

Attendance Policy

Sept 2021

Version 4

1. Scope

This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

2. Attendance at college is a requirement of funding

Young people are entitled to formal education during this phase of their lives. It is important that they receive their entitlement for their present and future lives and for the economic and well-being of society. Expanse Learning take responsibility for prioritising that registered students attend college. The Government also has a priority in reducing unnecessary absence from college. Students attending Expanse Learning College are more vulnerable and have greater needs than many of their mainstream counterparts. This means that they may have more genuine absences from college for medical reasons or experience greater social need than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent college attendance.

Parents and carers are responsible for supporting students to attend college. We at Expanse Learning College are committed to ensuring that the families, parents, and carers of our students understand how important this is.

We give high priority to conveying to students and families the importance of regular and punctual attendance. We recognise that families have a vital role to play and that there is a need to establish strong home-college links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a student's attendance we will investigate, identify, and strive in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible.

3. Policy Procedures

The register must be marked accurately, recording student's attendance or absence and in the latter case if authorised or unauthorised.

4. Procedures for following up absence or lateness

Students who arrive late (i.e., after 9.30) should be registered as Late.

Students must report to pastoral officer and explain the reasons for lateness. This will be recorded along with the time of arrival. It is the responsibility of the student / parent / carer to contact the college on the first morning of absence. This can be done by leaving a message on the answer phone or phoning when the college office opens at 8.30am. If this contact is not made Expanse Learning will contact the student/parent/carer by text message/telephone or, if unobtainable, we will email and/or write a letter/conduct a home visit requesting information. If this fails to provide an explanation for the absence a Senior Leader will attempt to get in touch and a (second) letter may be sent to the parent/carers.

In the event of persistent non-attendance and non-response, the college will organise a meeting regarding that student's attendance inviting parents and relevant professionals. The meeting will be to identify and resolve the difficulties which are preventing the student from attending college. Authorised and unauthorised Absence "Leave" in relation to a college means leave granted by any person authorised to do so.

The Head will only consider authorising an absence during term time where an application has been made in advance and where they are satisfied that there are exceptional or special circumstances to justify the request. It is acknowledged that due to individual needs of students at Expanse Learning College, the Head may apply special consideration to requests for compassionate leave. It may be necessary for the college to ask the student /parent/ carer to provide the college with written evidence of the reason for absence e.g., appointment cards, medical certificate, or a letter from the GP. If there is an extended period of absence due to medical reasons the college may ask for permission of the parent/ carer to contact the student's GP to confirm that the medical condition prevents the student from attending college and to establish a possible return date for the student.

5. Expanse Learning Strategies for promoting attendance / punctuality

Attendance statistics are monitored by the Senior Leadership Team, Pastoral Team and the Governing Body and reported to the local authority. Targets are set annually for attendance figures. The current target is 93.0%. Opportunities to maintain awareness through college website, Parent/ Carer progress meetings and student reports will be used. Students with a known attendance problem admitted to college will be interviewed with parents and will be set targets for improvement. Parents will be kept regularly informed of all concerns regarding punctuality and attendance. Appropriate college staff with lead responsibilities for pastoral support and attendance monitoring will contact parents and carers to discuss any issues, which may cause a student to experience attendance difficulties. These will be promptly investigated by the college.

The Head will monitor the completion of the registers and absence rates and will ensure attendance concern events are

created to manage/monitor all actions implemented to improve a student's attendance and arrange for the appropriate letter to be sent out to parents if a student is persistently absent from college.

6. Sanction for persistent lateness and Non – Attendance

College course funding will be ceased for students who fail to attend and are persistently unauthorised absent. Decision will be issued by the Head after consultation with the college director and local authority.

