



Christ's College Guildford

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Christ's College

Document Control	
Title	Attendance and Punctuality Policy
Date	September 2023
Review	September 2024
Author	Mrs S French
Date Adopted by Local Committee	N/A

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Statement of intent

At Christ's College, we believe that good attendance is essential for facilitating teaching and learning. Students cannot reach their full potential if they do not regularly attend College. We are committed to:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

1. Legal framework

1.1. This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

1.2. This policy operates in conjunction with the following College policies:

- Complaints Procedures Policy
- Behavioural Policy

2. Roles and responsibilities

2.1. The Local Committee has overall responsibility for:

- Promoting the importance of College attendance across the school's policies and ethos
- Making sure College leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole College
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

2.2. The Principal is responsible for:

- Implementation of this policy at the College
- Monitoring College-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

2.3. The designated senior leader responsible for attendance is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal
- Working with Inclusion Officer to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices
- Directing the Attendance Officer and HSLW with tasks related to improving the attendance of students at Christ's College

2.4. The designated senior leader responsible for attendance is Mrs S. French and can be contacted via sfrench@christcollege.surrey.sch.uk

2.5. Staff, including teachers, support staff and volunteers will be responsible for:

- Following the attendance policy, and for ensuring students do so too.
- Implementing the policy fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions regarding welfare concerns.

2.6. Designated members of staff will take the attendance register at the start of each College day and at the start of each afternoon session, including each lesson.

2.7. The College will ensure that every student has access to full-time education and will address patterns of absence.

2.8. The College will inform the LA of any student being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered College.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

2.9. Parents are responsible for:

- Providing accurate and up to date contact details
- Providing College with more than one emergency contact number
- Updating College if their details change

2.10. Parents are expected to take responsibility for their children's attendance during term time.

2.11. Parents are expected to promote good attendance and ensure their children attend College every day.

2.12. Students are responsible for their own attendance at College and any agreed activities throughout the College year.

2.13. All students are responsible for being punctual to lessons.

3. Training of staff

3.1. We recognise that early intervention can prevent bad behaviour. Therefore, staff members will receive training in identifying potentially at-risk students as part of their inductions and annual refresher training.

3.2. Teachers and support staff will receive training on the Secondary Attendance and Punctuality Policy as part of their new starter induction.

3.3. Teachers and support staff will receive regular and ongoing training as part of their professional development.

4. Student expectations

4.1. Students will be expected to attend College every day.

4.2. The College expects all students to attend lessons punctually.

4.3. Students are expected to report any absence immediately to the relevant staff member.

5. Absence procedures

- 5.1. Parents are required to contact the College as soon as possible on the first day of any absence and any subsequent days by 8:30am.
- 5.2. Parents are required to send an email or make a phone call explaining the reason for the absence.
- 5.3. Communication will be made to the parent of any child who has not reported their absence on the first day of non-attendance, and subsequent follow-ups will be conducted by progress leaders or the attendance officer.
- 5.4. The College will always follow up any absences in order to:
 - Ascertain the reason for the absence.
 - Ensure proper safeguarding measures are taken.
 - Identify whether the absence is authorised or not.
 - Enter the correct data onto the College census system.
- 5.5. In the case of persistent absence, arrangements will be made for parents to speak to the Inclusion Officer, and medical evidence may be requested.
- 5.6. The College will inform the LA on a termly basis regarding students who fail to attend regularly, or who have unauthorised absences of 10 College days or more.
- 5.7. If a student's attendance continues to drop despite support, a formal meeting will be held with the student's Progress Leader and inclusion team.
- 5.8. Christ's College will investigate a student's attendance following two broken weeks, with a follow-up from the student's tutor. If attendance continues to fall or there are four broken weeks, parents will receive a first letter indicating concern and a meeting or conversation with the student's tutor will be arranged. A second letter will be sent if attendance continues to decline, and a meeting or conversation with a Progress Leader will be held. A third letter will be sent if attendance continues to drop, indicating a more serious concern and the need for support from Surrey's inclusion team, requiring a formal referral.

6. Contact information

- 6.1. Parents must provide accurate and up-to-date contact details.
- 6.2. Parents are responsible for updating the College if their contact details change.
- 6.3. Parents should provide the College with more than one emergency contact number.

