



Bosworth
Independent
School

ATTENDANCE POLICY

With Covid-19 addendum

Date of Policy	August 2023
Approved by Headteacher	August 2023
Next Review Date	August 2024
Lead for Review	Assistant Headteacher Pastoral

Introduction

Good attendance at the school is necessary if students are to fulfil their potential. It is a statutory requirement for Compulsory School Age (CSA) pupils, and students entering the UK with a visa. The policy should reflect the age range of students attending the school: CSA, 16-17yrs and 18+yrs.

AIMS

- To maximise student attendance in order to promote student achievement.
- To provide accurate daily information on attendance through efficient use of registration systems.
- To facilitate monitoring of patterns and absence.
- To ensure prompt and effective liaison with personal tutors, parents and agents and ensure personal tutors, and Headteacher of Years are proactive in following up issues.
- To comply with the ISI guidelines on school attendance and ensure accurate reporting to parents and the executive committee.
- To comply with the UKVI's requirements for Student and Child Student visas

RESPONSIBILITIES OF STAFF

- All staff will follow procedures for checking student non-attendance, based on a shared understanding of registration codes, authorised/unauthorised absence and an understanding of the differences between over and under 16 and 18 students.
- Authorised absences are mornings or afternoons away from School for a good reason such as illness or an unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which "no leave" has been given.
- Registers will be marked within ten minutes of the start of the lesson and checked by the Data and Attendance Officer. All under-18 students are monitored **closely**, and absences reported directly to the Exeat and Attendance Officer. An hourly attendance review is carried out for students aged 17 and below, with CSA students highlighted for immediate follow up.
- An unmarked registers report is sent to the Assistant Headteacher. Teaching staff are reminded twice about an unmarked register, and then followed up by the line manager for disciplinary action.
- The pastoral team and Data and Attendance Officer will liaise weekly and include other relevant staff to plan appropriate strategies for the resolution of individual student absences involving the application of internal and external processes.
- Attendance statistics will be published according to statutory and school requirements.
- The school target for yearly attendance figures will be 95+% and the school will seek to improve student attendance year on year.
- The school will observe the requirements of the UKVI. This will include being proactive in monitoring student attendance and ceasing to sponsor students who continue not to meet attendance requirements.
- The school will normally withdraw sponsorship and report students to UKVI if a sponsored student misses 10 consecutive contact points without authorisation. A contact point is defined as an entire day (Monday to Friday) for this purpose. In addition to timetabled

classes, contact points may also include meetings with residential staff or other school welfare staff.

- In exceptional circumstances, the Headteacher may decide not to withdraw sponsorship even if a student has missed 10 consecutive contacts. Student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Headteacher. Explanatory notes must be made on the student system to ensure that the reasoning can be monitored by UKVI.
- New teachers will receive an induction on their role in attendance matters regarding the marking of registers.
- Where strategies in place do not lead to improvement, a clear change in policy will be instituted which may include:
 - Personal hourly lesson checks by the Welfare Team.
 - Daily collection of students from accommodation.
 - A formal attendance meeting with the LEA at which the possibility of court action may be raised if the student is British and under the age of 16.
 - Increase in Discipline Stage.
 - Meetings with senior staff.
 - Academic warning letters. After a Stage 4 warning the student may be subject to expulsion.
- There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement, family pressures, etc.) when we need to be proactive to ensure the threads of good attendance are quickly picked up and the student is well supported in this. Clearly every case must be judged on its merits, but the following strategies should be automatically considered:
 - Staff awareness so there can be individual response to student need.
 - Some work set and marked prior to return under the management of the subject departments, overseen by the Assistant Headteacher Academic.
 - Enhanced monitoring attendance on return, perhaps through the Daily Report system to encourage and motivate the student to succeed.
- Any holiday taken during term time should be requested in writing to the Headmaster with at least one month's notice, authorisation is at the Headmaster's discretion.
- Late return to the school or early departure caused by flight schedules will need to be sanctioned by the school on an individual basis only when there is very good reason.
- The school recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time and may be recognised locally as a significant day and as such can be considered as authorised absence.
- Parents of students over the age of 18 will be contacted directly with regard to attendance issues as per the Terms and Conditions of the school.
- Students falling below 90% attendance will have their attendance monitored closely by the Pastoral Team and relevant strategies implemented.
- A student may not undertake paid employment during their time as a member of the school without the written permission of the Headteacher.

