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# ATTENDANCE POLICY

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Person(s) Responsible:	Mr J Cleary
Governors' Committee:	Student Welfare & Community Committee
Last Review Date:	Summer 2026
Next Review Date:	Summer 2027
Status:	Recommended

## Commitment to Attendance

The staff and the Governors of Collingwood College, in partnership with parents/carers, students and the Local Authority, are committed to the further development of the College as a high performing school, which serves the community. This policy is considered in line with the statutory DfE Guidance and expectations from '[Working Together to Improve School Attendance – 2024](#)'

Research has shown that, for all students, regular attendance at school is the key to an individual's social, emotional and educational progress and attainment. At Collingwood we expect parents/carers to ensure that their children achieve the maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Full attendance secures for children their entitlement to be safe, to enjoy their education, to achieve their potential, to be healthy, to participate fully in their community and to achieve long term economic well-being.

## Relationship to other policies

This policy should be read in conjunction with all College policies including but not limited to the following policies: Anti-Bullying Policy, Child Protection and Safeguarding Policy, Management of Behaviour Policy, Special Educational Needs and Disabilities Policy and Transgender Policy.

## Expectations

### All students will:

- Attend College 100% of the time, unless there are extenuating circumstances for absence such as authorised illness etc. approved by the Principal;
- Attend College and lessons punctually – arriving prior to the second bells;
- Attend appropriately prepared for the day;
- Discuss promptly with their form tutor/class teacher or Year Manager, any problems that may affect their College attendance.
- Sign in/out if they arrive after 8.50am and leave before 3.05pm (only with authorisation).

### All Parents / Carers will:

- Fulfil their legal responsibility to encourage their child to attend College regularly and punctually. The Law relating to attendance Section 7 of the Education Act states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:- (a) to age, ability and aptitude and (b) to any special educational needs he/she may have either by regular attendance at school or otherwise'.
- Support students in them striving to achieve and maintain 100% attendance;
- Ensure that their child arrives at College punctually and prepared for the College day;
- Contact the College before 8.25 am using our electronic protocols via Arbor (preferred method) or the 24-hour Absence Line (01276 457650) on the first day of absence and each subsequent day of absence (or when they know in advance that the child will be absent);
- Respond to the Absence Management Communication if they have been contacted;
- Provide the College with current contact details (addresses/contact telephone numbers);
- Inform the College immediately of any changes in contact details;
- Notify the Attendance Manager or Pastoral team of any home circumstances that might affect the attendance of their child.

### The College will:

- Keep regular and accurate records of and monitor registration, punctuality and lesson attendance using the current coding system as per **Appendix 1**.

- Contact parents/carers using Absence Call or same-day calling via Year Manager or Pastoral Assistant when a student fails to attend and where no message has been received to explain the absence;
- Follow up unexplained absences to obtain explanations from students/parents. Although parents may offer a reason, only the College can authorise the absence. In the case of long term or frequent absence due to medical conditions, medical evidence, verifications from the GP or other relevant body may be requested in line with expectations from the Local Authority guidance;
- Encourage good attendance and punctuality through a system of recognition;
- Meet regularly with the Local Authority's Attendance Advice and Intervention Officer to monitor and support key students' attendance and punctuality;
- Refer irregular or unjustified patterns of attendance to the Attendance Advice and Intervention Service using referral criteria provided by the Local Authority. Failure by the family to comply with the planned support set by College and the Attendance Advice and Intervention Officer may result in legal action by the Local Authority.
- Ensure that, whenever possible, students are included in all the decisions that relate to them.
- Implement appropriate strategies such as Family/College link work, home visits, Notices to Improve, College Attendance Meetings, or sending of attendance letters when attendance or punctuality is poor.

## Students Leaving During the College Day

- Students are not allowed to leave the premises without prior permission from the College;
- Whenever possible, parents should try to arrange medical and other appointments outside College time;
- Parents are requested to confirm the reason for any planned absence during the College day including the time of leaving, the expected return time and whether the student is being collected or will make their own way to their destination;
- Students must sign out on leaving the College at either office and sign back in on their return;
- Where a student is being collected from the College, parents are requested to report to the College office before the student is allowed to leave the site;
- If a student leaves the College site without permission parents/carers will be contacted as soon as the College becomes aware or believes the student may have left without permission. Should the College be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the police to register the student as a missing person;
- Students wishing to have lunch at home must obtain prior permission from the College each term. Students will be issued with a laminated 'home to lunch' pass which will include their photograph.

