Attendance Policy

Related documents include:
• Working together to improve school attendance (DfE August 2024) • Staff Handbook • Central Attendance Register • Individual Student Discipline records • Detention Form • Student Handbook • Behaviour Management Policy • College Rules and Justice System Booklet
Legal Status:
• Under UKVI regulations it is the responsibility of the college to record and retain evidence of attendance records (spread sheets etc.) to demonstrate that attendance is recorded and that non-attendance is noted and acted upon, where required. These records must be kept up-to-date, accessible and available and kept for a period of one year after the end of the programme. This is for Home Office audit purposes.
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Principal • The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year 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. • The next official date for review is **September 2026**

Introduction

At Abbey College we expect all our students to have a 100% attendance rate for their lessons and engagement in associated after school clubs and activities.

Registration

Each weekday morning all students must attend Registration **between 08:30 and 08:40** with their Class tutor. There is a **second Registration at 13:20 after lunch** – again with the Class tutor.
When students come to Registration, they must be wearing dress code (unless the College declares it a non-uniform day). If they are not wearing dress code, they will not be registered.

If a student does not attend registration, a member of staff will go to their room to ensure they are present at the College. Please refer to the Behaviour Management policy and College Rules and Justice System Booklet for sanctions if a student misses Registration.

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Registers & Reporting Absences

Registers are essential for several reasons, including our duty of care and our responsibility to UKVI.

At the College we use a Daily Register, which is available on SharePoint, filed in the Staff Files folder. It is the responsibility of the teacher to print them as required.

The register is used to record attendance only and each one shows the seven periods of the day, and the teacher should complete the relevant period(s).

Once completed the registers should be given/sent to the Librarian.

The information from these registers is then recorded on individual student records and the central attendance register on SharePoint. As of the 19th of August 2024, with the release of the DfE's "Working Together to Improve School Attendance", new attendance codes have come into force. Below is an overview of the new attendance codes to be used from August 2024 onwards.   In August 2024, the Department for Education (DfE) introduced updated guidance on school attendance for all educational institutions, including Multi-Academy Trusts (MATs). This guidance emphasises the importance of collaboration among parents, schools, academy trusts, and local authorities to address the barriers to school attendance, especially for pupils at risk of persistent absence. Alongside this, new attendance codes have been introduced to better track and manage pupil absences.

Key Changes to Attendance Management

The revised attendance codes, introduced through the School Attendance (Pupil Registration) (England) Regulations 2024, offer more precision in recording student absences. This includes adjustments to codes that reflect various reasons for absence, such as:

1. **Code I** – For illness, but with more stringent reporting protocols when pupils are absent for extended periods.
2. **Code X** – For pupils who are not required to attend school for specific sessions, such as non-compulsory school-age children.
3. **Code C** – Revised to cover performance-related leaves of absence.
4. **Part-time Timetables** – Schools now have clearer expectations regarding the use of part-time timetables in exceptional circumstances, particularly for pupils with health issues. The updated guidance emphasises that these timetables should be temporary and reviewed regularly.

The updates also include strengthened measures for addressing persistent and severe absence, urging schools to engage in early interventions and collaborate with local authorities and families to resolve issues before they escalate.

Inactive Codes

 H, Y and J. If any service children require Holidays in termtime then schools should use the code **C**.

The **J** code has been replaced by a new code **J1** and has changed from an Approved Educational Activity to Authorised Absence.

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Other new Codes

K Attending education provision arranged by the Local Authority (It is set in place by the LA and not the school)

Q Unable to attend the school because of access arrangements.

(use this code where the LA has failed to arrange transport for the student, Y1 is used if the organised transport is not available)

Y1   Unable to attend due to transport normally provided not being available

Y2   Unable to attend due to widespread disruption to travel

Y3   Unable to attend due to part of the school premises being closed

Y4   Unable to attend due to whole school being closed

Y5   Unable to attend due as pupil is in criminal justice detention

Y6   Absent in accordance with public health guidance or Law

Y7   Unable to attend because of other unavoidable Cause

C   Leave of Absence for exceptional circumstance (Guidance changed for this Code)

C1   Leave of Absence for the purpose of participating in a regulated performance (or employment paid or unpaid). Continue to use W for Works Experience

C2   Leave of absence for a compulsory school age pupil subject to a part-time timetable

Codes where schools MUST record nature of activity

B   Attending any other approved educational activity

(Not Sporting Activity OR Works Experience)

Examples of nature of activity

- 1) Attending taster days at college
- 2) Attending courses at college
- 3) Attending unregistered alternative provision arranged by the school

K   Attending education provision arranged by the Local Authority

 (A pupil attending a provision arranged by the school should use the code P or B)

 Examples of natures of provision

- 1) Attending courses at college
- 2) Attending unregistered alternative provision such as home tutoring

Y7   Unable to attend because of any other unavoidable cause

 The DfE has not given any examples for the nature of the unavoidable cause

Notes on the Y7 code:

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An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

This code should be used only where something in an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not mean the pupil has been prevented by unavoidable cause.

If a student is missing from class, (regardless of age) please report it to the following people:

Position	Extension No.
Principal	Via WhatsApp Group or Teams
Welfare	Ext 313

If no one is available on these numbers, please **phone the main office on ext. 304 or 305.**

The only reason for a legitimate absence is if a senior member of staff has decided to put the student on the sick list or if the student has an Exeat approved by the College Principal. Teachers cannot usually give students permission to miss lessons; the only exception to this is during public examination periods when a student may ask their teacher to miss a morning lesson if they have an afternoon exam.

Staff should refer to the Behaviour Management policy and the College Rules and Justice System Booklet for details of the action taken if a student misses a lesson.

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