ATTENDANCE AND HOLIDAYS POLICY

ATTENDANCE

All schools have a responsibility to proactively manage and improve attendance. The college promotes the benefits of good attendance and communicates expectations clearly to pupils and parents.

Excellent attendance is an integral part of the college's ethos and culture. The college recognises the link between attendance and wider school improvement efforts. To this end, Collingham has appointed Jenny Thompson (jenny.thompson@collingham.co.uk as the Attendance Champion. The Attendance Champion has a responsibility for improving attendance. She analyses data and works towards improving overall attendance. The college ensures that all teaching and non-teaching staff understand the importance of good attendance. All staff have high expectations for attendance and punctuality of all students.

The admissions and attendance registers are kept electronically on ISAMS. These records are kept for a minimum of 6 years.

The college uses the National Codes for absence (as stated in School Attendance (Pupil Registration)(England)(Regulations) 2024 (See appendix 1)

The Personal Tutors monitor and praise students who have shown improvements in terms of attendance. The college recognises that improving attendance is a continuous process of regularly reviewing and updating processes and strategies. It recognises that children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

The Attendance Policy is sent out to parents at the start of the school year or when the student joins the college mid-term. It is then emailed out to parents at the start of each academic year.

LATE ARRIVALS/ABSENCE DURING THE DAY

Students should sign in with the School Secretary if they are late arriving for class.

Parents should contact the School Secretary directly by telephone or e-mail regarding any reason why the student will be or is late for class, or for any reason why the student might need to be absent for timetabled activities. For A level students' parents should contact Emily Woodnutt via london@collingham.co.uk, for GCSE students the contact is jami.kemp@collingham.co.uk. Parents who need more detailed help with attendance should contact the student's personal tutor or the Attendance Champion directly.

Students who feel unwell during the day and wish to go home should seek permission from their Personal Tutor, Director of Studies or Head of GCSE who will inform the School Secretary. Parents will then be informed that the student is returning home.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

Page **1**

Absence

If a student is absent from college, the parent should telephone or e-mail in the morning, before 9.30am to let the School Secretary know.

The college will endeavour to send an e-mail notification to both parents of all absence from lessons as soon as possible.

A parent who wishes to be notified when the student's absence is authorised by another parent or guardian should inform the Principal in writing.

Lateness

If students arrive more than 30 minutes late for a lesson, they will be marked as absent.

At GCSE the college day starts at 9.10 am. The register will be taken at 9.15 and then again at each timetabled session. The afternoon session starts at 2.10 pm. A register will be taken at this point. Students who are more than 30 minutes late will be marked as absent for statistical purposes.

At A level the college day starts at 9.30 am. Attendance will be taken at each timetabled session, students who are more than 30 minutes late will be marked as absent for statistical purposes.
.
Parents will be informed on a half termly basis about their child's attendance levels. This is done as part of the Personal Tutor's report. This will give the amount of learning time that the student has missed that half term period.

Persistent lateness or absenteeism will trigger a meeting with the college and parents so they can work together to try and improve attendance and engagement.
Expected attendance for students is a minimum of 92.9% of timetabled lessons (National Average).   Where attendance is as low as 90%, the school will put in additional targeted support, this support can include working with the local authority.

The college uses the national codes for absence as stated in the **School Attendance (Pupil Registration)(England)(Regulations) 2024** These are set out in Appendix 1

MONITORING ATTENDANCE

Attendance will be looked at on a weekly basis focusing on individuals and cohorts with attendance problems, in order to target improvement for those pupils who need it the most
The college will also monitor student attendance on a half termly, termly and yearly basis to identify patterns and trends. This data will be benchmarked against local and regional and national data. These attendance reports will be monitored by Jenny Thompson and shared with the Senior Leadership Team (SLT) and Board of Directors. The college will work with students and parents to promote good attendance. This will include using external agencies

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

and accessing wider support services which will be formalized in conjunction with the Local Authority (LA).

The College ensures that the LA have the right to examine and take extracts of attendance registers from the college.

The college will alert the LA about any pupil who misses 15 consecutive or cumulative days due to illness, as they may need additional support from the LA.

STUDENTS WITH SEND

The college works with parents to develop specific support approaches for attendance for students with Special Educational Needs and Disabilities (SEND).

The college will consider a time-limited phased return to school where appropriate.

