

# ATTENDANCE

Regular attendance is very important. Students need to attend regularly if they are to take full advantage of the educational opportunities available to them by law.

The College therefore sees the maximising of attendance rates as a key task.

## 1. Parameter of Legislation

### 1.1 Duties of Parents:

- a) to secure the education of their children at school;
- b) to ensure their child attends school regularly and on time;
- c) to inform school of the reasons for the child's absence from school as soon as possible;
- d) to ensure the regular attendance of their child. Parents failing to ensure this are guilty of an offence (punishable in law). However, an offence is not committed if the student is prevented from attending by reason of:
  - sickness or any unavoidable cause;
  - religious observance;
  - transport – the College is not within walking distance of the child's home and no suitable arrangements have been made by the LA.

### 1.2 Duties of the College:

- a) to ensure that all absence in the College register is categorised as either **authorised** or **unauthorised**. It is the College not the parents who can authorise absence;
- b) to report to the LA via the EWO all continuous absences of more than two weeks and those who fail to attend regularly, except where such absences are covered by a medical certificate;
- c) to allow the EWO to inspect the registers and to identify all those students who may be experiencing attendance difficulties;
- d) to keep an attendance register, both morning and afternoon.

## 2. Procedures when a child is absent from College

- 2.1 Parents or Carers may inform the College of a child's absence by personal contact i.e. visit, letter or telephone call. In this instance we will determine if the contact is genuine and the absence will be designated as authorised.
- 2.2 Students who return after absence, without a letter or notification of why they were absent, will be issued with a standard letter and reply slip (see Registers policy document). This should be returned with a suitable explanation, so as to determine authorised absence.
- 2.3 Absence is recorded using one of the categorisation codes of absence – (see **Appendix 1**). It is important that Tutors use the correct code to explain any absence.

**APPENDIX 1**

**Attendance Codes**

- # School closed to students & staff  
Statistical Meaning: Attendance Not Required  
Physical Meaning: Out Whole Session
  
- Z Student not on roll  
Statistical Meaning: Attendance Not Required  
Physical Meaning: Out Whole Session
  
- All should attend/No mark recorded  
Statistical Meaning: No Mark  
Physical Meaning: No Mark for Session
  
- / Present (AM)  
Statistical Meaning: Present  
Physical Meaning: In Whole Session
  
- \ Present (PM)  
Statistical Meaning: Present  
Physical Meaning: In Whole Session
  
- @ DO NOT USE  
Statistical Meaning: Unauthorised Absence  
Physical Meaning: Late for Session
  
- B Educated off site (not dual reg)  
Statistical Meaning: Approved Educational Activity  
Physical Meaning: Out Whole Session
  
- C Other authorised circumstances  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session
  
- M Medical / Dental Appointments  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out for Whole Session
  
- E Excluded  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session
  
- G Leave of absence (not agreed)  
Statistical Meaning: Unauthorised Absence  
Physical Meaning: Out Whole Session
  
- H Leave of absence (agreed)  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session

- I Illness  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session
  
- L Late (before registers closed)  
Statistical Meaning: Present  
Physical Meaning: Late for Session
  
- N No reason yet provided for absence  
Statistical Meaning: Unauthorised Absence  
Physical Meaning: Out Whole Session
  
- O Unauthorised circumstances  
Statistical Meaning: Unauthorised Absence  
Physical Meaning: Out Whole Session
  
- P Approved sporting activity  
Statistical Meaning: Approved Educational Activity  
Physical Meaning: Out Whole Session
  
- R Religious observance  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session
  
- S Study Leave  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session
  
- T Traveller absence  
Statistical Meaning: Authorised Absence  
Physical Meaning: Out Whole Session
  
- V Educational visit  
Statistical Meaning: Approved Educational Activity  
Physical Meaning: Out Whole Session
  
- W Work Experience  
Statistical Meaning: Approved Educational Activity  
Physical Meaning: Out Whole Session
  
- X Non-Compulsory School age Absence  
Statistical Meaning: Attendance Not Required  
Physical Meaning: Out Whole Session
  
- Y Enforced closure  
Statistical Meaning: Attendance Not Required  
Physical Meaning: Out Whole Session