Individual Staff Responsibilities

Teachers

It is the teacher's responsibility to mark students as absent or present for every class using Shackleton. The register should be marked in the first 10 minutes of each lesson. If the reason is known by the teacher for the student's absence, then the appropriate code is to be entered onto the system. A list of codes is shown at the end of this document in Appendix 1. Teachers are not allowed to enter Medical marks or Exam marks. If a student is more than ten minutes late to a class, they must be marked as late; if it is a substantial lateness then a note should be made so that the Personal Tutor will be able to discipline the student if it is a frequent occurrence.

Personal Tutor and Headteacher of Year

The Personal Tutor will receive an email from the Data and Attendance Officer (or via the Headteacher of Year) if the student's attendance falls to 95%. The Personal Tutor or the Headteacher of Year reviews, with a student, the absences. The Personal Tutor and student will agree an improvement plan on attendance and set targets.

If the student's attendance does not sufficiently improve (this will be monitored by the Data and Attendance Officer and Personal Tutor), The Pastoral Team can implement the following sanctions:

- Supervised Study Support sessions.
- Place student on report.
- Gate the student to residence or early curfew.
- Exeat refusal for under 18s.

Data and Attendance Officer

It is the responsibility of the school Data and Attendance Officer to ensure that all registers are marked and recorded on UNIT-e. For CSA students the register should be checked at 09:00 each teaching day. If there are missing records, then the Data and Attendance Officer should locate the students and inform the relevant staff.

The Data and Attendance Officer compiles the following reports:

- Daily absence report – recorded relevant absences in the systems.
- Discipline Level report every fortnight.
- Hourly Absence report – received by Data and Attendance Officer and PTs.
- Weekly report to Personal Tutors/Headteacher of Years.
- Unmarked registers report-weekly.

These reports are checked and actioned as necessary by the Personal Tutors, Headteacher of Years, Boarding, Academic team and SLT.

The Data and Attendance Officer is also responsible for spotting trends and checking for regular absence patterns which could give rise to concern, and reporting this to the VP.

Student attendance

A report is instigated by Attendance Officer, who emails Personal Tutor/Headteacher of Year/SLT to issue the relevant Stage Warning to the student and later sends the warning letter to student and parent/agent.

Each Stage Warning has a percentage of attendance associated to it. Stage warning can also be issued regarding concerns about lateness/ punctuality in class. Students will be issued a Stage Warning dependent on their attendance percentage. If students improve attendance, the Stage Warning level should decrease. If there is no improvement in attendance, the Stage Warning will increase and students will meet with the Assistant Headteacher Academic, Deputy Headteacher or Headteacher to discuss attendance and evaluate if a Stage 5 discipline level is required.

The above procedure will be implemented when the students reach the following attendance levels in the School:

The Ladder (Stages)	Stage Warning: Attendance
Verbal Warning and/or use of minor sanctions, including but not restricted to: Detention, evening supervised study, community service, early curfew, report card.	Attendance <100% Students should note that all incidents of absence are investigated and that sanctions will be applied as appropriate.
Stage 0 Internal Written Warning. In addition to the sanctions above the following may also be applied: Saturday Supervised Study, Gating Review Period: 1 week Issued by: Personal Tutors or Subject Teachers	Attendance <98%
Stage 1 Written Warning – letter home to parents, any of the sanctions noted above Review Period: 2 weeks Issued by: Personal Tutors or Subject Teachers	Attendance <97%
Stage 2 Written Warning – letter home to parents. Written action plan in place. Any of the sanctions noted above Review Period: 2 weeks (action plan reviewed weekly) Issued by: Personal Tutors or Subject Teachers	Attendance <96%
Stage 3 Written Warning – letter home to parents. Any of the above sanctions. In addition, behaviour contract in place signed by the students and shared with parents. Review Period: 2 weeks (action plan reviewed weekly) Issued by: Head of Years or Curriculum Directors	Attendance <95%
Stage 4 -Final Warning Any of the above sanctions in combination with: Fixed term-suspension, Behaviour contract signed by the student and the student's parents. Review period at the discretion of the awarding senior member of staff– typically half a term after the exclusion has been served. Issues by: SLT	Attendance <90%
Stage 5 Fixed term or permanent exclusion Issues by: Deputy Headteacher or Headteacher	Attendance <85%