Part time timetables
All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances where it is in the students' interest there may be a need for a temporary part-time timetable to meet their individual needs. This could be as part of a reintegration package or due to medical conditions. This part-time timetable will only be in place for the shortest time necessary and will not be treated as a long-term solution. The arrangement will be reviewed on a termly basis. All part-time timetables will be shared with the college's LA and the student's LA.

Home educated students
The college will work with home educated students to help enhance their school provision. All part-time timetables will be shared with the college's LA and the students LA.

ABSENCE FOR HOLIDAYS

Absence for holidays is not encouraged and there are strict DfE guidelines to which we adhere. This means that any absence for longer than 10 working days in term time must be notified to the local Education Welfare Officer of Royal Borough of Kensington and Chelsea.

Our guiding rule is that if parents absolutely have to take their son or daughter out of school for any part of normal school time, a note should be written to the Principal requesting permission to do so.

Parents should observe the following protocol for requesting holidays in term time:

- Make a formal request to the Principal in writing to take their child out of school during term time, giving appropriate reasons why.

- request for leave of absence should be for no more than 1 week of duration in term.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

Page **3**

- The Principal will respond promptly (no longer than a week) to any request for leave of absence. They will look very carefully at the student's attendance record and if they have any concerns, for example should the student's average attendance be below 95%, it is unlikely that the Principal will agree to authorise any further absence.

- Leave of absence will not normally be given for the first week or last week of any term. It is unlikely that leave of absence will be granted for the purpose of a family holiday

- For other exceptional leave, for a longer period than a week, to enable such activities such as performing or competing, the Principal should be contacted.

- Unauthorised absences are recorded formally and may form part of a summative report and assessment of a student when they leave the college.

- Individual days of leave for social reasons will not be sanctioned.

  Parents must obtain permission from the Principal for their child to be absent

Legal Status:

The School Attendance (Pupil Registration) (England) Regulations 2024

Applies to:
- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching) and Directors.

Related Documents:
- Single Equalities Policy
- Admissions Policy
- Working together to improve school attendance, DfE, May 2024

Availability
- This policy is made available to parents, staff and students in the following ways: via the college website and on request a copy may be obtained from the College Office.

Monitoring and Review:
- This policy will be subject to continuous monitoring, refinement and audit by the Principal.

The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

Page **4**

later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. When the policy is being reviewed it will take into account the views of both students and pupils. In developing the policy the college has considered its obligations under the Equality Act 2010 and the UN Convention on the rights of the child

-

Signed: Date: September 2024

James Allder   Edward Browne and Robert Marsden
Principal   Directors

Appendix 1

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

All schools must now use National Codes for absence (as stated in School Attendance (Pupil Registration)(England)(Regulations) 2024: [N.B. These should be stated in the policy].

/ \ - present for morning and afternoon sessions.

The following are **classified as authorised absence**:

I – Illness.

M – Attending medical/dental appointment.

C – Leave of absence for exceptional circumstances.

R – Religious observance.

E – Suspended or permanently excluded.

T – Parent travelling for occupational purposes.

S – Study leave.

C1 – Participating in a regulated performance or undertaking regulated employment abroad.

J1 – Attending an interview for employment or admission to another educational institution.

C2 – Pupil is absent from school for part of the week (on a part-time timetable) – then also use the code for the reason why absent.

The following are **NOT classified as absences**:

B – An offsite educational activity.

K – Alternative provision arranged by the LA.

L – Late arrival before the register is closed (during the 30 mins 'grace' period).

P – Approved sporting activity.

V – Attending an educational visit or trip.

W – Work experience.

The following are **classified as unauthorised absence**:

G – Holiday not granted by the school.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

N – Reason for absence not yet established.

O – Absent in other or unknown circumstances.

U – Arrived in school after the register closed (after 30 mins 'grace' period).

The following are **classified as 'not a possible attendance'**:

D – Dual registration, so attending another school where registered.

X – Pupils of non-compulsory school age absent when they are not timetabled to attend (e.g. EYFS).

Q – Lack of access arrangements by LA.

Y1 – Transport normally provided not being available.

Y2 – Widespread disruption to travel.

Y3 – Part of school premises being closed.

Y4 – Whole school site being unexpectedly closed.

Y5 – Pupil is in criminal justice detention.

Y6 – Public health guidance or law not to attend.

Y7 – Any other unavoidable cause. Y7 code includes absence due to non-payment of fees

The following codes are **not collected for statistical purposes**:

Z – Prospective pupil not on admission register.

- Planned whole school closure (holidays).

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

Page **7**