



## **Felpham Community College Attendance Guidance**

The Governing Body of Felpham Community College adopted the Attendance Guidance on 25 March 2019.

### **Statement of Principle:**

- The college aims to provide a safe and secure environment where students can enjoy their education and feel valued, safe and secure.
- The college will work with students, parents and the Education Welfare Service to ensure policy and procedure support a consistently high level of attendance.
- The college expects all students to be at college, and in class, on time and prepared for their lessons.
- Good attendance means at least 96%.

### **Policy Statement**

The policy sets out the roles and responsibilities of the whole college community in maintaining high levels of attendance. The principles have been agreed with all secondary schools in this area.

### **Roles and Responsibilities:**

#### **Authorisation of Absences**

- No holidays will be authorised for any year group unless there are exceptional circumstances agreed by the Headteacher or the designated Deputy headteacher.(eg military leave).
- Unauthorised holidays (coded G) may be subject to a Fixed Penalty Notice.
- Unauthorised absences of 10 or more sessions may be subject to a Fixed penalty notice or referral to the Education Welfare Service.

#### **1. The Form Tutor at Years 7 to 11 is responsible for:**

- 1.1 marking the electronic register accurately;
- 1.2 in cases of absence the form tutor has the first line of responsibility in requesting an explanation;
- 1.3 reading all letters of explanation concerning absence and making the correct insertion in the register;
- 1.4 discussing attendance procedures and issues with members of the tutor group, notifying the Attendance Officer/YL/YM after unexplained absence.

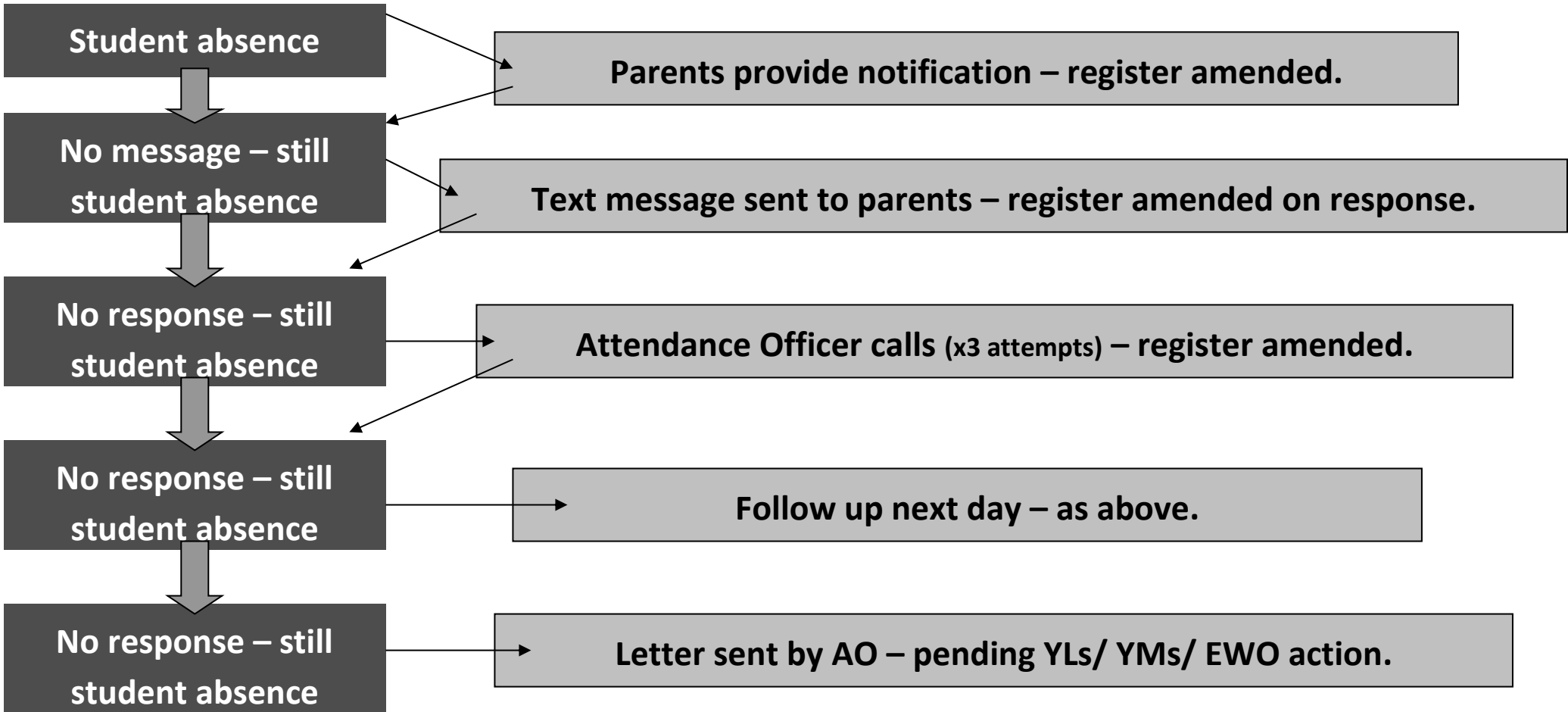
**In Sixth Form there is a different procedure – please refer to Sixth Form Handbook for guidelines.**

