

# SoundSkool Music Attendance & Absence Policy

Date policy last reviewed: 01.09.22

Signed by:



\_\_\_\_\_  
Headteacher

Date: 23.11.23



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CEO

Date: 23.11.23

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## Statement of intent

SoundSkool believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend college.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend college; therefore, we will continue to prioritise cultivating a safe and supportive environment at college, as well as strong and trusting relationships with pupils and parents.

We take a whole-college approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other colleges in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory college age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at college or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The college's attendance officer is Akilah Balogun, and can be contacted via [Akilah.Balogun@soundskool.co.uk](mailto:Akilah.Balogun@soundskool.co.uk). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve college attendance'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following college policies:

- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

## 2. Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at college after the register has closed
- Not attending the registered college for any reason

### **Authorised absence:**

- An absence for sickness for which the college has granted leave
- Medical or dental appointments which unavoidably fall during college time, for which the college has granted leave
- Religious or cultural observances for which the college has granted leave
- An absence due to a family emergency

### **Unauthorised absence:**

- Parents keeping children off college unnecessarily or without reason
- Truancy before or during the college day
- Absences which have never been properly explained
- Arrival at college after the register has closed
- Absence due to shopping, looking after other children or birthdays

- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving college for no reason during the day

#### **Persistent absence (PA):**

- Missing 10 percent or more of college across the year for any reason

#### **Missing education**

- Not registered at a college and not receiving suitable education in a setting other than a college

### **3. Roles and responsibilities**

The CEO has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the college.
- Promoting the importance of good attendance through the college's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the headteacher to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the college's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the college.
- Appointing a member of the staff to the attendance officer role.
- Ensuring all parents are aware of the college's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.

- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the college day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in college.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the college with more than one emergency contact number.
- Updating the college if their details change.
- The attendance of their children at college.
- Promoting good attendance with their children.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at college.
- Arriving punctually to lessons when at college.

#### **4. Attendance expectations**

The college has high expectations for pupils' attendance and punctuality, and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend college every day they are required to be at college, for the full day.
- Attend college punctually.
- Attend every timetabled lesson.

The college day will start at 9:30am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the college site by 9am. Pupils will have a morning break at 10:45am, which will last until 11am, and a lunch break at 12pm, which will last until 1pm (these times can vary) – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the college day:

- The morning register will be marked by 10am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 10am. Pupils will receive a mark of absence if they do not attend college before this time
- The afternoon register will be marked by 1:30pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 2pm. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff by using [attendance@soundskool.co.uk](mailto:attendance@soundskool.co.uk).

## 5. Absence procedures

Parents will be required to contact the college office via telephone before 9am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one college day.

Where a pupil is absent, and their parent has not contacted the college by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call and or text message/email as soon as is practicable on the first day that the pupil does not attend college.

The college will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the college census system.

Where a pupil is absent for more than three college days in a row, or more than 10 college days in one term, the pupil's parent will be expected to provide an email or telephone call with an explanation for the absence(s).

The college will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the college reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The college will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 college days or more without authorisation.

If a pupil's attendance drops below 75 percent, the attendance officer will arrange a formal meeting with the pupil and their parent.

Where a pupil has not returned to college for 10 days after an authorised absence, or is absent from college without authorisation for 20 consecutive college days, the college will

remove the pupil from the admissions register if the college and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

The attendance reporting structure will be as follows:

1. Teacher
2. Attendance officer
3. Headteacher
4. Education welfare officer

## 6. Attendance register

The college uses Pro-Solution to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each college day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Sick
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

The college will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole or partial college closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the college
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- S = Study leave
- T = Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip



- W = Work experience
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the college has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the college has set different term dates for different years, e.g. induction days.

Pupils who are absent from college but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

## **7. Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal; however, the college will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

### **Leave of absence**

The college will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the college will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from college. The college is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil’s attendance record shows any unauthorised absence
- Where a pupil’s authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of college will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The college

cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the college in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of college hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Performances and activities, including paid work**

The college will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from college, understand that they will be required to obtain a licence from the LA which authorises the college's absence(s).

Additional arrangements will be made by the college for pupils engaging in performances or activities that require them to be absent from college to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the headteacher who will ensure that the arrangements are suitable for the pupil.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the college. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 95 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

### **Religious observance**

Parents will be expected to request absence for religious observance at least one week advance.

The college will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The college will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The college may seek advice from the religious body in question where there is doubt over the request.

### **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least one week in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## 8. SEND- and health-related absences

The college recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending college difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the college will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The college will secure additional support from external partners to help bolster attendance where appropriate.

Where the college has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the college's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend college for long periods of time due to their health, the college will:

- Inform the LA if a pupil is likely to be away from the college for more than 15 college days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at college when they return.
- Make sure the pupil is kept informed about college events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The college will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending college may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending college as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the college will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.

- Temporary late starts or early finishes.
- Phased returns to college where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

## **9. Absence in exceptional circumstances**

Exceptional circumstances will include when a pupil is unable to attend because:

- Transport provided by the college, LA or parent is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the college census for statistical purposes.

## **10. Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from college, during which the college has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the college during the day must sign out at the college reception and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent/guardian in order to assess the reasons behind the pupil not attending college.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.