## Punctuality / Lateness

Punctual arrival at College is crucial, and registration at the beginning of the day with a student's tutor is one of the most important periods in the day. Late arrival at College and to lessons causes disruption to an individual's learning and to that of the other students in the class. It is essential, therefore, that all students arrive at College and lessons on time.

- Registration period begins at 8.25 am and students who arrive in their form room after 8.30 am. will be recorded as late to College;
- Statutory Registration closes at 8.55 am. After this time, lateness is recorded as an unauthorised absence, unless a satisfactory reason is provided. If students are persistently late parents can be subject to prosecution by the Local Authority;

- Should a student leave home to arrive at College but not attend, parents will become aware through the usual procedures (the College's absence notification protocols). Once it becomes apparent it will become the parent's responsibility to report their child as missing to the Police after exhausting all possible explanations, which the College will support in every way it can.

## Changing Schools

It is important that if families decide to send their child to a different school, they inform Collingwood College as soon as possible. A student will not be removed from the College roll until the following information has been received and investigated:

- The dates the student will be leaving the College and starting at the new school;
- The address of the new school;
- A new home address, if appropriate.

The student's College records will be sent to the new school.

In the event that a student fails to attend regularly and the College has not been informed of any reasonable explanation, the family will be referred to Local Authority Tracking Officer and the Inclusion Service.

## Leave of absence

Taking students out of College during term-time is a major source of concern due to the inevitable disruption caused to students' learning and progress. Therefore, **we treat leave of absence in term-time as unauthorised absences, except in exceptional circumstances.** If a leave of absence is taken without prior authorisation by the College, the absence will be recorded as unauthorised and the Local Authority's Inclusion Service will be notified.

- The law clearly states that no parent can demand, as a right, leave of absence for the purposes of a holiday.
- While family holidays are enriching experiences, the school year is designed to give families the opportunity for these breaks without having to disrupt their children's education. College holiday dates, external exam dates and INSET days are published a year in advance. This information is also available from the College's website.
- In exceptional circumstances, parents can complete a leave of absence request form, which is available from the Attendance Manager or reception. Parents should state clearly the exceptional circumstances that would justify taking the student out of College during term time.
- Leave of Absence requests in term time will be discussed with key pastoral staff by the Attendance Manager and Home College Link Worker, one of whom will contact parents with a decision.
- Leave of absence cannot be applied for retrospectively and can only be granted in advance.

## Taking Students off roll

The College will never remove a student from its roll without valid reasons. However, the College will remove students from its roll in these circumstances;

- If it is believed the student has moved from the local area into a different authority/region. In such circumstances, after two weeks the student will be reported to the Local Authority as a 'missing pupil in education'.
- If a student is not attending and lives further than a reasonable commute from the College. The College will seek guidance from the Local Authority and Inclusion Officer on this decision when necessary.
- The College receives notification from Parent/Guardians of the intent to utilise Elective Home Education. In doing so the College will remove the student from roll immediately, notify the Local Authority but keep the College place open for the relevant period.

## Penalty Notices

The 'Working together to Improve School Attendance 2024' guidance states that "Headteachers may not grant any leave of absence unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if leave is granted". A holiday is not deemed exceptional circumstances.

The Inclusion Service, acting on behalf of Surrey County Council or the College may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from College and this requires the recipient to pay a fixed penalty.

The amount payable under a Penalty Notice (PN) is as follows per parent, per child

Absence Category	0 - 21 Days	22 -28 Days	More than 28 Days
First Absence since 19 August 2024	£80	£160	Prosecution
Second Absence (within 3 years of first Penalty Issue date)	£160	£160	Prosecution
Third Absence (within 3 years of first Penalty Issue date)	N/A	N/A	Prosecution

If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution under s444 Education Act 1996.

## Circumstances when a Penalty Notice may be issued

- A Penalty Notice may be issued to parents/carers who are failing to ensure their child's College attendance is 100% and where it falls below this, are failing to engage with supportive measures to improve attendance proposed by the College or Inclusion Officer.
- The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

**With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.**

### **Penalty Notice relating to Suspensions**

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during College hours when they are suspended from College. This duty applies to the first five days of each suspension. Failure to do so will render the parent liable to a Penalty Notice. Alternative education provision will be made from the sixth day of any suspension and failure to attend such provision without good reason will be treated as unauthorised absence.

## Appendix 1

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)