



We believe that...

Success at school is crucially linked to attendance. Attendance and punctuality are also key life skills which are essential for success in the world beyond school.

Our Target

We expect all students to attend school 100% of the time and arrive by 8.30am.

Absence from School

- If a student is absent from school, because of illness, the school must be informed before 9.30am by telephone – 01905 423906, option 1, via the school website or by email attendance@cwlc.email
- If school has not been contacted by parents/guardians the attendance officer will make contact after 10.45am.
- After three days of absence with no contact from parents, the school will carry out a safe and well check.
- If there are ten or more consecutive days of absence and school has not given permission for the absence, a referral will be made to the Local Authority's Child Missing Education Officer.
- When a student returns to school following an absence they must hand a signed note to their Learning Mentor (LM) explaining the reason for absence. This note must be written and signed by the parent/guardian.
- If a student fails to attend school when they are expected to attend an exam, a telephone call will be made and any other intervention e.g. home visit will be carried out.
- If a student is absent from work experience, parents/guardians must inform school and the employer by 9.30am.
- If a student is going to be absent from school for a long period of time, due to ill health, school will liaise with the Medical Education Team (if appropriate) and support the student in providing work to complete.
- Persistent absence is recorded at 90% and below. This includes both authorised and unauthorised absence from school. These figures are reported annually to the Government.
- 90% equates to half a day's absence every week or four weeks missed in an academic year.
- Pastoral staff will intervene when a student's attendance falls to 92% or below.

Planned Absence from School

- No planned absence from school will be authorised, unless there are exceptional circumstances.
- Parents must notify school of any planned absence from school in writing.
- School will liaise with the Education Investigation Service (EIS) in addressing unauthorised absence linked to planned absence from school. This is in line with Worcestershire's Penalty Notice Code of Conduct.

Punctuality

- Students are expected to be in school by 8.30am to register at 8.35am. Any student arriving after this time is recorded as being late.
- Students arriving late must report to the Attendance Office and sign in.
- Registers close at 9.00am. Any student arriving after this time and without a valid reason will be recorded as unauthorised late.
- Valid reasons for lateness may be medical appointments (parents must notify school in advance by telephone or in writing) or by agreement with school.
- Traffic, car troubles, taking siblings to school etc. are not valid reasons for a student to arrive after 9.00am.

Appointments

- We encourage parents/guardians and students to make appointments outside of school hours. Many GP surgeries, dentists and hospitals offer before and after school appointments.
- If a student is unable to make an appointment outside of school time they must have a signed note form their parent/guardian giving permission for them to leave school to attend their appointment.
- We will NOT allow a student to leave the school site without written or verbal permission from their parents/guardian.
- Students must sign in and out in the Attendance Office. These absences will be recorded as medical.
- We do not expect students to be absent all day for a medical appointment, unless there are exceptional circumstances.

Rewards

- Certificates will be issued to students who have an attendance of 100% at the end of each term.
- Those students who have a 100% attendance record at the end of each term will be celebrated in their House assembly.
- At the end of each term, students in years 7-10 who have 100% attendance have one entry in to the draw for a bike. There are two winners at the end of the academic year.
- An attendance board is updated weekly with House attendance % figures displayed.
- A weekly overall school attendance figure is displayed and published on the school bulletin.
- Students who have previously had poor attendance and make significant improvement following intervention will be issued with a praise postcard acknowledging improvement.

Sanctions for Poor School Attendance

- Learning Mentors mentor students who have a poor attendance record.
- Subject teachers will be aware of student's attendance and will ensure that students do not fall behind their peers by providing catch-up work.
- Continuous poor attendance will be referred by LM to Director of Studies (DoS). DoS will monitor students more closely and may use the attendance report, communicate with parents/guardians, invite parents into school, and meet regularly with students.
- DoS will liaise with Attendance Officer (AO) if there is no immediate improvement. AO and DoS may carry out home visits, meetings in school, attendance panels, and send letters home.

- AO will identify students for intervention work to raise school attendance and to liaise with DoS, Assistant Headteacher and parents.
- Continued unauthorised absence from school may lead to prosecution of parents under Section 444 and 444a of the Education Act 1996.
- AO will monitor students whose attendance is less than 90% weekly and communicate with DoS and LM.