<p>Examples of support that will be offered as appropriate in addition to the sanctions above:</p> <ul style="list-style-type: none"> ✓ Meeting with pastoral staff – target setting and review ✓ Communications with guardian/parents ✓ Daily wake up calls and support with sleep patterns ✓ Time management skills support ✓ Peer mentor 	<p>Additional note on attendance:</p> <p>Unless in exceptional circumstances approved in advance by the Headteacher, no single cause of authorised absence (including medical) can exceed 20% <i>Overall</i>, and no combination of authorised absence can exceed 30% <i>Overall</i>, in a consecutive 5-week period. Any absences beyond these figures are to be recorded as Unauthorised.</p>
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Assistant Headteacher Pastoral

The APP is responsible for the operation of overseeing the attendance system. They receive information from other school staff and take appropriate action in accordance with the Policy.

Is responsible for the residence staff ascertaining if a student has slept in the school accommodation / host family and reporting his/her finding to the Welfare Team. The APP may also instruct the Student Communications Team / Attendance Officer/ Pastoral Team to investigate student absences and related issues, depending upon the circumstances.

Assistant Headteacher pastoral, Assistant Headteacher Academic and Headteacher of Boarding

They will implement Stage 4 of the disciplinary process. It is the responsibility of the Assistant Headteacher Pastoral or another DSL to inform the Police, agents and parents of any serious absences. The Assistant Headteacher Pastoral will intervene at a Stage 5 in the absence of the Headteacher for the disciplinary/attendance process.

They will:

- Liaise with the Attendance Officer.
- Meet with the student and pastoral staff, mainly the Headteacher of Years.
- Action plan with student with relevant colleagues to raise attendance.
- Inform parents/agents via Cause for Concern letter.
- Meet with student to review progress.
- Record action plans on Shackleton and monitor through Attendance Officer.

Headteacher

Is responsible for making the final decision on whether a student will be suspended or expelled for continued poor attendance. Following a Stage 4 warning, a student will be required to meet regularly with their Headteacher of Year or an SLT member. Progress will be tracked carefully and failure to improve will be dealt with by the Headteacher. Whilst students will be supported to improve their attendance, a continual failure to improve will be taken very seriously. For the purposes of sponsoring students, a student will cease to be sponsored by the institution in the case of being expelled.

Day Students

If a day student is absent, they should contact the school to put them through to the Data and Attendance Officer or Matron if the reasons are medical. A parental note or email is required from an authorised source to authorise any non-attendance and should be sent to the Data and Attendance Officer.

Exeats

When students have a planned absence from School or are staying out beyond published times for them to be back in residence, an electronic Exeat form must be completed. This must be approved by the HOB. Shackleton holds copies and these reports go automatically to Boarding staff. If the student is attending a university Interview, a copy of the confirmation letter or email must be seen to authorise the absence.

Students are checked each night that they have returned to their accommodation, and if they are not present, the Missing Student protocols come into action.

The school reserves the right to decline Exeat requests for all students if there is a welfare issue or in line with the disciplinary process. When an Exeat is submitted, it does not mean an absence is authorised. Authorisation is given by Data and Attendance Officer and Senior Staff.

Appendix 1

Register Codes

Code		Meaning
/	Student Present	Present
O*	Authorised Absence	Authorised
L	Late (more than 10 minutes after the start of the lesson)	Present
H*	Holiday (Late back / Early Leave)	Unauthorised
U*	Unauthorised absence	Unauthorised
D*	Suspended	Null
A	Unauthorised Absence (various reasons)	Unauthorised
E*	Interview / Educational Visit – university or higher education purpose	Authorised
X*	Incorrect student entry	Null
F*	Academic Field trip – used when students miss a class, but they are present on a trip with another member of staff	Present
W*	Withdrawn (student has withdrawn from this class)	Null
V*	Sitting an Exam	Present
P*	Postponed class	Null
#*	School Closure (Snow day/Bank Holiday)	Null
Z*	Not Expected (in the class)	Null
T*	Transferred	Null
M*	Medical/Dental	Authorised
N	Not here (optional lesson)	Null
*	Induction	Null
G	Student Present Online	Present
J	Student Present Online but late	Present

K	Unauthorised Absence Online	Unauthorised
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* Depicts marks only authorised attendance team members can enter

ATTENDANCE AND ENGAGEMENT POLICY, COVID-19 ADDENDUM

Date added to Policy	July 2020 (amended Jan 2021)
Next Review Date	As required, based on UK Government guidance
Lead for Review	Headteacher and Assistant Headteacher Pastoral

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Attendance and Engagement Policy to be able to better track students studying by distance. Attendance is required by distance learners both to support academic success and progression, and to meet UKVI requirements where relevant.

