



Impington Village College Attendance Procedure 2023-2024

This policy applies to all students of compulsory school age at Impington Village College

Key Principles

- Students at Impington Village College have the right to the best possible education.
- For students to access the best possible education, a high level of attendance is essential.
- Students' ability to stay and feel safe, enjoy, achieve, and make a positive contribution may be jeopardised by poor attendance.

Context

Impington Village College endeavours to provide a safe learning environment in which students can enjoy and achieve. We acknowledge the proven correlation between high-level attendance and student outcomes. Impington Village College's attendance strategy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal College procedures do not result in good attendance; a range of further measures, including legal action, must be considered.

Impington Village College aims to

- Emphasise the importance, to all students, of maximum attendance to college as an essential pre-requisite for making full use of all educational opportunities and to maximise individual achievement.
- Make explicit to all relevant parties (teachers, parents/carers and students) the College's expectations on attendance levels.
- Promote a consistent approach across the College towards all matters relating to attendance.
- Clarify the roles and responsibilities of all parties with respect to attendance.
- Communicate to all relevant parties the legal position with regarding attendance and the categories of absence, which are deemed "authorised".
- Emphasise the need for parent/carers and the college to work in close partnership to achieve high attendance.

Requirements/ Legal Responsibilities

Where parents/carers decide to have their child registered at school, they have a legal duty to ensure their child attends that school regularly and on time. This means the student must attend every day that the College is open, except in a small number of allowable circumstances. The student must also arrive on time and be in class for 0900 every day. Irregular attendance leads to students missing important lessons and therefore not fulfilling their true potential. It may also place children at risk and may result in their being drawn into patterns of anti-social or criminal behaviour. Therefore, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our students.

What is an acceptable attendance rate?

Attendance is a national priority; national data clearly shows a correlation between high attendance rates and high achievement and examination performance. In addition, all schools must submit data

electronically every term. It is a key indicator of an effective school and, as such, will be scrutinised by OFSTED.

Impington Village College expects attendance at college to be 100%, unless there are exceptional or unavoidable reasons for absence

The simple facts: Students attend school for **190** days each year.

- **7 days** absence a year means that a student has missed approximately 40 hours of teaching time.
- **11 days** absence a year means that a student has missed approximately 70 hours of teaching time.
- **18 days** absence a year means that a student has missed approximately 115 hours of teaching time.
- **At KS4**, pupils not achieving grade 9 to 4 in English and Maths had an overall absence rate of 8.8% (approximately 16 days absence a year), compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 is over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

Sickness comes usually in a block of time over a continuous period; what we look for are unbroken weeks (i.e., those where the student is marked present on all ten sessions) as well as a pattern of single day absences. Students should **not** have more than one or two broken weeks in an academic year. Regular broken weeks are a cause for concern and will be followed up by the College.

Authorised Absences

The Principal cannot authorise **any** leave of absence unless there are **exceptional circumstances**. The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons for **authorised** or **justified** absences:

- A child is ill or receiving medical attention. Please note further information on illness not being authorised under section - Unauthorised Absences.
- Days of religious observance, notified in advance.
- Absence due to family circumstances (e.g., bereavement).

There are other absences, such as **approved sporting activities / music exams** that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from college; professional discretion will need to be used in these cases as to whether the absence can be authorised. If exceptional circumstances are being applied for an **Application for Leave of Absence for Exceptional Circumstances form** (see appendix 1) is to be completed and submitted to the Attendance Officer online at Attendance@ivc.tmet.org.uk for approval at least **two weeks** prior to the absence. *You can also email Attendance@ivc.tmet.org.uk if a form is required.*

The College expect absences to be kept to a minimum; **routine medical and dental appointments should be arranged out of school hours.**

Unauthorised Absences

These are absences where:

- No letter or acceptable explanation is provided by parents/carers.
- The reason for the absence does not fall into one of the categories of **authorised** absence above.
- Attendance has fallen to a level of concern that intervention has been required (Stage 2 IVC Policy for Attendance Concerns).