Consequences for Poor Punctuality

Persistent Lateness to School

- LMs will mentor students who have poor punctuality.
- LMs will liaise with DoS and Assistant Headteacher regarding persistent lateness.
- Three or more late (L) marks in a half term will result in LM intervention.
- A further three or more late marks in a half term will result in a DoS Punctuality Detention.
- If two DoS Punctuality Detentions are issued and there has been no improvement, a student will be referred for a school detention by the Deputy Headteacher.
- Once a School Detention has been issued the student will automatically be referred to the next Attendance Panel, where the persistent lateness will be addressed formally.
- Unauthorised late marks may lead to prosecution of parents.

Persistent Lateness to Lessons

- Class teachers will challenge students if they arrive late to their lesson. Ideally recording a late mark and time arrived on SIMS.
- Teachers will refer students' names to DoS.
- Departments will implement departmental report card if student continues to be persistently late.

Reintegration Following Significant Periods of Absence

- CWLC will work closely with families and students who have been absent for a long period of time, in reintegrating the student back in to school.
- A phased return to school will be offered if necessary.
- A Pastoral Support Plan (PSP) will be used if a reduced timetable is put in place.
- We will liaise with outside agencies as appropriate.
- All relevant staff will be fully involved and updated.
- Peer support and mentoring will be provided if appropriate.
- We will provide work and relevant school news to the student.
- A timescale to review the reintegration plan will be agreed.
- We will Include parent/guardian, student, LM, DoS, AO and/or SENCo and Medco (if relevant) in the reintegration plan.

This policy will be reviewed yearly.

Appendix 1

Request for Leave during Term Time

To: The Headteacher of:..... (School) Date.....

I request consideration of a grant of leave of absence from school during term time for:
my child (full name)

for the period from (date) to(date).....

The **exceptional** circumstances and reason for this request are:

.....
.....
.....

We / I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))

School(s) attended.....

.....

signature of 1st Parent/Carer(s).....

Print Name.....

(Signature of 2nd Parent/Carer(s).....

Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

✂.....

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time (this Academic Year)

Agreed/Not Agreed

Request for leave is agreed / is not agreed for the above student to take leave during term time between the above dates.

Signed

Date.....

Notification of decision:.....

Date letter sent to parent

Application to the Governors for extended Planned Absence of School Children for a period longer than ten school days during Term Time.

When applying to the Governors for extended leave of absence from school, you must explain why you think it necessary for your child/children to be away for a period of more than 10 school days.

You will need to let the Governors have the following information:

- the nature and purpose of the absence;
- the duration of the absence and its impact on your child/children's education, particularly in terms of continuity of learning;
- the place or other country being visited and whether the absence is seen as a rare event in your child/children's school career.

You should also consider whether the timing of the proposed visit is at the most appropriate time of year and at the least disruptive point in your child's school career.

Please send your letter of application to The Chair of Governors, c/o Christopher Whitehead Language College, not less than six weeks before the planned absence is due to begin.

NOTE **If extended absence has been approved, you must notify the school immediately if for any reason your child (children) is (are) not able to return to school by the agreed date. In such cases, you should explain the circumstances and also indicate the revised date for return. Failure to keep the school fully informed can result in your child/children being removed from the school's register.**

Appendix 2

Absence Codes and categorising absence.

Code	Meaning
/	/ Present (am) Present
\	\ Present (pm) Present
B	B Educated off site (NOT dual registration) Approved Education Activity
C	C Other Authorised Circumstances (not covered by another appropriate code/description) Authorised absence
D	D Dual registration (i.e. pupil attending other establishment) Approved Education Activity
E	E Excluded (no alternative provision made) Authorised absence
F	F Extended family holiday (agreed) Authorised absence
G	G Family holiday (NOT agreed or days in excess of agreement) Unauthorised absence
H	H Family holiday (agreed) Authorised absence
I	I Illness (NOT medical or dental etc. appointments) Authorised absence
J	J Interview Approved Education Activity
L	L Late (before registers closed) Present
M	M Medical/Dental appointments Authorised absence
N	N No reason yet provided for absence Unauthorised absence
O	O Unauthorised absence (not covered by any other code/description) Unauthorised absence
P	P Approved sporting activity Approved Education Activity
R	R Religious observance Authorised absence
S	S Study leave Authorised absence
T	T Traveller absence Authorised absence
U	U Late (after registers closed) Unauthorised absence
V	V Education visit or trip Approved Education Activity
W	W Work experience Approved Education Activity
X	X Non-compulsory school age absence Not counted in possible attendance
Y	Y Enforced closure Not counted in possible attendance
#	# School closed to pupils Not counted in possible attendance