- 2. The Year Leader (with the assistance of the YM) is responsible for:**
  - 2.1 checking any suspected truancy;
  - 2.2 employing a range of early intervention/preventative strategies and work with disaffected students;
  - 2.3 working with students, parents, form tutors, EWS and other agencies to introduce and support strategies for maintaining high levels of attendance;
  - 2.4 in the case of long term medical absence the YL should:
    - 2.4.1 notify staff of any expected absence of a prolonged period;
    - 2.4.2 liaise with parents, CLs and teaching staff and outside agencies where appropriate to ensure that appropriate support for learning is given.
    - 2.4.3 when a student returns from a long absence, every effort is made to help him/her reintegrate easily and catch up with work missed. Form Tutors and subject teachers are instrumental in assisting students to settle again quickly and easily.
  
- 3. Subject teachers are responsible for:**
  - 3.1 recording attendance of students at every lesson;
  - 3.2 ensuring FT, YM or YL is informed of any unexplained absence;
  - 3.3 providing work for students identified in 2.4 above.
  
- 4. Year Managers are responsible for:**
  - 4.1 liaising with YL;
  - 4.2 producing RAG statistics for YLs and EWO at fortnightly intervals.
  
- 5. The Attendance Officer is responsible for:**
  - 5.1 first day contact and informing YLs of reasons for absence;
  - 5.2 monitoring and ensuring speedy and accurate processing of registration procedures (registers/absence reports etc);
  - 5.3 producing attendance letters for FTs/YLs at fortnightly intervals;
  - 5.4 producing RAG letters for YLs at fortnightly intervals;
  - 5.5 providing termly registration certificates for all students;
  - 5.6 producing attendance statistics and reports on request (internally or outside agencies);
  - 5.7 compiling whole school attendance fortnightly intervals;
  - 5.8 signing in students who are late.
  
- 6. Senior staff are responsible for:**
  - 6.1 agreeing strategies with YLs etc;
  - 6.2 arranging 'random' checks with YLs;
  - 6.3 reporting on whole school attendance data as required;
  - 6.4 completing LEA attendance statistics;
  - 6.5 the Headteacher or designated Deputy Headteacher is responsible for approving holiday absence requests.
  
- 7. Parents are responsible for:**
  - 7.1 ensuring their son/daughter comes to college on time in uniform and with all the equipment they need;
  - 7.2 informing college of any absence by telephone or in writing.

# FCC Attendance Protocol



In all cases it is a legal responsibility to take a register.



FT role in communication with students is also key – discussing absence when required.