DFE guidelines state that the following activities would be classified as **unauthorised**:

- minding the house
- caring for relatives
- awaiting repair people
- shopping
- birthday or family celebration

There are clearly some grey areas. The DFE guidelines look at the area of Special Occasions and make clear that only truly exceptional occasions should be classified as authorised; for example, absence resulting from a student attending the wedding of a parent could be counted as authorised; a birthday treat to a theme park would not.

Please note that an application for leave of absence for the purpose of a family holiday will not be agreed. Failure to comply with these guidelines will result in a Penalty Notice of £60, for each parent/carer, for those who pay within 21 days and £120 for those who pay within 28 days.

This may also mean that you will receive Attendance Letters in line with the IVC Attendance Policy which in turn may mean evidence is required for subsequent absences relating to illness and medical appointments.

Persistent Lateness to College

It is the duty of parent/carers to ensure that their children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

Regarding coding, if a student is late for College they will be registered with an L code. If they arrive after registers are closed (0930) this will mean that the absence will be unauthorised and registered as a U code.

The Colleges policy for managing lateness is as follows:

Stage 1

Letter sent to parent/carer stating number of lates to College. This letter will also inform them that a continuation of lates to College will result in a 30 minute detention for each late.

Stage 2

Should lates continue a letter will be sent to parent/ carer stating number of lates / detentions. This letter will also inform them that continuation of lates will result in an hour detention.

Stage 3

Should lates continue parent/ carers will be invited into College for a meeting to discuss their child's inability to arrive on time for College .

Home/IVC Partnership

Securing a high level of attendance requires the College and home to work closely together. To this end, we ask parents/carers to:

- Ensure their child arrives **on time** for the morning session; morning registration begins at 9:00am. We will monitor persistent late comers; **parent/carers can be prosecuted if their child persistently arrives late;**
- If your child is ill, notify the school **on each day** of absence by **9am** via **EduLink** or **Attendance@ivc.tmet.org.uk**.
- Get in touch at an early stage about any concerns you have about their child's attitude towards College.

In return Impington Village College will:

- Contact home on each day of absence if no message has been received from parent/carers.
- Follow up promptly any concerns parent/carers pass on to us that may be affecting their child's attitude to, or feeling of wellbeing in College.
- Involve the Attendance Team, Head of Upper or Lower Years and pastoral members of staff to support students to re-integrate into College after illness or other individual circumstances.
- Regularly and consistently remind students of the importance of good attendance and punctuality.
- Acknowledge improving attendance and action any concerns promptly.

If you have any concerns or questions about your child's attendance or any letters you may have received please email the Attendance Team on Attendance@ivc.tmet.org.uk

Good Attendance

To promote good attendance and to emphasise its importance Impington Village College offers the following:

- House Teams will raise the importance of attendance during assemblies and tutor time.
- Attendance Data will form one part the House Cup awarded each summer.

IVC Policy for Attendance Concerns

High attendance levels are achieved due to staff working collaboratively together with students and families and requesting external support when needed. Below are the 3 stages as well as the staff involved in this policy.

Stage 1

Some concerns for progress/attainment due to level of absence

Interventions include a letter sent to parent/carers from the **Attendance Team** informing them of the level of attendance. **Head of Upper or Lower School** are kept informed.

Head of Upper or Lower School will raise attendance concerns with the respective **Tutors**. They will advise the **Tutor** on how to best support the student.

Stage 2

Risk of under achievement due to attendance level still decreasing with an increase of broken weeks

Interventions include a letter sent home to Parent/Carers from the **Attendance Team** informing them of the level of attendance.

A meeting will be offered in this letter to discuss support that could be offered for the student.

A member of the **Attendance Team** and **Upper or Lower School** will attend the meeting.

Further on specific absence may not be authorised without medical evidence from GP/Hospital/Dentist (parent/carers are informed of this in the letter). For example this evidence may be an appointment card/ copy of medication that has been prescribed.

