



**Wac Arts**  
College

## **Attendance and Registration Policy**

<b>Policy created</b>	May 2014
<b>Approved by Governors</b>	October 2014
<b>Date of most recent review</b>	October 2019
<b>Date of next review</b>	October 2020

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## Purpose

Wac Arts College regards regular attendance by students as essential if they are to benefit fully from the educational opportunities we offer. It is also a legal requirement for those of compulsory school age. Responsibility for achieving good attendance is shared:

- **Parents/carers must** ensure that their child attends and stays at college
- **Referrers** must provide accurate prior attendance data and other relevant data to support improving attendance at Wac Arts College. Referrers must also provide support to those students with chronic non-attendance.

**Places at Wac Arts College may be withdrawn in agreement with referrers if student attendance falls below 75%**

- **Wac Arts College** must support attendance and take seriously problems which may lead to non-attendance, and must publish its rates for authorized and unauthorized absence;

**Please note the provision we offer is predicated on students wanting to attend; our central ethos is using a passion for the creative arts and media to unblock the pronounced barriers to learning that our students present with. Whilst we work with students and their families/carers to support attendance we are not a PRU and we do not have the resources or set up to deal with chronic non-attendance.**

## Procedures and Implementation

Wac Arts College staff monitors attendance twice daily entering data onto Progresso by 10am and 2pm respectively.

Tutors register students in their lessons and enter data into Progresso by 5pm daily and send any concerns to the SMT to follow up.

## Monitoring

Registers are completed electronically on Progresso giving prompt access to attendance statistics.

The policy is monitored through the systematic review of procedures and the regular publishing of attendance figures:

- Weekly traffic lighted attendance reports reviewed at SMT meeting
- Weekly attendance reports sent to referrers (pre-16)
- Principal's report to Wac Arts College Board of Governors.

## Expectations of attendance

The college informs parents/carers of students of compulsory school age that they are legally responsible for ensuring that their child attends and stays at college. Parents/carers are advised that they should inform school of the reason for a child’s absence as soon as possible. When the child is ill, they should inform the school of the nature of the illness, and if possible, the predicted date of return.

## Authorizing Absence

Within the given legal framework, it is for the school to decide whether an absence is authorized, the school will underline the importance of regular attendance to the child's learning.

## Registration of Attendance

Wac Arts College staff complete the register twice daily, to show whether any absence is authorized or unauthorized and to record punctuality. Glenn Dallas (SMT/Head of Pre-16) is responsible for keeping track of individual attendance rates, monitor reasons for absence through the register, and notify the Principal when attendance causes concern.

Wac Arts College staff maintain a record of late arrivals and those leaving school during the day. To detect truancy, session registers are kept by tutors, who refer any queries to the SMT.

Once an absence has been marked in the register it can only be amended by SMT or the business manager to reflect information that may have been received after the register was taken.

### Pre-16 and Post 16

Time	Action
9.30am	AM Registration starts,
10am	Am Register is closed - any students coming in after this time are deemed to be late, and marked with the code <b>L</b>
10.15am	AM Registration cut off point – any students arriving after this point are deemed to be absent for AM – the absence will be investigated
1.15pm – 1.30pm	PM Registration slot
1.45pm	PM Registration cut off point – any students arriving after this point are deemed to be absent for PM – the absence will be investigated

## Categorizing absence

Only the college, within the context of the law, can approve absence, not parents. The school is not obliged to accept parents' explanations. Requests for a pupil to be absent from school must be made in writing and in advance to Wac Arts College, who may refer the matter to the SMT. Where a pupil is absent without prior authorization an explanation is required. If one is not forthcoming the absence must be treated as unauthorized and the register is to be annotated accordingly.

Below are some of the situations that lead to pupil absence. Guidelines are given which should be followed when deciding whether an absence is authorized or not. Wac Arts College staff should discuss any absence about which they have a doubt with the SMT.