7. Attendance register

7.1. The designated staff members will take the attendance register at the start of each College day and at the start of every lesson. This register will record whether students are:

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

7.2. The College will use the national attendance codes to record and monitor attendance and consistently. The following codes will be used:

/ = Present in the morning

\ = Present in the afternoon

L = Late arrival before the register has closed

C = Authorised absence

E = Excluded but no alternative provision made

H = Authorised holiday

I = Illness

M = Medical or dental appointments

R = Religious observance

B = Off-site educational activity

G = Unauthorised holiday

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in College

S = Study leave

T = Gypsy, Roma and Traveller absence

W = Work experience

V = Educational visit or trip

P = Participating in a supervised sporting activity

J = At an interview with prospective employers, or another educational establishment

D – Dual registered – at another educational establishment

Y = Exceptional circumstances

Z = Student not on admission register

- 7.3. When the College has planned in advance to be fully or partially closed, the code '#' will be used for the relevant students who are absent. This code will also be used to record year groups not attending due to different term dates, such as induction days.
- 7.4. 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.
- 7.5. Every entry into the attendance register will be preserved for three years.

8. Inclusion Officer (Formerly Known as Education Welfare Officer)

- 8.1. If students are persistently absent, they will be referred to the Inclusion Officer, who will attempt to resolve the situation through a parent agreement.
- 8.2. If the situation cannot be resolved and attendance does not improve, the Inclusion Officer has the authority to issue sanctions such as prosecutions or penalty notices to parents (more information on penalty notices is available in Section 20.1).
- 8.3. The Inclusion Officer will regularly monitor and analyse attendance data to ensure early intervention is delivered quickly to address absences.
- 8.4. The Inclusion Officer will provide regular reports to staff across the College to enable them to track student attendance and implement attendance procedures effectively.

9. Lateness

- 9.1. Punctuality is of the utmost importance, and lateness will not be tolerated.
- 9.2. Registers are marked by 8:30 am; students will receive a late mark if they arrive after 8.30 am but before 9.00 am. Sanctions will be put in place for those that are late to College.
- 9.3. The register closes at 9:00 am; students will receive a mark of absence ('U' code) if they do not attend College before this time.
- 9.4. Students who are late to College will receive an email home to parents on the same day in order to inform them of their child's lateness.
- 9.5. Attendance after the register closes will be marked to indicate that the student is on-site, but will count as an absent mark.

10. Truancy

- 10.1. Truancy refers to any unexplained absence, either partial or full, from College when the College has not been notified of the cause.

- 10.2. All staff members will be concerned about the regular attendance of students and the importance of continuity in their learning.
- 10.3. All students are expected to be in their classes by 8:30 am, where the teacher will record attendance electronically.
- 10.4. Any student with permission to leave the College during the day must sign out at reception and sign back in upon their return. Written permission from a parent is required.
- 10.5. Immediate action will be taken when there are any concerns that a student might be truanting.
- 10.6. If truancy is suspected, the Progress Leader will be notified, and they will contact the student's parents to assess the reasons for the student's absence.
- 10.7. In the event of truancy, a warning letter will be sent to the parents suggesting that their child has been truanting, informing them of the absence and stating that further occurrences could result in additional action being taken.

11. Missing children

- 11.1. Students are not permitted to leave the College premises during the College day unless they have permission from the Principal.12.2 The following procedures will be taken in the event of a student going missing during the College day:
- 11.2. The following procedures will be followed if a student goes missing during the College day:
 - The staff member who notices the missing student will immediately use the Emergency Alerts system.
 - The office staff will be informed to 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 all available staff members will conduct a thorough search of the College premises as directed by the Principal.
 - Specific areas will be systematically searched, including classrooms, toilets, changing rooms, the library, outbuildings, and the College grounds.
 - If the student is not found after 15 minutes, the parents will be notified, and the College will attempt to contact them using the emergency contacts provided.
 - If there is no contact with the student or parents, and all available contacts have been exhausted, the police will be contacted.
 - If the missing student has an allocated social worker, is a looked-after child (LAC), or has special educational needs and disabilities (SEND), the appropriate personnel will be informed.

- Once the student is located, a designated staff member will ensure their safety and well-being.
- The Progress Leader will take appropriate action to ensure the student understands the importance of not leaving the premises, and sanctions will be issued if deemed necessary.
- Parents and other relevant agencies will be immediately informed of the student's location.
- The Principal will conduct a full investigation to determine how the incident occurred.
- Disciplinary procedures will be followed in accordance with the Behaviour Policy.
- A written report will be produced, and policies and procedures will be reviewed based on the investigation's outcome.