Stage 3

Parent/Carers will be called to for a Parent Contract Meeting with the **Attendance Officer** and the **Head of Upper or Lower School**. The student is also required to attend this meeting.

At this meeting, available support will be discussed, and targets agreed to improve the student's attendance. Areas of discussion will include:

- Peer / Staff relationships
- Academic progress
- Behaviour/Attitude
- Home related difficulties
- Medical conditions

Locality support will be discussed and offered. This is an Early Help Assessment which the College will apply for through the Local Authority. If accepted by the Local Authority, this may include a request from them that a Parenting Course is completed before further support can be offered. Further details of this can be found at:

cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support

Further information on your rights and responsibilities can be found at:

cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities

Stage 4

If attendance continues to fall, the case will be referred to the Local Authority for action.

This may include a Penalty Notice being issued or the Legal Panel at the Local Authority making the decision that the case will be put forward for prosecution.

The College will continue to offer support to the student and family.

Local Authority Attendance Officer

The LA Attendance is a statutory service and a legal requirement. Their involvement is triggered by an unacceptable level of:

- Unauthorised absence
- Persistent absence
- Lateness

At Impington Village College the Attendance Office monitors attendance at a whole college level and specifically targets the students whose attendance falls to a level of concern. The Attendance Officer is also responsible for ensuring that Impington Village College's policy and practice is compliant with the local authority's legal duties and processes. This includes ensuring that only the Principal authorises legal action.

Legal action

All parents/carers have a legal responsibility to ensure their child attends Impington Village College on a regular and punctual basis. Should any student's attendance or punctuality become a concern, they will be subject to a Local Authority investigation. Where necessary, the Attendance Team will refer cases to the Local Authority for legal intervention. Impington Village College and Cambridgeshire Local Authority work together in partnership where legal action is required.

Legal action includes:

- **Penalty Notice:** A Penalty Notice may be issued to each parent for each student who has unauthorised absence or lateness. The penalty is a £60 fine, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full within the 28 day period, a prosecution will be sought.
- **Prosecution for unauthorised absence:** It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered student at Impington Village College. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months.

Any prosecution will appear on a criminal record.

A Final Word

The College believes attendance levels are an indicator of how effective and caring a school is. Failure to attend can be an indication that all is not well with the students' wellbeing. Equally, consistent attendance is an **essential** pre-requisite for effective learning.

Impington Village College takes attendance seriously and have put a lot of resources into creating an efficient and effective procedural policy We urge you to give this matter the priority it deserves.

If you would like to discuss any issues around your child's attendance please contact the attendance team at attendance@ivc.tmet.org.uk in the **first instance**.

Key staff 2023-2024

Kate Graves	Attendance and Admissions Officer	kgraves@ivc.tela.org.uk
Lorena Brondani	Attendance Administrator	lbrondani@ivc.tela.org.uk
Roland Lewis	Head Upper School Turing	rlewis@ivc.tela.org.uk
Jade White	Head of Lower School Turing	jwhite@ivc.tela.org.uk
Will Riggs	Head of Upper School Keller	wriggs@ivc.tela.org.uk
Alice Harvey	Head of Lower School Keller	aharvey@ivc.tela.org.uk
Laura Bell	Head of Upper School Parks	lbell@ivc.tela.org.uk
Manisha Chopra	Head of Lower School Parks	mchopra@ivc.tela.org.uk
Nicola Convey	Head of Year 7 Wallenberg	nconvey@tela.org.uk
Janna Fisher	Head of Year 8,9 and 10 Wallenberg	jfisher@ivc.tela.org.uk
Jenny Walker	Assistant Principal / Year 11 Wallenberg	jwalker@ivc.tela.org.uk

Absence Codes – Recorded on registers

A	Present at registration
B	Educated Off Site (Not dual registered)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
G	Family holiday (not agreed or sessions in excess of agreement)
I	Illness
J	Interview
K	Exam
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study Leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not based working)
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to pupils
AEA	Authorised Educational Activity - counted as present.

The Absence Codes have been updated by Capita and are now identical for all schools nationally