1. **Illness** - Parents should contact the school, by telephone, on the first day of the absence and should send a note of explanation on the pupil's return. If parents are not sure of the duration of the illness then they should contact the school by telephone every morning by 10.30am.
2. **Leave for medical or dental appointments** - This will be authorized where confirmation has been received from the parent, in writing, or on production of an appointment card. If the pupil is present for registration and then leaves, the register is not changed but the pupil must sign out using the Inventory Sign-In system at the atrium reception. If a pupil attends an appointment and arrives at school within half an hour of the registers closing, he/she should make their way to the office where they will be picked up by the member of staff manning the late room that day and recorded with an L in the register. The pupil is counted as present when the register is totaled. Where a pupil arrives more than half an hour late he/she should sign in and the symbol M should be written in the register. For statistical purposes, this is an **authorized absence**.
3. **Court or YOS/YOT Appointments** - This will be authorized where confirmation has been received from the parent, in writing, or on production of an appointment card.
4. **Lateness** - This must be actively discouraged as pupils arriving late seriously disrupt both their own learning and that of others. If a student arrives more than 15 minutes late for a class, they may not be allowed into that class until there is a break. In these cases, the student will go to the office to be picked up by the member of staff on late duty that morning and will complete relevant work until they are allowed back in to their class.
5. **Special Occasions** - Leave of absence will be granted only in exceptional circumstances. In considering whether to authorize the absence the following will be taken into account:
  - i) The nature of the event
  - ii) Its frequency, i.e. is it a "one-off" or likely to be repeated
  - iii) Whether advance notification was given
  - iv) The overall attendance pattern of the pupil.

Therefore a birthday would not normally be considered sufficient cause (i.e. the absence would be unauthorized) whilst a pupil attending the graduation of an older sibling might be authorized.

6. **Family Bereavements** - Absences to attend funerals or associated events will be authorized.

7. **Family Holidays and extended trips overseas during term time** - There is a discretionary power for leave to be granted for the purpose of an annual family holiday or an annual holiday during term-time and up to 10 days will be regarded as authorized absence. In exceptional circumstances more than 10 days may be approved by the Governors, but would be classified as unauthorized absence. **No parent has a right to demand leave of absence for the purposes of a holiday.** Parents must apply for permission well in advance of the holiday. If this is not done, or if the child is kept away for longer than the time agreed by the school, **the absence will be unauthorized**, unless there are exceptional circumstances. Factors which will be taken into account by the school when deciding whether to authorize such an absence will include:
- i) the nature and purpose of the trip, the school's discretion is for holidays only;
  - ii) the duration of the trip and its impact on the continuity of learning of the child;
  - iii) family circumstances and the wishes of the parents;
  - iv) distance being travelled, expense of such travel, and the rarity of such a trip;
  - v) the overall attendance pattern of the child.
8. **Days of Religious Observance** - Absences resulting from participation in days set aside exclusively for religious observances, by the religious body to which the parents belong, are authorized. Parents should give advance notice to the school.
9. **Interviews** - Absence for the purpose of attending interviews for employment or education will normally be counted as authorized provided that advance notification and proof of appointment are given.
10. **Work Experience or Public Performance** - These absences will be authorized providing that the work experience is part of an approved scheme or advance permission has been sought for the public performance. Absences should be reported to the school by the employer, or director and those without good cause will be treated as unauthorized.
11. **Off-site activities** –Trips offsite count as educational visits and the register is kept as normal.
12. **Study Leave** – This is only granted to Year 11 pupils. Study leave can begin up to 4 weeks prior to the period of public examinations, during the examinations themselves. All study leave is closely supervised and supported.

## Attendance Codes

Code	Description	Meaning
/	Present(AM)	Present
\	Present(PM)	Present
B	Educated off-site (not dual registration)	Approved Education Activity
C	Other authorized circumstances (not covered by another appropriate code/description)	Authorized Absence
D	Dual registered (i.e. present at another site – eg. voc course)	Approved Education Activity
E	Kept off site for reflection period/Exclusion	Exclusion

<b>F</b>	<b>Agreed extended family holiday</b>	<b>Authorized Absence</b>
<b>G</b>	<b>Family holiday (not agreed or sessions in excess of agreement)</b>	<b>Unauthorized Absence</b>
<b>H</b>	<b>Agreed family holiday</b>	<b>Authorized Absence</b>
<b>I</b>	<b>Illness</b>	<b>Authorized Absence</b>
<b>J</b>	<b>Interview</b>	<b>Approved Education Activity</b>
<b>L</b>	<b>Late but arrived before the register closed</b>	<b>Present</b>
<b>M</b>	<b>Medical or dental appointment</b>	<b>Authorized Absence</b>
<b>N</b>	<b>No reason for the absence provided yet</b>	<b>Unauthorized Absence</b>
<b>O</b>	<b>Other unauthorized (not covered by other codes or descriptions)</b>	<b>Unauthorized Absence</b>
<b>P</b>	<b>Approved sporting activity</b>	<b>Approved Education Activity</b>
<b>Q</b>	<b>Not required (post-16 only)</b>	<b>Non-statistical absence</b>
<b>R</b>	<b>Day set aside exclusively for religious observance</b>	<b>Authorized Absence</b>
<b>S</b>	<b>Study leave</b>	<b>Authorized Absence</b>
<b>T</b>	<b>Traveller absence</b>	<b>Authorized Absence</b>
<b>U</b>	<b>Late and arrived after the register closed</b>	<b>Unauthorized Absence</b>
<b>V</b>	<b>Educational visit or trip</b>	<b>Approved Education Activity</b>
<b>W</b>	<b>Work experience (not work based training)</b>	<b>Approved Education Activity</b>
<b>Y</b>	<b>Partial and forced closure</b>	<b>Not counted</b>
<b>Z</b>	<b>Pupil not on roll yet</b>	<b>Not counted</b>
<b>#</b>	<b>School closed to all pupils</b>	<b>Not counted</b>