## **11. Absent pupils**

Pupils will not be permitted to leave the college premises during the college day unless they have permission from the college. The following procedures will be taken in the event of a pupil going missing whilst at college:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The administration staff will also be informed as they will act as a point of contact for receiving information regarding the search

- A member of staff will stay with the rest of the class, and an available member of staff will conduct a thorough search of the college premises as directed by the headteacher
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Music rooms
  - Breakout rooms
- Available staff will begin a search of the area immediately outside of the college premises, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found after 20 minutes, then the parents of the pupil will be notified
- The college will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- The absent pupil's tutor will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

## **12. Attendance intervention**

In order to ensure the college has effective procedures for managing absence, the attendance officer, supported by the headteacher, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.

- Having a weekly tutor review.

The college will use attendance data, in line with the [‘Monitoring and analysing absence’](#) section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The college will aim to improve attendance in the overall college cohort by acknowledging good attendance in the following ways:

- Prizes
- Letters/emails home
- Recognition/praise at assemblies
- Privileges

College trips and events will be considered a privilege. Where attendance drops below 75% percent, these privileges may be taken away. The college will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

### **13. Working with parents to improve attendance**

The college will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of college life, attendance and performance so that they understand what to expect and what is expected of them. The college will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The college will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the college has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The college will ensure that parents are aware of their legal duty to ensure that their child attends college regularly and to facilitate their child’s legal right to a full-time education – parents will be made aware that this means their child must attend college every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The college will regularly inform parents about their child’s levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at college can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend college regularly. The college will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in college, e.g. bullying, the attendance officer will work with the headteacher and any relevant college staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the college's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

## **14. Persistent absence (PA)**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The college will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The college will use a number of methods to help support pupils at risk of PA to attend college. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The college will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the college will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the college's duty of care. The college will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## **15. Legal intervention**

The college will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve

attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the college's point of contact in the college Attendance Support Team.
- Engaging children's social care where there are safeguarding concerns.

## **16. Monitoring and analysing absence**

The attendance officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The college will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The college cohort as a whole.
- Individual classes
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the college to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The CEO will regularly review attendance data, including examinations of recent and historic trends, and will support the headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

The college will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other colleges.

## **17. Training of staff**



The college will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The headteacher will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on colleges, e.g. the keeping of registers
- The college's strategies and procedures for monitoring and improving attendance
- The college's procedures for multi-agency working to provide intensive support for pupils who need it

The headteacher will provide dedicated and enhanced attendance training to the attendance staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from college could indicate a safeguarding concern, and know how such concerns should be managed.

## **18. Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The college's attendance target is 95 percent

This policy will be reviewed every three years by the headteacher. The next scheduled review date for this policy is **31.08.2026**.

Any changes made to this policy will be communicated to all relevant stakeholders.

## Attendance Monitoring Procedures

1. A red, amber, green (RAG) rated spreadsheet will be sent weekly to form tutors (FT) detailing weekly and annual attendance to date.
2. Contact will be made with parents on the first day of absence for any pupil absence not reported.
3. Pupil attendance drops below 80 percent – Headteacher will speak to pupils to discuss any issues or problems to ascertain how the college can help to improve their attendance.
4. Pupil attendance drops below 80 percent – a letter will be sent home raising concerns that attendance has fallen below the college target of 95 percent. The letter will also contain information outlining how parents can work with the college and their child to help improve attendance.
5. Pupil attendance drops below 80 percent – a letter will be sent home explaining that a pupil's absence is now being monitored. AO will contact parents. Attendance monitored for two weeks. If attendance has not improved, then parents will be required to attend a meeting in college with the headteacher. If parents are unwilling to co-operate, or genuinely unable to attend, a referral may be required to the local education welfare officer (EWO) who will then carry out a home visit.
6. If attendance has not improved within the two-week monitoring period (likely to be close to 80 percent or below), or if attendance has fallen rapidly, parents will be invited to a college attendance meeting with the headteacher. Provision will be discussed and targets will be set for raising attendance. This will be monitored over a further two-week period.
7. After the two-week monitoring period, if targets are met, a letter will be sent home from the headteacher to congratulate the pupil and the family. Monitoring and communication with the family will continue until attendance stabilises.
8. Education Welfare protocol will be followed and a parental contract will be drawn up – there will be a four week monitoring period. No improvements in this time will result in a final written warning.

## Attendance Agreement Form

### Pupil Attendance Agreement

I agree to attend college and understand the consequences I may face if my attendance drops below 95 percent. I will ensure that the college is made immediately aware of when I will not reasonably be able to attend, and will give the college full details of my absence.

As a pupil of SoundSkool, I am dedicated to:

- Being in attendance every day.
- Always being punctual to college and lessons.
- Informing the college of the reason for any absence.
- Not absent from college for trivial reasons.

<b>Pupil name:</b>	<b>Date:</b>
<b>Form tutor name:</b>	<b>Date:</b>

### Parental Attendance Agreement

I understand that it is my responsibility to send my child to college. I agree to send my child to college every day and understand the consequences if I fail to do so. When my child is absent from college due to exceptional circumstances, I will ensure the correct procedures are followed.

<b>Parent name:</b>	<b>Date:</b>
<b>Form tutor name:</b>	<b>Date:</b>