Student absence monitoring procedure

- ALL registers must be completed by 10.00am
- All absent students will be contacted on their first day of absence by a designated member of the pastoral team.
- Records of late arrivals will be recorded on Databridge.
- If on the first call to a student's home no one answers, then a message will be left to contact the college as soon as possible to explain why the student is not at college.
- On contacting the student, they will be informed that for every day of absence without explanation the family must contact the college to inform them of the student's progress. If they do not, then the college will contact them each day of absence.
- If the Expanse Learning staff are unhappy with the reasons given for a student's absence, then the Head will be informed of any concerns and will follow up with the student's family.
- At the end of each term, the Head will review attendance using reports from Databridge. It will be used to inform individual student's families of any patterns forming. The information will also be used to inform the Senior Leadership Team and College Governors.

7. Expanse Learning Punctuality

If a student arrives after 9.30 but before 12pm, they will receive a late mark in the register. If a student has a persistent late record, the student will be asked to meet with the Head to resolve the problem. Persistent lateness should be discussed with the relevant Pastoral staff.

8. Roles

Families will:

- Notify the college of any absences on the day of that absence
- Keep close contact with the college if a student is on extended leave due to ill health

Teachers will:

- Keep an accurate and up-to-date attendance register of their cohort (see details on marking the register above)
- Correct any inaccuracies which may occur in the attendance register
- Follow up absences as outlined above (see "Following up absences")
- Liaise with SLT and the Pastoral team about attendance
- Inform appropriate staff if they receive any communication that a student will need to leave the college premises part way through the day by prior arrangement e.g., for a medical appointment
- Monitor students' attendance and punctuality to lessons
- Inform senior members of staff if a student leaves a lesson without permission and does not return within a short time
- Mark registers at the start and end of the day in a timely fashion
- Discuss the impact of low attendance on learning with students at progress and review meetings where appropriate
- Liaise with Admin staff over any queries
- Keep records of students who arrive late and note down reason in Databridge

Administrative staff will:

- Maintain a record of student attendance on the college's computer system Databridge
- Telephone /Text students' homes as necessary re attendance
- Pass on information re attendance to the relevant staff
- Keep records and inform outside agencies as necessary to comply with local and national policy and procedures
- Store notes from home in the student file
- To notify the safeguarding team of absences of vulnerable students
- To send out letters each term whose families attendance falls below 90% when instructed

All relevant staff should refer to absence flowchart for a summary of the college absence process, detailing each step to take, as and when necessary (Appendices)

9. Monitoring arrangements

- The Head is responsible for monitoring and reviewing this policy.
- The Board of Directors will check that the college complies with this policy.
- This document will be reviewed **every 12 months thereafter**.
- At every review, the policy will be shared with the governing board for review and challenge purposes.

Impact of non-compliance:

Staff:	Disciplinary action
Student:	Suspension, Temporary Exclusion, Permanent Exclusion, Attendance Plan
Legislation/organisational:	Reputational damage, statutory and non-regulated compliance.
Compliance lead:	Headteacher/Director of College
Policy Reference:	ELCO-POL-OPR-014
Version:	4
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	No

