

## Attendance Policy

**Primary person responsible for updates to this policy:** James Kidd

**Job title:** Vice Principal (Pastoral)

**Last review date:** July 2021

**Next review date:** July 2022

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

At DLD College we strive for all our students to maximise their individual potential and also to prepare themselves for the next stage of their lives.

It is a fundamental duty for the college to strive for high levels of punctuality and attendance. There is a strong correlation between attendance and punctuality in lessons and academic achievement and we expect our students to be achieving 100% attendance whilst at the college. Attendance and punctuality are carefully monitored by **Attendance & Intervention Officer, Housemasters & Housemistresses (HMs) / Assistant Principal (Head of Lower School), Tutors, Subject teachers, Houseparents and Compliance Officer.**

Students have a right and responsibility to access their education which means attending all classes and scheduled activities. Parents and teachers share the responsibility to ensure that students attend properly and derive maximum benefit from their education. We recognise that the wellbeing of the student's is key and in cases of attendance levels dropping, it is important to understand both the reason for the absence and allowing the student to determine measures that will help improve the

At DLD we are committed to:

- Prioritising attendance and maintaining robust systems for monitoring and recording absences
- Recognising and rewarding good attendance
- Promoting a teaching and learning ethos that encourages students to attend

Aims

- To address the Every Child Matters agenda
- To encourage a positive approach
- To challenge and reduce levels of authorised and unauthorised absences
- To promote a consistent approach by all staff
- To acknowledge the link between attendance and attainment

## Roles & Responsibilities

### Principal

The Principal has overall responsibility for the whole-college attendance. The Principal works alongside teaching staff, the HMs, the Vice Principal (Pastoral) and the Assistant Principal (Head of Lower School) to monitor the attendance reporting process. Cases of serious and persistent truancy are ultimately reported to and managed by the Principal in line with the college disciplinary policy.

### Vice Principal (Pastoral)

The Vice Principal (Pastoral) works with the HMs, Assistant Principal (Head of Lower School), Tutors, teaching staff, and Attendance & Intervention Officer to monitor student attendance levels and to manage the process of delivering discipline for poor attendance. The Vice Principal (Pastoral) tracks the strategic attendance information for the students and works closely with the HMs, Assistant Principal (Head of Lower School), to ensure that high levels of attendance and punctuality are met and any resulting sanctions are clearly communicated to students and parents.

### Assistant Principal (Head of Lower School)

The Assistant Principal (Head of Lower School) oversees the Personal Tutors for years 9,10 and 11 and ensures that attendance of students from these years groups is monitored closely, through morning registration and close interaction with the students and parents. The role holder also has the responsibility of reporting any CSA students to the local authority that leave College and are therefore out of education.

### HMs

HMs disseminate attendance information to their Tutors each week and report persistent truancy issued to the Vice Principal (Pastoral). HMs issue sanctions for poor attendance and review both general student attendance and individual student cases weekly. In cases of poor attendance levels HMs/Lower School Tutor (only for Lower School students) will issue a Weekly Report card specifically for attendance that must be completed by the relevant student's teachers and reviewed on a daily basis. When attendance levels continue to fall further measures can be applied (see the diagram at the end of this document).

## **Tutors**

Tutors meet with students daily at Tutor registration. They communicate attendance levels to the students directly and pass on relevant authorisations received to the Attendance Officer. Tutors discuss with students their attendance and express concerns where appropriate as instructed by the HMs, these include verbal interventions to focus on improving the current levels of the student (please see diagram at the conclusion of this document for further details). In cases of poor attendance levels Personal Tutors will issue a Tutor Weekly Report card specifically for attendance that must be completed by the relevant student's teachers and reviewed on a daily basis. When attendance levels continue to fall further measures can be applied (see the diagram at the end of this document).

## **Subject Teachers**

Subject teachers are to ensure that manual registration on SIMS is complete and accurate for each of their classes in a prescribed manner ensuring that information is as accurate as possible any issues with registering students and email should be sent to the Attendance and Intervention officer. Any concerns raised by subject teachers regarding students are passed to the student's Tutor or directly to the HM as required. In cases where students are late or are non-attendees the Subject Teachers are expected to challenge the student's absence and issue a detention if more than two unauthorised absences in a ten day period.

## **Assistant Principal (Boarding), Houseparents and School Nurse**

Boarders' attendance will be managed by the Assistant Principal (Boarding) for boarding evening registrations and activities. Parents will be notified of boarder's attendance if a lesson is missed. The School Nurse is the only staff member who is able to authorise an illness of a boarding student, though on the rare occasion that they are absent then in the Nurse's absence, the Houseparents may authorise a boarder's absence due to illness. The College Nurse will update the SIMS system to validate the authorised absence ensuring that members of staff are aware, please see section on Illness & Medical absences for further details.

## **Attendance and Intervention Officer**

The Attendance and Intervention officer manages the attendance recording system and records authorisation received from parents and, in the case of older independent living students, from the students themselves. The Attendance and Intervention officer prepares attendance reports for the relevant members of staff regarding student attendance. They also issue warnings at the Level 1 and Level 2 stages (see the diagram below).

## **Parents, Carers & Guardians**

Parents, Carers & Guardians should ensure that their children attend college regularly and punctually, informing the college as soon as possible if there is any reason for non-attendance by emailing the Attendance and Intervention officer at [attendance@dld.org](mailto:attendance@dld.org).

## **Students**

Students are also responsible for ensuring that they have good attendance and are registered in all lessons. Any problems with registration should be reported to the teacher immediately or the attendance officer report either by email to [attendance@dld.org](mailto:attendance@dld.org). If a student is unable to attend a lesson they should ensure that the correct authorisation is given by their parent or guardian and they should contact their subject tutor to obtain the relevant notes and homework that they have missed.

Attendance is monitored using the SIMS Management Information Systems. Students are registered manually by the teacher at the start of the lesson. If they fail to attend the lesson they are marked as an unauthorised absence, an automated email notification may be sent to the relevant contacts through SIMS to inform Parents/Guardians of students absence.

## Illness & Medical absences

For all students medical absences of more than **7 days** will require an authorised medical note from a UK GMC registered practitioner, e.g. a doctor's note. The College reserve the right to check the authenticity of the letter. Medical certificates must be written in English in order to be accepted from the college.

### Illness before 8 am – Boarder

If a boarder feels too unwell to attend lessons they must tell a Houseparent immediately, **the student must see the college Nurse if the student is too unwell to attend, only the Nurse can authorise a student's absence from lesson.** Where the Nurse may be absent for any reason e.g seeing to another student in an emergency, the absence can then be authorised by the Houseparent. All absences will be reported this to the Attendance and Intervention Officer. The college will not accept authorisation for a medical absence of a boarder in residence from a parent or guardian. For more information please read the Care of Ill Boarders Policy.

### Illness before 8am – Day/Independent living students

If a student is too unwell to attend college their parent or guardian should inform the college by 8.00am, the absence will then be recorded for that day or the specified period. Medical absences of more than 7 days will require a medical note for authorisation, e.g. a doctor's note.

If a student lives independently, i.e. not with their parent or guardian, and they are too unwell to attend college the parent or guardian should write to the college by 8.30am or as soon as is possible for the attendance record to be updated.

### Illness during the school day in lessons/activities

If a student is in a lesson or activity and is feeling unwell, the subject tutor or supervising staff member should assess the severity of the illness. The staff member should try and avoid an immediate referral to the School nurse during lesson time unless it is absolutely necessary (depending on the gravity of the health complaint, etc.). Students require a signed sheet to report to the School nurse during lessons.

When the student is sent to the School nurse they should be accompanied by another member of staff or another student if necessary.

The nurse will assess and ascertain if the student should be medically treated and sent home or to their boarding room, at which time the Parents, Carers, Guardians or Houseparent(s) will be contacted by the school nurse and SIMS will be updated. Students living with a parent or guardian will be asked to wait in college until staff have made contact with home and the student's travel home is arranged.

The school nurse or a member of the SLT or ELT, HMs are the only members of staff who are permitted to allow students to return home or to their boarding rooms in case of illness.

### Illness during the school day outside of lessons/activities

If a student feels unwell during the school day outside of lessons and activities they must speak to the Nurse and / or their HMs/ Head of Lower School. If they are too unwell to attend their lessons the school nurse or a member of SLT or ELT will authorise their absence and will organise communication Parents, Carers or Guardians. Boarders will be sent to their room and the Houseparents informed, the Houseparents will then follow up with the necessary care and supervision for that student.

If a boarding student is ill and remains in their room for the day they are not allowed to leave the boarding area without specific permission from the school nurse or the Houseparent on duty.

### Authorised Leave

The college may authorise leave from lessons, a request from the student's parent or guardian must be made in writing to the student's HM & Attendance and Intervention Officer Allowances include; External exams, University open days, Religious holidays & Observance. Medical appointments with letter, text or email.

Staff will discuss each request with the parent or guardian and will only authorise a request if there is a significant and genuine reason that the event cannot take place outside of college hours.

Examples of authorised leave include: Medical appointments to UK GMC registered doctor/ hospital appointments; Appointments for police registrations, UKVI meetings and embassy sponsored appointments; University open days (at the discretion of the HM); Bereavements (in line with the bereavement policy).

### **Unauthorised leave**

Please note that holidays taking place outside of holiday periods will **not be** authorised, except in exceptional circumstances. Parents/Guardians will need to put in a request in writing to the Principal, authorisation will be subject to the Principal's discretion. Term dates are published well in advance on the college website [here](#). Any leave that is not agreed will be recorded as unauthorised.

Bank appointments students should endeavour to seek appointments outside college hours where possible.

Driving lessons/Tests **will not** be authorised.

Boarding students with persistent unauthorised absences, late to lessons, will face sanction of having their room key removed until his/her attendance, punctuality improves.

Examples of unauthorised leave include: Late returns and early departures in line with the published term dates, no holidays will be authorised during term time; Family functions during term time; Supplementary study during lesson time, e.g driving lessons, extra tuition; Absence that is not certified by a UK GMC registered doctor or NMC registered Nurse; Out of school work commitments; Any other type of appointment not agreed by a HM for the duration of the College day.

### **Punctuality**

Punctuality is recorded alongside attendance. Sanctions will be imposed on those students who are persistently late to college & lessons, in line with the behaviour policy. If a student is late to the same lesson twice in one week or a period or 5 times over a week that can be expected to be issued with a detention. Punctuality is an essential component for effective lessons and any lateness can be seen as disruptive to the learning of other students. All students are expected to be punctual, ensuring that they successfully register with either the e-reg system or with the member of staff in charge of the activity.

### **Sponsored Students**

Tier 4 students sponsored by DLD College are responsible for meeting the requirements of their visa including adhering to the college attendance policy. The college is responsible for accurately recording and reporting absence to the Home Office and students failing to meet the attendance requirements will be withdrawn from the college and their visa sponsorship withdrawn.

### **Weekday evenings and weekends**

As a matter of importance, and aligned to the college's duty of care and the BSA National Minimum Standard 15.5, boarding students are expected to register at the specified times during weekday evenings and weekends, outlined in the boarding handbook. Failure to adhere to these expectations will result in sanctions, outlined in the college behaviour policy.

Weekend leave starts at 5.00pm on Friday and all boarding students are expected to return by 8.00am on the following Monday, failure to do so will impact on the agreement for future weekend leave.

Evening leave (weekdays Sunday-Thursday with overnight stay) starts at 5.00pm on the day the evening leave has been agreed. All boarders are required to return by 6.00pm on the Sunday evening, failure to do so will impact on the agreement for future evening leave.

### **Statement of Intent**

In order to improve levels of attendance and punctuality the college will employ seven key strategies:

- Address non-attendance early by contacting parents.

- Analyse data on punctuality and attendance supplied by the Attendance and Intervention officer through the HM, directing personal tutors to intervene with their tutees where necessary.
- When prolonged absence is recorded contact will be made by the HM and issues relating to attendance will be reported to the Vice Principal (Pastoral).
- Have clear strategies to address levels of attendance below 97%.
- Fulfil reporting duties as required by the Home Office for any sponsored students.
- Celebration of high attendance through contact with the parents and celebration with the college community.
- Impose sanctions for persistent lateness and non – attendance.

This policy is made available to staff, parents, and students on the online dashboard and in induction packs and programmes.

## Rewards and sanctions for attendance

### Rewards

Students who maintain a high level of attendance will be credited verbally by Tutors during Tutor registration and meetings and encouraged to maintain the high levels of attendance and punctuality.

Those who maintain a 100% attendance at the end of each term will be credited at whole college meetings and also receive a letter to the parents at the end of each term congratulating them for maintaining the expected high standard of attendance.

### Sanctions

Development Leadership Diversity

## Cumulative attendance levels

Attendance level	% of overall attendance	Person(s) responsible
Intervention	96	<b>Tutor</b> – verbal warning, highlighting the level and discussing actions to employ, all recorded on SIMs. Intervention communicated through InTouch.
Boarders	95	Room key is surrendered – boarder loses access to room until attendance rises above 95%
1	94	<b>Attendance &amp; Intervention Officer, Housemaster/Housemistress (HM)/ Head of Lower School Tutor and Compliance officer</b>
Intervention	92	<b>Tutor</b> – verbal warning, highlighting the level and discussing actions to employ, all recorded on SIMs. – <b><u>TUTOR WEEKLY REPORT CARD FOR ATTENDANCE ISSUED AND TRACKED BY TUTOR.</u></b> Intervention communicated through InTouch.
2	90	<b>Attendance &amp; Intervention Officer, HM/ Assistant Principal (Lower School) and Compliance officer</b>
ALL ABSENCES FROM 90%ATTENDANCE REQUIRE MEDICAL EVIDENCE TO BE SHARED WITH ATTENDANCE AND INTERVENTION OFFICER		
Intervention	88	<b>Tutor</b> – verbal warning, highlighting the level and discussing actions to employ, all recorded on SIMs – <b><u>OPTIONS INCLUDE SUPERVISED STUDY or DoS WEEKLY REPORT CARD FOR ATTENDANCE ISSUED AND TRACKED BY DoS.</u></b> Intervention communicated through InTouch.
3	86	<b>Vice Principal, Attendance &amp; Intervention Officer and Compliance officer</b> If no <u>improvement</u> follow up meeting with <b>Principal &amp; Vice Principal to decide on future at College</b>

Day to day non-attendance in lessons, boarding and activities is dealt with in the behavior policy.

## Appendix A

### **Attendance intervention**

There are times when attendance can slip and as a College we are committed to ensuring that there a number of strategies to ensure that students are well supported and are attending lessons.

Between 5.00pm and 6.00pm for Monday to Thursday there is an Intervention session overseen by one of the HMs. If a students attendance has.....or they have recorded x lates over the course of y then they will told by their Tutor to attend the intervention session with work to be completed during that period.