Educational settings status Form

When required the government Educational Settings Status form will be completed as requested.

Students in boarding accommodation will be considered to be 'present in the educational setting' during any self-isolation period, as long as they remain under our care.

Distance learning

UKVI have confirmed registered sponsors can also continue sponsoring or commence sponsoring students who will study through distance learning from overseas in the 2021-2022 academic year provided they intend to transition to face-to-face learning when they arrive in UK, no later than 6th April 2022. UKVI expect sponsored Students and Child Students with a CAS to continue to be monitored.

Where a student is studying by distance learning, the schools will use expected online contact points to monitor engagement. The school will withdraw sponsorship from students who stop engaging with their distance learning for any reason unrelated to Covid-19. Once students are in the UK they must attend lessons face-to-face.

Register codes for distance learning

To avoid misunderstanding with the current attendance code, developed to enable CATS Schools to record and monitor attendance and absence in a consistent way, the School has created additional marks for students undertaking distance learning. All other marks used (by attendance staff) will remain the same.

Code	Definition
G	Student Present Online
J	Student Present Online but late
K	Unauthorised Absence Online

Follow up for Distance Learners

It is expected that all the school's normal processes for congratulating those with excellent levels of engagement will continue. Congratulating those who do well is as, if not more, important than supporting those who are struggling.

Students having difficulties accessing the system should immediately contact School staff so that it can be recorded appropriately. We will generally also require a parental email confirming any reasons for non-engagement.

Students who are not engaging with their studies as expected will receive regular communication from staff at the School. It is understood that there may be valid reasons that students are not attending. It is important that every effort is made to find out what the School can do to help.

Stage Warnings and Distance Learners

In recognition of the difficulties that some students may have accessing lessons remotely, flexibility is allowed in marking students as authorised absence. Flexibility may also be required with IT issues, however repeated issues will require follow up.

Engagement with teaching staff and completion of work can also be taken into account when reviewing a stage warning. A note must be recorded on Shackleton.

Students are not required to attend classes scheduled at unsociable hours (defined as pre 8am and post 8pm in their timezone). Relevant students should contact the Data and Attendance Officer and confirm which lessons they cannot attend and these registers will be marked as 'N' – optional.

Standard stage warnings will apply, subject to the flexibility noted above. Normal school sanctions will not apply but formal letters will be sent according to the standard Student Behaviour Policy. Students may receive an improvement plan or a behaviour contact to encourage improvement.

For students who are not in the UK, the school can refuse to assign a CAS, or withdraw a previously assigned CAS, on the basis of student non-engagement. This would not normally apply unless a student is on a Stage 4 warning.

Students not attending in circumstances related to coronavirus (COVID-19)

Any student who has symptoms of Covid-19 or has tested positive for Covid-19, or is required to self-isolate, must not attend classes in person.

Students who are a close contact of someone who has symptoms or confirmed Covid-19 will be offered a daily lateral flow test for 7 days. If they choose not to take those tests they may be required to self-isolate and absence may be unauthorised. Students in quarantine must not attend classes.

A student who is ill and unable to attend should be marked as 'M' (medical absence). Other students should be encouraged to participate in any online provision offered to them. If there is a requirement on registers, then these students should be marked as 'Z' (not expected). Alternatively, the online register codes can be used. Notes must be made explaining that the absence from face to face lessons is due to circumstances related to Covid-19.

For students in independent accommodation, either the student (if over 18) or their parent/guardian can self-certify absence for up to 5 missed days.

Students unable to attend in person for more than 5 days because of Covid-19 should obtain an isolation note, which can be done online via <https://111.nhs.uk/isolation-note>.

School closures

During any period of school closures all students will be required to continue studying online and online attendance marks will be used to record engagement.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.

Related policies

Student Behaviour Policy