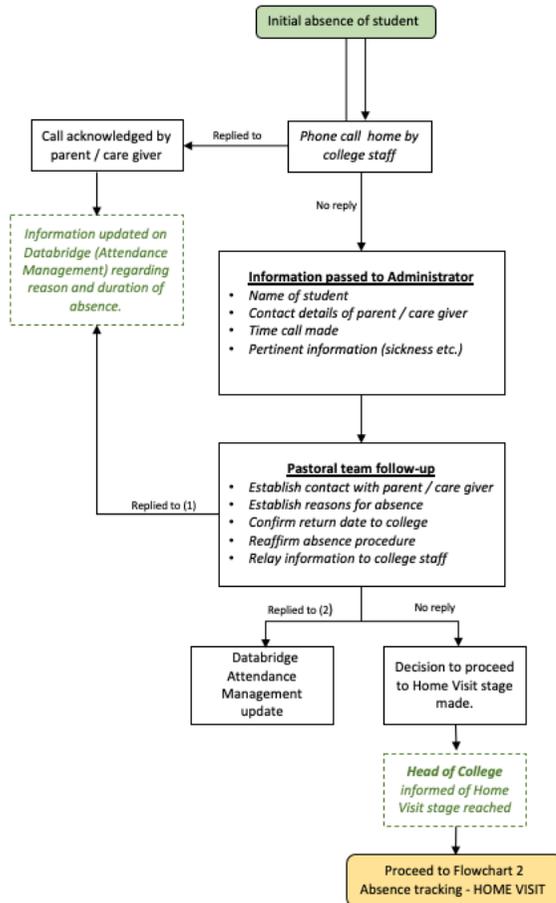
Approval

Prepared by Karl Wane 01/09/2021  Director of College Post 16 Education	Approved by Tony Brown 01/09/2021  CEO	Counter Signatory Scott Roberts (Assoc. CIPD) 01/09/2021  Head of corporate Services
---	--	--

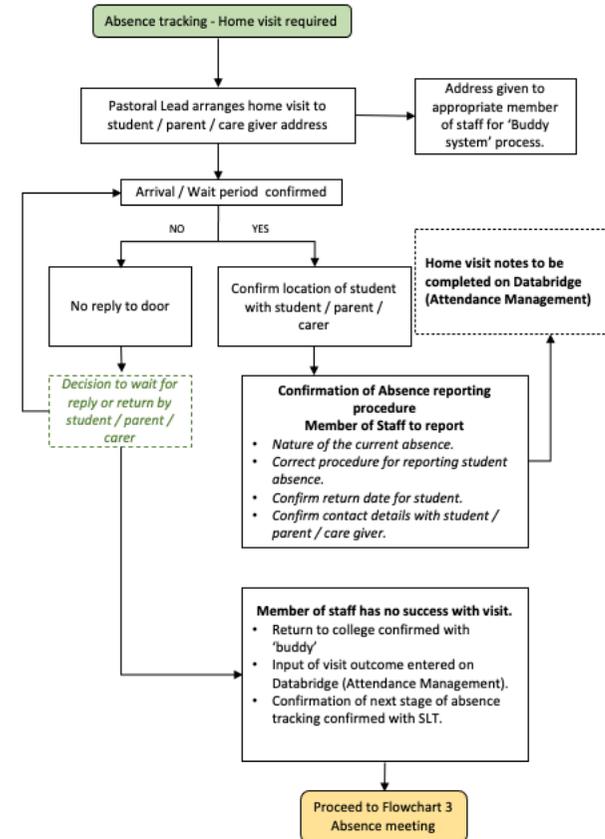
Version Control

Version	Date	Revision	Review Date
1	21/06/2018	First Issue	20/06/2018
2	01/09/2019	Policy review and transferred to new template	31/08/2020
3	01/09/2020	Policy Review	31/08/2021
4	01/09/2021	Policy reviewed, Flow charts added as appendices and changes made to late recording	31/08/2022
5			

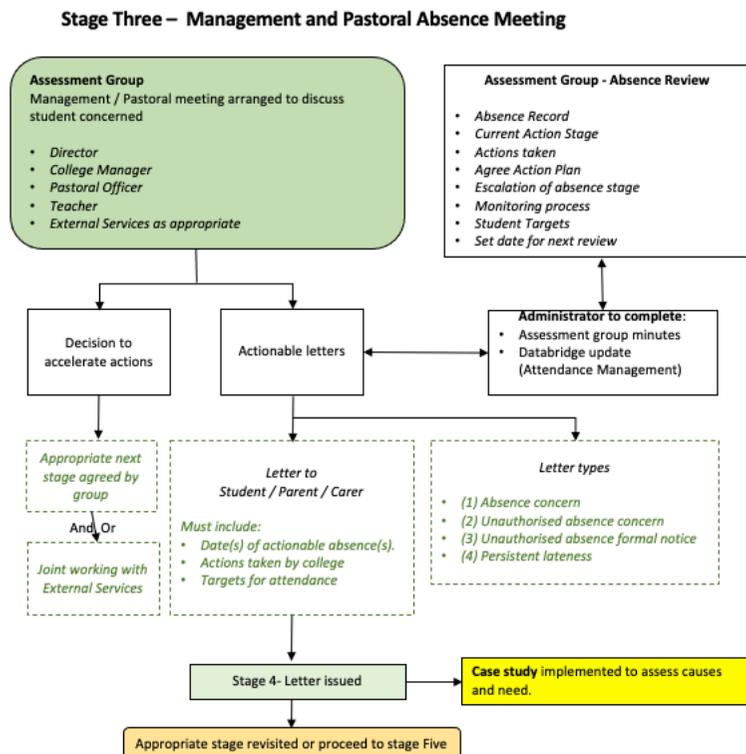
Stage One Initial Monitoring and Support