12. Term-time leave – Requests for leave of absence – exceptional circumstances permitted by the Principal

12.1. Our aim is to prepare students for their future lives and careers. Therefore, parents are expected to observe the College holidays as prescribed.

12.2. Leave during term time will only be authorised in exceptional circumstances, such as bereavement or serious illness.

12.3. Requests for leave during term time will be considered on an individual basis.

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

- Family holidays or trips.
- During Year 7 when a student is settling into the College, unless exceptional circumstances apply.
- Immediately before and during assessment periods.
- When a student's attendance record shows any unauthorised absence.
- When a student's authorised absence record is already above 10 percent for any reason.

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

13. Religious observances

13.1. The College will consult with local religious leaders of all faiths to determine the appropriate number of days required for religious festivals.

13.2. Parents must inform the College at least 7 days in advance if their child will be absent for religious observance.

- 13.3. The day(s) of absence must be exclusively designated for religious observance by the religious body to which the student's parents belong.

14. Appointments

- 14.1. Parents are encouraged to schedule medical and dental appointments outside of College hours whenever possible.
- 14.2. If appointments cannot be scheduled outside of College hours, parents should provide a note and appointment card to the College.
- 14.3. If the appointment requires the student to leave during the College day, a parent must sign the student out.
- 14.4. Students should attend College before and after the appointment whenever possible.

15. Young Carers

- 15.1. The College recognises the challenges faced by young carers and will proactively identify them upon enrolment and throughout their time at the College.
- 15.2. The College will take a compassionate and flexible approach to meeting the needs of young carers, considering each situation on a case-by-case basis and involving relevant agencies when necessary.

16. Exceptional circumstances

- 16.1. When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.
- 16.2. Exceptional circumstances include situations where a student is unable to attend due to:
- The College being fully or partially closed.
 - Unavailability of transportation provided by the College or local authority, and the student's home is not within walking distance.
 - Widespread disruption to travel services preventing the student from attending.
 - The student being in custody and expected to be detained for less than four months.

17. Rewarding good attendance

- 17.1. The College acknowledges excellent attendance as being 97% or higher.
- 17.2. Good attendance and punctuality will be recognised through rewards such as raffles and Attendance House points.
- 17.3. College trips and events are privileges that may be subject to withdrawal if attendance drops below 90%.

17.4. Attendance at the Year 11 prom requires 90% attendance across all five years.

18. Monitoring and review

- 18.1. The College will monitor attendance and punctuality throughout the year.
- 18.2. The College's annual attendance target is set at 97%.
- 18.3. This policy will be reviewed annually by the Principal.
- 18.4. Any changes made to the policy will be communicated to all staff members.

19. Penalty Notices

- 19.1. In accordance with Government Regulations, the Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.
- 19.2. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.
- 19.3. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.
- 19.4. Circumstances when a Penalty Notices may be issued
- 19.5. The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- 19.6. The Principal is required to determine the number of school days a child can be away from school if leave is granted.
- 19.7. Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
- 19.8. The issue of a Penalty Notice will also be considered where a pupil has incurred 7 or more unauthorised sessions during the preceding 6 school weeks. This includes absences and late arrival to school after the close of registration without good reason. Before a Penalty Notice is issued, a Penalty Notice warning letter will be sent to parents by the school's Inclusion Officer informing them that if their child incurs further unauthorised absences during the following 15 school days monitoring period, a Penalty Notice will be

issued. The parents' failure to engage with supportive measures proposed by the school or Inclusion Service will be a factor when considering the issue of a Penalty Notice.

20. Penalty Notice relating to Exclusions

20.1. 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 school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows :-

North West	-	Tel: 01483 518130	South West	-	Tel: 01483 517179
North East	-	Tel: 01372 833588	South East	-	Tel: 01737 737777

21. Student Attendance Agreement

I, name of student, agree to attend College and understand the consequences I may face if my attendance drops below 100 percent. I will ensure that Christ's 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 student of Christ's College, 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 missing College for trivial reasons.

Student name:	Date:
Form tutor name:	Date:

22. Parental Attendance Agreement

I, name of parent, 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.

Parent name:	Date:
Form tutor name:	Date: