



Attendance Policy

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Next review date: June 2019

Staff resp. for review: CE

Norbury Manor Business & Enterprise College for Girls

Attendance Policy

Every child has a fundamental right to be educated and for a child to benefit from their education they need to attend school regularly.

Absence from school leaves a child vulnerable to falling behind and affects the pattern of their schooling which will seriously affect their learning.

A child with poor attendance tends to achieve less and lack the skills for personal development.

Missing one day of school per week equates to one year of school missed over the course of five years. This absence reduces the likelihood of a student achieving 9*-5 grades at GCSE to just 20%.

Parents have a legal duty to ensure their child attends school regularly and, in cases where a child consistently fails to attend school, the local authority and the college have legal powers to impose parenting contracts, penalty notices and fines to address poor attendance. It is therefore very important that parents/carers speak with the relevant head of year or pastoral leader at the earliest opportunity if they have any worries at all about ensuring the regular and punctual attendance of their child.

As a college, we identify patterns of non-attendance at an early stage and have a number of ways in which we can provide support to parents/carers. However, it is ultimately the legal responsibility of parent/carers to ensure the regular attendance of their children.

Norbury Manor's Attendance Expectations	
98-100%	Expected
95-97%	Satisfactory
Below 95%	A cause for concern
Below 90%	A serious cause for concern

The college clearly understands that there can be exceptional circumstances when levels of attendance may fall below 98% or even 95% for reasons beyond the student and parent/carer's control. That said, these are very rare exceptions rather than the rule.

We are committed to achieving a high level of student attendance and we believe that it is important for the attainment, life chances and employment prospects of our young people.

You can keep up to date with your child's attendance by accessing [the college website](#) and logging into SIMS Learning Gateway with the username and password issued by the college's IT Department.

Reporting Absences

Parents/carers must report their child's absence **BEFORE 08.00** by telephoning the college on the first day of absence and everyday thereafter and leaving a message on the Attendance Office answer machine, clearly stating:

1. The caller's relationship to the student.
2. The student's name.
3. The student's form.
4. The reason for the student's absence.

Absences can also be reported by emailing the Attendance Office on:

attendance@nmbec.org.uk

If the college has not been contacted by 08.00, the Attendance Office will contact the parent/carer by text and email. It is therefore imperative that the college is provided with the most up to date contact details for the parent/carer. If any students do seek medical attention then a copy of the medical notes, medication or prescriptions should be provided to the college.

Any student whose attendance falls below 96% will need to provide medical evidence to cover every day of absence from the college even if it is just for one day, otherwise the absence will be recorded as unauthorised.

No student should be absent from college with minor ailments such as a headache, sore throat, period pains or teeth hurting from having braces fitted etc as absence that is deemed by the Attendance Office to be a minor ailment will be marked as unauthorised. If a student had an ongoing medical issue we would expect medical advice to be sought and the college provided with copies of any relevant documentation.

On returning to college, all absences must be covered by a note from the parent/carer to confirm the reason for absence. Please be aware however that a note alone does not mean that an absence will be authorised. Where possible, a medical certificate, prescription (with details of medication prescribed) or appointment card/letter must also be provided to authorise an absence.

Where an absence has been caused due to a medical appointment, only a medical Certificate, appointment Card/Letter will be accepted to Authorise an absence. **For ALL medical appointments, the Attendance Office will need to be presented with the appointment card/letter at least 3 days in advance.** It is also important to note that students who attend appointments **should not** be absent from college for the whole day. Any absence for a student who takes a whole day off college for a medical appointment will be marked as unauthorised.

Persistent absence will result in the student being referred to the Educational Welfare Officer.

Registration Times

Monday, Wednesday and Friday:

- **AM registration opens at: 08.30**
- **AM registration closes at: 08.35**

Tuesday and Thursday:

- **AM registration opens at: 08.50**
- **AM registration closes at: 08.55**

During AM registration, your child needs to be in their form and ready to be registered. Being anywhere else within the college without their form tutor having prior knowledge will result in your child not being marked in for registration and subsequently a same day Late Detention being issued.

Lateness

After registration closes, your child is late and will need to sign in at the Attendance Office before going to their lesson. An 'L' Code will be marked against their name on the Register and they will be issued with a same day Late Detention.

If your child arrives 30 minutes after registration has closed, they will need to sign in at the Attendance Office before going to their lesson. A 'U' Code will be marked against their name on the Register and their planner will be stamped to notify the parent/carer that your child was issued with a same day Late Detention of 15 minutes. **Please be aware that a 'U' Code will affect your child's percentage of attendance and is recorded as an unauthorised absence.**

Late Detentions

Same day Late Detentions will start promptly at 15.15 and last for 15 minutes.

All students who are marked late for AM registration will attend the Late Detention regardless of reason for lateness.

If your child is 30 minutes late or more and they have been marked in with a 'U' Code, they will be given a late detention of 30 minutes. Students will be informed on their late arrival of the detention the following day and have their planner stamped to this effect.

Where possible, the Attendance Office will text home to let parent/carers know that their child has a same day Late Detention, however, changes to the

Education Act 2011 states that *'schools don't have to give parents notice of after-school detentions or tell them why a detention has been given'*.

Rewards for Good Attendance and Punctuality

Certificates are awarded in year assemblies at the end of each term for 100% attendance and punctuality (gold/yellow), 100% attendance (with no more than 3 lates – green), and for Excellent Punctuality (no lates and 95%+ attendance – blue). Certificates may also be awarded for improved attendance.

There is a yearly attendance reward trip to Thorpe Park for those students who have consistently achieved good attendance and punctuality throughout the college year. The criteria for the Thorpe Park trip for September 2015 was as follows:

1. 96% attendance or more
2. No more than 10 lates for the whole college year (02/06/2014 to 22/05/2015)

Special consideration is given to students in cases where the college is aware of and has been provided with medical evidence to support that a student suffers from a chronic and serious illness. In these cases, the criteria will not apply.

Holiday and Leave of Absence Policy

No holiday or leave of absence will be permitted in the college term for any student unless the Headteacher deems there to be an exceptional circumstance.

All requests for holiday and leave of absence must be made in writing by the parent by filling in a Leave of Absence Request Form which can be obtained from the college's Attendance Office.

All holiday and leave of absence must be agreed with the college in advance.

If a student is taken on holiday or on leave of absence without prior agreement from the college, the absence will be recorded as unauthorised and the matter will immediately be referred to the Education Welfare Service which will result in the college applying for a penalty notice and fine to be issued to the parents/carers.

If a student misses more than 10 sessions without any reason provided to the college, your child will be viewed as a Child Missing in Education and the college will inform the local authority who may start the process to remove your child from the college's roll.

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Sixth Form Attendance and Registration Policy

Students and Tutors are expected to be in their rooms by 08.25 in the morning on Mondays, Wednesdays and Fridays. Students are registered by their Personal Tutors at 08.30. On Tuesdays and Thursdays they are expected to be in their rooms at 08.45 ready for registration at 08.50.

If a student has failed to register in the morning and has not signed in at college by 10.00 then Emma Nicholls, Sixth Form Pastoral Support Leader, will endeavour to send a text home informing the parents of the absence. This is a safeguarding measure.

If a student cannot attend a trip then they are required to attend college and register as normal. Again any absences will result in a text going home to parents.

Attendance and punctuality is monitored on a weekly basis. A sixth form detention is run for any student with 3 N or L marks in a week and a text is sent home if the detention isn't attended.

If a student leaves the premises before the end of the working day they must sign out at the attendance office and if they return sign back in again.

Any student who becomes sick during the working day must seek the approval of either the Head of Sixth Form, or Emma Nicholls Sixth Form Pastoral support, before they can sign out.

During a fire alarm the attendance officer will bring out both registers and signing in/out sheets for form tutors to check attendance against. The Sixth Form Pastoral Support Leader will also bring out the signing in/out book.

The college aim is to achieve an overall 95% attendance figure for all Sixth Form students and it is a college requirement that a student has at least a 90% attendance figure to move on to A2 studies inline with key progress benchmarks and appropriate IAG.

To support our focus with on site attendance and its improvement we are developing our use of the Live Register system. Currently we are using it to manage signing out and back in at lunchtimes and recording P5-P6 register marks for students not in a lesson. This is a developing application and changes will be made/ updated to students and staff as appropriate.