## Procedures for leaving Wac Arts College premises during the college day

- The pupil who leaves the premises must sign out on the Inventory System (for safety in case of fire);
- If pupils need to leave school premises for the day for any reason (eg. fire), parents/carers will be contacted and informed of the situation.
- Any parent making appointments for their child during the day, must be advised of loss of curriculum time and asked to make further appointments out of school time;
- Pupils should inform a member of staff if they know they are to be absent for any session, with the reasons why.

## Encouraging good attendance

The importance of good attendance and punctuality is emphasized during home visits and at educational reviews, through regular feedback on their attendance, and recognition for good attendance in the form of award schemes.

Students are taught that every absence requires a valid reason, and rigorous monitoring takes place. Wac Arts College staff ensure that evidence supporting the authorization of absence is recorded, and refer cases causing concern to the SMT.

Morning phone calls are made to parents/carers and students to encourage students to attend, and to see if there are issues that may relate to their non-attendance.

Students whose attendance is a cause for concern are identified and parents informed. Attendance is monitored. If no improvement is made, appropriate targets are set and further monitoring takes place.

## Sanctions for unauthorized absence

Cases of straightforward truancy are dealt with by the Wac Arts College staff. We use an attendance letter process in line with Camden LA. Extensive family work will be undertaken involving and supporting parents to prevent unauthorized absence.

Persistent unexplained absence leads to the involvement of EWO, referrers, social services, YOS/YOT and other relevant agencies.

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## Strategies for improving attendance

- Monitoring of registers for promoting and achieving effective practice by the designated person
- Monitoring the effectiveness of the school's reporting system aligned to poor attendance and the processes used for working with families who require support
- Use of electronic registration data and scrutiny of associated information
- Recording attendance on reports to parents with positive comments for effort
- Comments on reports about the effect of absence on achievement
- Close support for parents to improve attendance
- Regular contact with EWOs, referrers, social services, YOS/YOT and other relevant agencies
- Using attendance data for awards and the celebration of attendance.
- Review of the policy on a regular basis to ensure its effectiveness.
- Awards for best and most improved attendance

## Responsibilities

### SMT

- Ensures that register information is accurate and up-to-date;
- Collects evidence to support authorization of absence;

- Investigates cases of unexplained absence
- Regularly monitors attendance rate and punctuality of individuals in group, notifying the principal of any students causing concern;
- Report on attendance to parents at least three times a year.

#### **Tutors**

- Monitor individual lesson attendance
- Work towards the development of trusting and continuing relationships with pupils;
- Take AM/PM and lesson registers;
- Provide appropriate support when pupils return after periods of absence
- Regularly monitor attendance rate and punctuality of individuals in lessons, notifying provision managers of any students causing concern.

#### **Business Manager/Administrators**

- Support Wac Arts College staff in managing data entry into Progresso
- To provide completed attendance data as required

#### **Principal and Deputy Principal**

- Is responsible for monitoring the overall levels of attendance in relation to local and national averages, and reviewing strategies for achieving good attendance.
- They also review the data on whole-school attendance collected termly for reporting to referrers, and agree annual targets for attendance
- Monitor registers weekly noting cases of unexplained absence.
- Identifies those students who are low attendees in order to target effective support to improve attendance

#### **Parents**

- Ensure that their children attend school regularly and punctually;
- Provide information/evidence to cover any known absence

#### **Students**

- Are responsible for making sure that their attendance is maintained at the highest possible level

## **Who to Contact in Case of Absence**

Main Office - 020 7692 5860

Main Office Mobile - 07572 206601

Business Manager - [cordelia.longworth@wacartscollege.co.uk](mailto:cordelia.longworth@wacartscollege.co.uk)

Admin and Data Coordinator - [matthew.de.ridder@wacartscollege.co.uk](mailto:matthew.de.ridder@wacartscollege.co.uk)