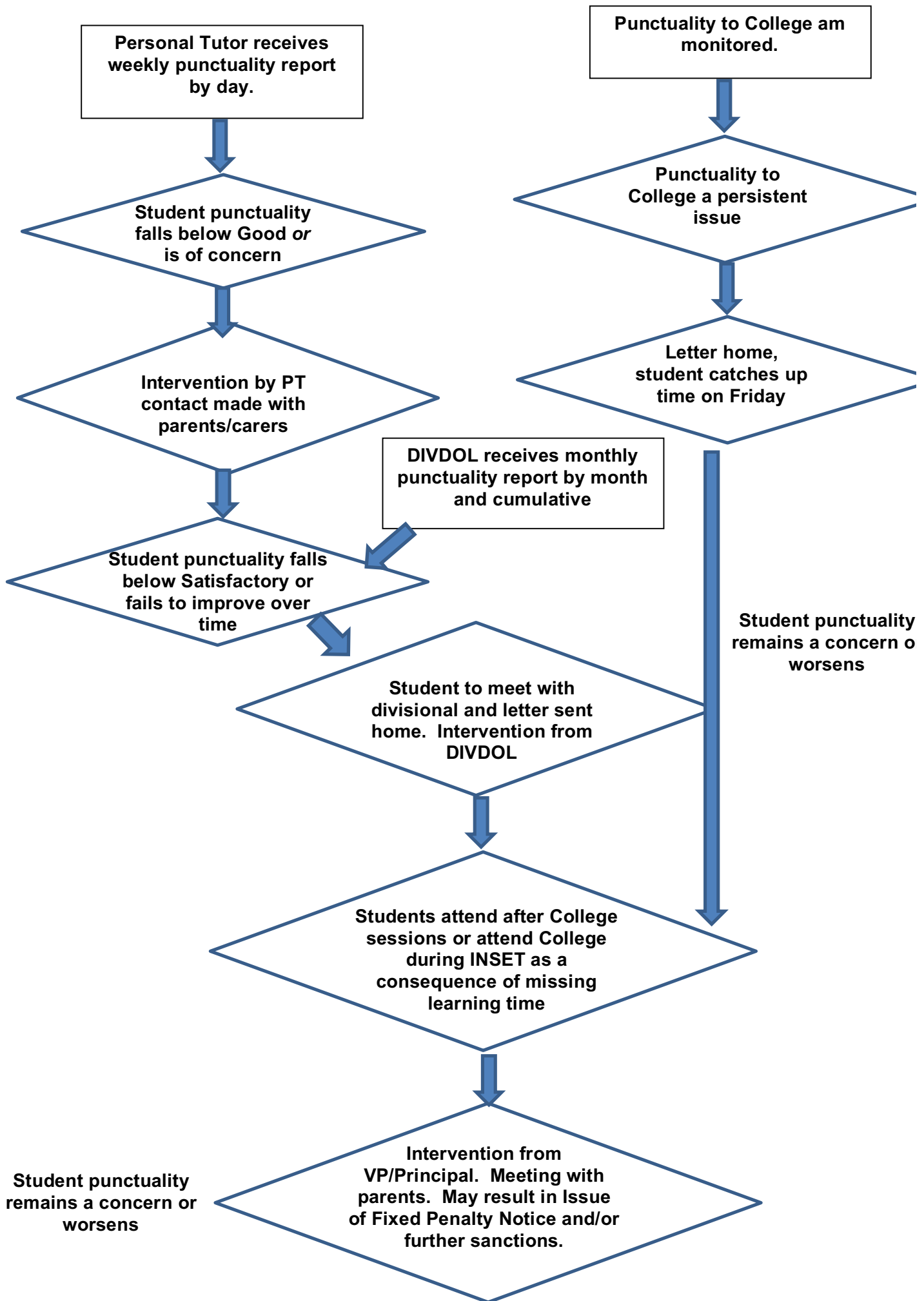


Standard	Cumulative Attendance
Outstanding	Above 98.5%
Good	97% - 98.5%
Satisfactory	95% to 96.9%
Requires improvement	93% to 94.9%
Cause for concern	90% to 92.9%
Serious cause for concern	Below 90%

Discretion must be applied:

In term 1, a single period of authorised illness may distort the figures.
 Authorised and Unauthorised holidays both count as absence.

Punctuality – Intervention Flowchart



Standard	Cumulative Punctuality rate per term
Outstanding	Up to 15 mins Up to 3 occasions
Good	15-30 mins 4-6 occasions
Satisfactory	30 - 45mins 7-9 occasions
Requires improvement	More than 45 mins More than 9 occasions

Discretion must be applied:

It is both the frequency and the length of the lateness that are a concern.
e.g. Compare 1 occasion of 30 minutes lateness compared to 6 occasions of 5 minutes lateness.
Also, it is the pattern of lateness that is crucial. Has a student whose punctuality is 'satisfactory' over two concurrent terms actually made any improvements? Is their punctuality now a cause for concern?