



Cabot  
Learning  
Federation



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# CLF POST 16 ATTENDANCE POLICY

Implementation Date:  
September 2016

Next Review Date:  
July 2019

## History of Policy Changes

Date	Page	Change	Reason for Change	Changes made by
September 2016	Whole Document	Adoption by the Cabot Learning Federation Post 16	To align with Policy requirements	Kath Cooper
March 2017	Whole Document	Review of Policy to reflect complexities of a multi-site monitoring	Punctuality added Student responsibility	Alex Lynett & Rachel Morse
17/7/2017	Whole Document	Reviewed and approved by Academy Council		

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**Absence Telephone Number: 01179 927117 or email: [attendance@clfpost16.org](mailto:attendance@clfpost16.org)**

## Student expectations

### Planned absence

Students are to complete an absence form, giving details of the planned absence **and** attach supporting documentation:

- Higher education interview or College /University Open days – copy of invitation or appointment letter
- \*Hospital – appointment card/letter
- \*Doctor/Dentist – appointment card / letter or following visit a note of attendance
- Driving Test (NOT driving lessons) – test date letter
- Funeral – No documentation required
- Other – documentation to support absence type ( including wellbeing circumstances)  
*\*all medical/dental and other type appointments should be made outside of the academy day wherever possible.*

All absence forms need to be signed by both the student and one of the following, evidencing a discussion has taken place and if needed, the support put in place:

- Head of P16
- SSL
- Academic Mentor
- Attendance Officer

The Principal of CLF Post 16 has the final authorisation to approve/decline leave of absence requests.

The absence form is then sent to the Attendance Officer to note as either authorised or unauthorised absence.

### Unplanned Absence

- Students are to notify the Post 16 absence line by either phone/voicemail or email. This can be done by the student or parent/carer of the student. This should be done by 8.15am on a daily basis.
- The Attendance Officer notes the attendance as unauthorised and codes accordingly.
- On return from absence, the student must complete an absence form (return to work form) indicating reason for the absence, regardless of ringing/emailing in.
- All absence forms need to be signed by both the student and one of the following, evidencing a discussion has taken place and if needed, the support put in place:
  - Head of P16
  - SSL
  - Academic Mentor
  - Attendance Officer

The absence form needs to be completed within 48 hours of returning to the Academy.

- The absence form is then sent to the Attendance Officer to note as either authorised or unauthorised absence.

### **Punctuality of students**

Students are expected to be on time to all sessions and structured learning. This is in preparation for the expectations for the 'world of work'. If a student is running late, they must contact the relevant Post 16 staff or attendance officer.

Examination season is a key time to have good punctuality, arriving late to the start of an exam does not give time to settle and be well prepared. We expect Post 16 students to arrive 15 minutes before any exam.

### **Absence expectations on return**

All students must ensure that they have met/spoken to their class teachers and copy up/complete missed work and assignments set. It is the student's responsibility to be up to date.

### **Teaching staff responsibilities**

- Within the first five minutes of the start of a lesson, staff should ensure all students have lanyards visible (either wearing them or placed on the desk) and have taken the register.
- Only codes **/** (present) and **N** (not present) should be recorded. No numbers or alternative codes should be used. This will then be updated through the attendance officer indicating the reason for absence once this is known.
- Staff are expected to review and update registers if students have arrived late where appropriate and record an **L (late)** within all lessons.
- At the start of Period 3, check, complete and update the register again.
- Any ongoing concerns of a student's attendance should be passed via the local SSL via email or in person. Staff are welcome to also contact home directly to inform parents of any concerns.
- For any trips/excursions out of school, please ensure prior notice is given and a register is taken and sent to the Attendance Officer.

### **SSL responsibilities**

- The SSL/Attendance Officer needs to be notified by 8.45am of any member of Post 16 staff who is absent on site.
- SSL to record on own site tracker the absent staff name (shared CLF P16 document).
- Periods 1 and 4: Check cover work and teacher has been allocated for the lessons, where necessary take the register, using the \$ code.
- SSL to visit teaching rooms (Period 1 and 4) to check on lanyards and any staff issues with respect to attendance.
- Where appropriate, check on the attendance of safeguarding students and students with medical conditions and contact home if required.

