



**SOUTH MOLTON**  
COMMUNITY COLLEGE  
— supporting success —

# Attendance Policy

**Adopted by the Governing Body: May 2015**

## Principles

Every child has a fundamental right to receive a full education.

Parents/guardians and school teachers have a duty to ensure the maximum attendance of all students.

### 1. Aims

To provide clear guidelines for the monitoring of student absence from College in accordance with Department for Children, Schools and Families regulations.

To enable maximum student attendance.

To encourage students to take full advantage of their educational opportunity by attending regularly.

To recognise the external factors which influence student attendance and work in partnership with parents/guardians and the Education Welfare Officer to address difficulties.

To identify patterns of non-attendance at an early stage and try to resolve them.

### 2. Rationale:

2.1 It is the responsibility of the parents/guardians to ensure that pupils attend college, are properly dressed and ready to learn.

2.2 All students are expected to be in college in time for a.m. and p.m. registration.

2.3 Late. Should a student arrive late in college then this is to be noted with an L in the Register, if after 08:50 or 2:05

2.4 Notes from parents/guardians are to be collected by the Form Tutor and logged with the Year Head.

2.5 No student is permitted to leave the premises without the permission of a Year Head or Senior Member of staff and must be "signed out" at the college office on presentation of a leave pass, detailing the reason for temporary absence.

2.6 All absences from college should be supported with a note from parents, or a medical certificate if requested.

2.7 Should pupils leave the College without permission after registration then this will be recorded as unauthorised, the parents contacted and investigations made.

2.8 Parents/guardians who feel that there is a good reason for their child's planned absence from College will be expected to contact the College to seek permission. Permission will be granted by Year Heads and Senior Staff only if it is considered a good educational, compassionate or medical reason. These, once granted, will be considered authorised absences.

2.9 From 1st September 2013, the reference in law to Headteachers/Principals being able (at their discretion) to agree up to 10 days of leave of absence has been removed. Instead, the

legal reference has been amended, this means that schools cannot authorise leave of absence unless the Principal considers that there are exceptional circumstances.

2.10 If no reason is given for the absence or a member of the Senior Staff is not prepared to give permission then the absence will be deemed unauthorised.

2.11 Year Heads will be responsible for the recording of absences by their tutors. Clerical staff will provide absence reports for tutors via the SIMS system, which also gives statistical information.

2.12 Absence will be monitored by the Year Head and followed up through College procedures. Should there be continuing cause for concern after initial unsuccessful investigations then the case is to be referred to the Education Welfare Officer.

2.13 The Education Welfare Officer is to be the first person to investigate regular absences after College staff have identified the problem and attempted to resolve it.

2.14 Parents/guardians are to be warned of their position with respect to the law should absences continue.

2.15 A telephone call from a parent/guardian is not preferable to a note. Should a telephone call be taken the College Secretary is to pass on a note to that effect to the Form Tutor at the earliest opportunity but also request that the parent submits a written explanation.

2.16 To help monitor attendance subject teachers are required to carry out electronic registration at the beginning of each session.

2.17 Excellent attendance is to be rewarded by termly and annual certificates for students with 100% attendance.