Liverpool College
Attendance and Registration Policy

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Mission Statement
Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values
We recognise *that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess*
We believe *that the development of character, creativity, intellect and spirituality, are the primary aims of education.*
We work *together to create a happy and caring school community which is engaged in our local community and the wider world*
We pursue *high standards in every area of school life*

This is a whole College policy and applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Approved Date	1st September 2022
Review Date	1st September 2024
Principal	Mr H vM Broekman

Liverpool College
Attendance and Registration Policy

Introduction

Liverpool College recognises the clear link between the attendance and attainment of pupils and students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils and students to support learning and achievement

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils and students attend regularly and on time. Pupils and students should attend every day that the College is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. *As a College we define regular attendance as 97% or above.*

Liverpool College believes teachers, parents, carers, pupils, students and all members of Liverpool College community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This policy sets out how we will achieve this together.

Aims
This Policy aims to:
- Raise the profile of attendance and punctuality amongst the College community.
- Maximise the overall percentage of pupil and student attendance and punctuality.
- Reduce the number of students who of persistently absent (90% or below) or severely absent (50% or below).
- Provide support advice and guidance for parents, pupils, students and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils and students.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure there is a proactive whole school approach that embeds a consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

Why regular Attendance is Important
Any absence affects education and regular absence will seriously affect pupils and students' learning. Students who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year.

The DfE has published a strong link between poor school attendance and low levels of achievement:

Students attendance	Chance of achieving 5 good pass grades at GCSE
100% - 96%	73% of Students achieve 5 good pass grades.
96% - 94%	64% of Students achieve 5 good pass grades.
93% - 90%	55% of Students achieve 5 good pass grades
80% to 70%	Only 20% chance of achieving 5 good pass grades
50% and below	Only 6% of Students achieve 5 good pass grades

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence, without a good reason, from school is an offence in law (The Education Act 1996) and may result in legal action.

Promoting regular attendance at Liverpool College

This is everyone's responsibility, all members of staff, parent/carers and pupils and students.

To help us all focus on this, Liverpool College will ensure:

- there is a designated senior leader for championing and improving attendance
- effective strategies are in place to deter poor punctuality
- an engaging curriculum is provided and will be reviewed regularly
- high quality teaching and learning is delivered throughout the college
- pupils and students are provided with appropriate support from school and partner agencies to minimise disaffection from school
- vulnerable groups are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- effective partnerships are encouraged with parent/carers through regular contact and support provided
- parents/carers are kept informed of pupils and students' attendance and punctuality through the college's attendance procedures, termly progress reports, individual letters and meetings when required
- good attendance and punctuality are rewarded through regular individual pupil and student incentives;
- attendance and punctuality are regularly discussed with pupils and students in form time and at assemblies
- attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

Attendance Expectations and Absence Procedures

A child not attending college is considered to be a safeguarding concern. If a pupil or student is to be absent from College a parent/carer must inform the college on the first day and every day thereafter (unless the absence requires a known amount of days off school- in which case the parent/carer must inform the college of the length of absence) in the following ways:

Primary Phase

Ring either the Pre-Preparatory School or the Preparatory School office and report absence with reason for absence.

Secondary Phase

Ring or email pupil's Chapter/Year Administrator on the Chapter/Year telephone extension number or on the below email address:

Chapter 7 – chapter7@liverpoolcollege.org.uk

Chapter 8 - chapter8@liverpoolcollege.org.uk

Chapter 9 – chapter9@liverpoolcollege.org.uk

Chapter 10 – chapter10@liverpoolcollege.org.uk

Chapter 11 – chapter 11@liverpoolcollege.org.uk

Sixth Form - sixthform@liverpoolcollege.org.uk

Expectations of students
- Ensure you arrive at Liverpool College by 08.25am.
- Always attend every lesson and arrive on time.
- Never leave the school site without permission.
- Always use the signing in/out system when late or leaving school for appointment.
- Following all absence complete any missed work that may be provided by Liverpool College.

Expectations of Parent/Carer
- Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the College creates an offence in law.
- Ensure your child leaves for school on time.
- Contact College if your child is to be late.
- For routine non-emergency medical and dental appointments ensure they are made outside of school hours and confirmation of the appointment is provided.
- Contact College by 08.30 am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school.
- Contact the Chapter Administrators (Secondary) or School Administrators (Primary) if the reason for absence requires a more personal contact.
- In case of emergency we need up to date contact numbers at all times. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a College we request a minimum of three emergency contact details be provided).
- Requests for leave of absence in exceptional circumstances must be in writing to the Principal and can only be authorised by the Principal. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

Expectations of Liverpool College
- We will telephone a Parent/Carer on the first day of absence if we have not heard from them by 08.30am.
- If no response is received, a member of staff will conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.
- If a pupil or student's absence continues, the parent/carer will be invited to meet the Dean or Head of School. The purpose of the meeting will be to agree how we can best support your child to improve their attendance.
- If the parent/carer does not attend the meeting and no explanation is provided and the pupils or student has accrued 10 sessions of unauthorised absence, the parents/carers may be issued with a Penalty Notice warning letter in accordance with the Local Code of Conduct and in agreement with the Education Welfare Officer.
- If unauthorised absences persist the Dean/ Head of School will discuss actions with the Education Welfare Officer.