Stage Two – Absence Management – HOME VISIT



Appendix 3 – Stage 3 – Management & Pastoral Absence Meeting



Please Note:

Letter 1 – Will clearly detail why Expanse Learning college are concerned regarding absences.

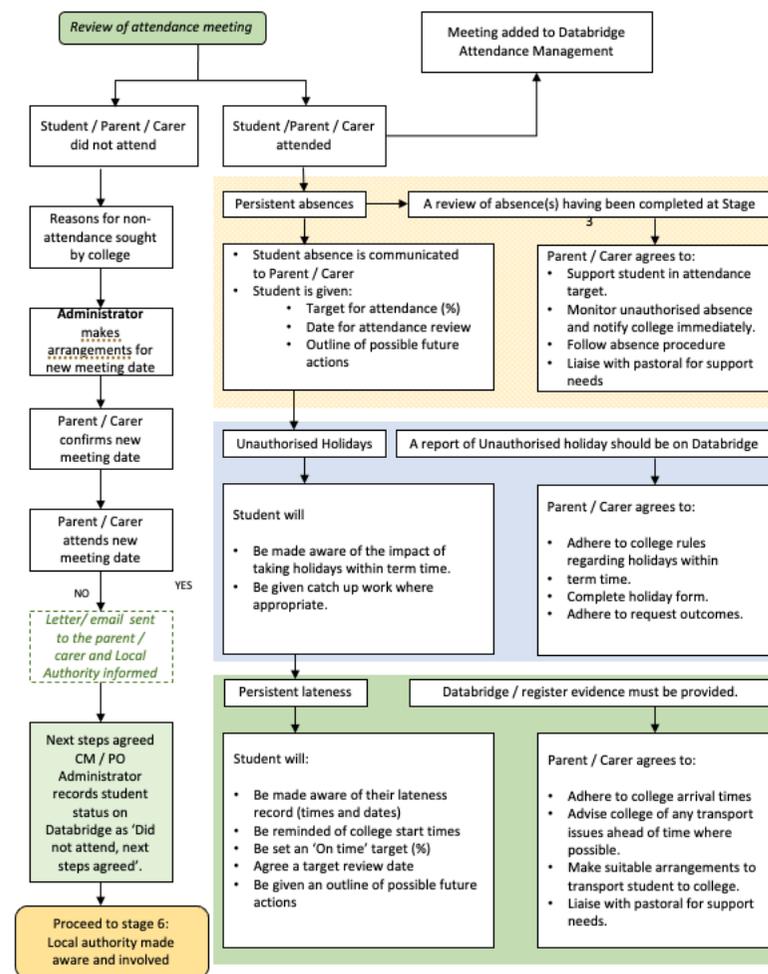
Letter 2 – Will clearly detail why Expanse Learning college cannot authorize absences from college.

Letter 3 – Will clearly detail why Expanse learning college has acted regarding an unauthorised absences.

Letter 4 – Will clearly detail why Expanse learning college has requested a meeting regarding persistent lateness over a significant period.

Appendix 4 – Stage 4 – Attendance Review meeting

Stage Five – Attendance review meeting with student / parent / carer



Stage Six – Local Authority Agency Involvement