## Attendance monitoring

### Success

- 100% attendance over a 4 week period – letter/postcard home from Head of Post 16

### Intervention

- Monitoring and intervention will be over a two-week period.

For Safeguarding or Medical Students, attendance is looked at on a case-by-case basis by staff with key responsibilities e.g. SENCO and the Post 16 safeguarding lead.

Please see the **Work Policy stage matrix** on the following page.

	Student Behaviour	Action	Who	Evidence
<b>Cause for Concern</b>	Initial concerns about: <ul style="list-style-type: none"> <li>Effort and/or engagement in learning</li> <li>Attendance/punctuality</li> <li>Missed deadlines/homework</li> <li>Low level poor behaviour</li> </ul>	Concerns logged on SIMS under 'BEHAVIOUR' against a student profile. Teacher interventions likely to include: <ul style="list-style-type: none"> <li>having constructive 1-2-1 conversations with student</li> <li>refining classroom practise to encourage improvements &amp; providing extra support materials etc</li> <li>issuing extra study time</li> <li>contacting a parent/carer</li> </ul>	Any staff member	SIMS behaviour log with evidence of interventions.
<b>Stage 1</b> (three weeks) AM/SSL	Multiple concerns around: <ul style="list-style-type: none"> <li>Effort and/or engagement in learning</li> <li>Attendance 85-90%/punctuality</li> <li>Missed deadlines/homework</li> <li>Low level poor behaviour</li> </ul>	Behaviour logged on SIMS under 'BEHAVIOUR' ..... Teacher/Subject Leader intervention..... Discussion & mentoring meeting with student..... Communication of concerns to appropriate staff ..... Letter home to parent/carer confirming concerns.....	Teacher or SSL if outside of lesson..... Teacher & Subject Leader..... Academic Mentor..... SSL..... SSL.....	SIMS Behaviour log SIMS Intervention log SIMS Intervention log E-mail to staff Copy of letter
Following Stg. 1 <b>Mentors</b> will review a student's progress to inform next steps. SSL's track stage and send home a letter conveying outcome				
<b>Stage 2</b> (four weeks) SSL	Continued concerns or unsatisfactory improvement following Stage 1 including persistent poor attendance.  <b>*Minor incident – see reverse</b>	Behaviour logged on SIMS..... Meeting with student, parents, Teacher/Subject Leader & HOP16/SSL to issue a Stage 2 Target and Intervention Contract to last three weeks ..... Further mentoring meeting with student..... Communication of concerns to appropriate staff..... Letter home to parent/carer confirming concerns.....  (*Additional measures may be put in place. See reverse of this matrix)	Teacher or SSL if outside of lesson..... Teacher/Subject Leader, Head of Post 16/SSL ..... Mentor..... SSL..... SSL.....	SIMS Behaviour log SIMS Intervention log Stg. 2 Target & Intervention Card SIMS Intervention log E-mail to staff Copy of letter
Following Stg. 2, <b>Head of Post 16 or SSL</b> will review a student's progress to inform next steps. SSL's track stage and send home a letter conveying outcome				
<b>Stage 3</b> (six weeks) HOP16	Continued concerns or unsatisfactory improvement following Stage 2 including persistent poor attendance.  <b>**Major incident – see reverse</b>	Behaviour logged on SIMS..... Meeting with student, parents, Teacher/Subject Leader & lead by HOP16 to issue a Stage 3 Target and Intervention Contract to last four weeks... Further mentor session with student..... Communication of concerns to appropriate staff..... Letter home to parent/carer confirming concerns.....  (*Additional measures may be put in place. See reverse of this matrix)	Teacher or SSL if outside of lesson..... Teacher/Subject Leader, HOP16..... Mentor..... SSL..... SSL.....	SIMS Behaviour log SIMS Intervention log Target & Intervention Card SIMS Intervention log E-mail to staff Copy of letter
Following Stg. 3, <b>Principal</b> will review a student's progress with the HOP16 and SSL to inform next steps. SSL will issue a letter home summarising outcome				
<b>Stage 4</b> (Exit) Principal	Continued concerns or unsatisfactory improvement following Stage 3  <b>***Major incident – see reverse</b>	Final meeting with student, parent and Principal (other staff as necessary) to determine support plan for alternative provision.	Principal and other staff as necessary	Letter home summarising outcome