Understanding types of Absence

Liverpool College has to legally record every absence. This is why it is important that parents/carers directly inform school regarding the reason for absence, on the first day of absence.

Authorised Absence

The College accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the Principal, not parents who make the decision to authorise absence from school.

Unauthorised Absence

Unauthorised absence is when the College has not received a reason for absence or has not approved a child's leave absence following a parental request.
This includes but is not exclusive to:

- parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained
- pupils or students who arrive after the close of registration.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 Liverpool College can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the College will refer the case to the local authority requesting a Penalty Notice be issued.

Persistent Absence

Whilst we understand that pupils and students can be absent from school because they are ill, sometimes they can be reluctant to attend. If a parent/carer has concerns, it is important that contact is made with the College as soon as possible to discuss support and to work together to gain a resolution. Parent/Carers are asked to contact the Form Tutor/Class Teacher in the first instance.
Pupils and Students are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90% (equivalent to 1 day or more a fortnight across a full school year). This is for any absence whether authorised or unauthorised. Once a pupil or student falls into this category, any subsequent absence will be classed as unauthorised unless there are exceptional circumstances. College will intervene before a student becomes a persistent absentee.

Severe Absence

Students who miss 50% or more of school are classified as being severely absent by the Department of Education (DfE). This cohort of pupils and students are a priority group for

Liverpool College and additional support may be required from the Local Authority and partner agencies to support your child improving their attendance. It is essential that parents/carers work in partnership with the school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

Leave of Absence in Term Time

The law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave.
Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.
Principals/Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Principal will determine the number of school days a child can be away from school if the leave is granted

The Education Welfare Officer (EWO)

The Education Welfare Officer provides support for parents/carers and advice on problems relating to attendance, and encourages good communications between home and school.
The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil or student's attendance and where unauthorised absence persists, the EWO will be required to consider the instigation of legal proceedings which include; Parenting Contracts, Penalty Notices, Parental Prosecution and Education Supervision Orders.
Details regarding attendance law, penalty fines and legal interventions are available from the local authority.

Lateness

Poor punctuality is not acceptable**.** If a pupil or student misses the start of the day they can miss work and students arriving disrupt lessons. It can be embarrassing for the pupil or student arriving late and can encourage future absence. A range of support and sanctions apply to students who arrive late.

How We manage Lateness
In the Secondary Phase, registration will be closed five minutes after the start of the morning session and five minutes after the start of Personal Development for the afternoon session. Pupils and students who report after this time will be recorded as late.
In the Primary Phase, the register is closed after five minutes or when the class are ready to leave for assembly in the morning.

After Morning Registration in the Primary Phase
The Late Book
If a pupil is not present at registration for any reason, i.e. lateness; attending medical appointment; music lesson etc., then the pupil/parent in the Preparatory and Pre-Preparatory School must sign the late book to register his/her arrival at school. The School Administrators will then mark the pupil present in Bromcom and email/inform teachers of the pupil's arrival.

Pupils who arrive 30 minutes late after close of registration will be marked with 'U'.
Unexplained absences will be followed up by a telephone call to parents and Bromcom is amended accordingly. Letters are sent to parents whose children are frequently late.
If a pupil leaves school for any purpose, whether for ill health or for an appointment out of school, he/she or the parent must sign the In/Out book, which is kept outside the school office. The absence will then be recorded on Bromcom.
When a group of children are off-site for a fixture, the teacher in charge will hand team sheets into the school office, which will be used to highlight absence in the case of fire.
A register is taken during after-schools clubs and after school care.
The School Administrator is responsible for collecting the In/Out Book and the Late Book in case of an emergency, including Fire Practices.

After Morning Registration in the Secondary Phase
All pupils and students who arrive after the 8.30am bell (end of Registration) must report to Student Services to sign in. Pupils who arrive 30 minutes after the close of registration will be marked with 'U'. Wilful lateness will incur a sanction.
All pupils who leave the premises for any reason must have written medical evidence or a signed note from parents/carers. Pupils must go, on arrival to school, to Student Services, where the relevant Chapter Administrator will issue a signing out slip (on production of medical evidence or signed note). Pupils must sign out, using their signing out slip, in the Main Reception and will only be allowed to leave when parents/carers arrive to pick them up. Sixth Formers will be allowed to leave without their parents/carers. Pupils must sign in at Student Services on return to school.

