



Westminster Tutors

ATTENDANCE POLICY

Attendance is a very serious issue for all concerned at the Westminster Tutors, and most particularly for students who are aged 16 and under and are of Compulsory School Age. The legal requirements are that children must attend school and parents/guardians may be committing an offence if they fail to comply with the law. This can include fines if taking holidays in term time without the express permission of the college.

Irrespective of age, the college requires full attendance as it is recognised that this is vital to academic success. An **attendance rate of less than 95%** will be treated as unacceptable and may incur disciplinary measures. **Attendance below 90%** is likely to result in the Principal refusing to enter students for exams.

Absences are either authorised or unauthorised.

Unauthorised absence includes absences deriving from reasons such as:

- Unexplained absence or being over 20 minutes late for any given lesson
- Truancy
- Most family holidays during term time (family holiday may only be authorised the Principal)

Authorised Absence includes absences derived from reasons such as:

- Sickness
- Medical and dental treatment
- Bereavement
- Short-term exceptional domestic circumstances
- Religious observance
- Meetings prior to and in court
- Attendance at or in connection with a Children's Hearing or Care Review
- Weddings of immediate family
- Agreed debates, sports, musical or theatre productions, plus interviews and open days not arranged by or in conjunction with the school.

Procedures for Reporting Absence

- 1) Students/parents/carers must inform the college on the morning of the absence before 10 am.
- 2) In addition to the above students must provide supporting documentary evidence or a letter signed by the parent/guardian which explains the reasons for the absence. An email from a parent/guardian's known email address will also be accepted.

Providing Documentary Evidence for Absence

STUDENTS MUST SUBMIT PROOF i.e. email/note from the parent/guardian, doctor, appointment card etc. In cases of illness, the college administration is willing to accept a phone call or email from the parent/guardian. However, if there appears to be a trend of illness that has not been verified by documentary evidence from the parent/guardian, the Principal will request documentary evidence and unless satisfactory evidence is provided the absence as will be classed as unauthorised. In these cases, it is the Principal and not the parent/guardian who decides whether the absence is authorised or unauthorised.

It is the student's responsibility to clear his or her absence with a proof. Any absence that has not been cleared for 24 hours will be logged as unauthorised.

Reporting Attendance to Parents and Guardians

Westminster Tutors operates a lesson monitoring system whereby attendance at each and every lesson (as opposed to morning and afternoon registration) forms the basis for our attendance statistics.

Absence and lateness of more than five minutes will immediately be followed up by an attempt to make contact with the student in question, and if the student cannot be reached, the College Administrator will contact the parents/guardians to ascertain where the student is.

Parents and guardians are kept fully informed about attendance and receive termly reports with statistics for attendance, authorised absence and unauthorised absence for each subject their child is studying.

The Vice Principal is responsible for monitoring attendance patterns of individual students and for collating statistical data of general attendance trends. Where attendance patterns are a cause for concern these will be flagged up with the Principal who will liaise directly with parents/guardians.

Repeated unauthorised absence is regarded as totally unacceptable behaviour by the college and any student who does not maintain an adequate level of attendance will be subject to disciplinary measures. In instances where students are no longer of Compulsory School Age, sustained unauthorised absence will lead to a formal warning, which parents/guardians will be informed of. If there is still no improvement in attendance the student may ultimately be excluded by the college.

VM Jan 2018

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

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