Roles and responsibilities

Governing Body
Has the responsibility for:
- approving the policy and any proposed changes
- reviewing attendance reports from the Principal
- reviewing the working of the policy in the light of the Principal's report.

Principal
Has responsibility for:
- setting attendance targets as part of the College development plan
- monitoring progress
- ensuring that strategies are in place to promote and implement the policy throughout the College and are made available
- determining (in collaboration with the Vice Principal (Operations) and Assistant Principals) whether to authorise any proposed leave of absence requests
- notifying parents as appropriate that if a pupil of compulsory school age fails to attend regularly, without approval by the school his/her parents commit an offence
- initiates with appropriate staff, strategies to improve attendance
- liaising with the Local Authority over persistent absentees
- liaising with the Local Authority and police when they wish to exercise their powers to enforce truants to return to school
- providing attendance statistics, within the Principal's report, to the Governing Body.

Vice-Principal (Operations and Designated Attendance Lead)
Has responsibility for:
- overseeing the attendance procedures
- reporting attendance figures on a half termly basis
- ensuring that procedures are adequate and are being followed
- ensuring that the tracking systems are rigorous and actions are put in place to improve attendance
- ensuring that the attendance of disadvantaged pupils is monitored to ensure that there are no gaps between the attendance of disadvantaged and non-disadvantaged pupils
- making periodic checks of the registers to monitor pupil absence
- dealing with issues of inadequate registering
- arranging appropriate training for staff
- keeping the Principal informed of the progress of the policy
- responding to correspondence requesting absence from school, determining whether absence is authorised or not
- liaising with the EWS and makes referrals when appropriate.
- carrying out home visits where necessary.

Assistant Principal (Secondary Phase)
Has responsibility for:
- working with the Deans to ensure the efficient running of the system
- advising the Vice-Principal on any strategies that could be initiated or improved
- ensuring that the school admission and attendance registers are available for inspection by Ofsted
- carrying out home visits where necessary.

Heads of School (Primary Phase)
Have responsibility for:
- contacting and if necessary meeting with parents whose child's attendance falls below 97%
- advising the Vice-Principal on any strategies that could be initiated or improved
- ensuring that the school admission and attendance registers are available for inspection by Ofsted
- carrying out home visits where necessary.

Deans (Secondary Phase)
Have responsibility for:
- overseeing the House Mentors to ensure that all pupil absences are noted and absence notes received from parents
- ensuring that all registers are completed
- making regular checks on the efficiency of the registration
- investigating and overseeing attendance issues that have been referred to them by the House Mentor
- contacting and meeting parents whose child's attendance is less than 95%
- ensuring that all suspected truancy is followed up and dealt with
- reporting to the Assistant Principal (Secondary Phase) on the efficiency of the system
- liaising with the Assistant Principal (Secondary Phase) over training needs
- carrying out home visits where necessary.

Chapter Administrators (Secondary Phase) and School Administrators (Primary Phase)
Have responsibility for:
- telephoning, on a daily basis, parents/carers of pupils who do not report to school for morning registration to seek an explanation and record the details of all absences in Bromcom. Phone calls will be made in the following priority order:
  - Vulnerable and Disadvantaged Pupils
  - Pupils below 90% attendance
  - All other pupils
- alerting, the Deans/Assistant Principal (Secondary Phase) Heads of School (Primary Phase), if no contact can be made with parents/carers or emergency contacts, so that a home visit can be arranged
- carrying out home visits as and when is necessary
- checking medical evidence and issue signing out slips for unavoidable medical appointments and sign back in on their return.
- conducting relevant welfare phone calls, on a daily basis in the afternoon, to parents/carers of pupils whose attendance is between 95-100%, to encourage attendance the following day
- amending the marks on Bromcom, liaising with the Vice Principal (Operations) as and when is necessary
- coordinating the issuing of letters to be sent out to parents of pupils who have unexplained absences after one week
- ensuring that all pupils who report into school after registration for any reason (e.g. traffic delays or attending medical appointment) sign in late to register arrival at school)
- recording the lates in Bromcom
- Running off weekly late reports in Bromcom
- Keeping up to date tracking sheets that monitor Persistently Absent (PA) pupils and students and those in danger of falling into PA.

Attendance Coordinator (Secondary Phase)
Has responsibility for:
- working with the Vice Principal (Operations) to ensure that all teachers complete registers in Bromcom
- checking signing out slips and ensuring that all pupils who leave the premises during the day for whatever reason (e.g. a medical appointment or illness) sign out at the school Reception
- tracking referrals to the EWO.

House Mentors (Secondary Phase) and Class Teachers (Primary Phase)
Have the responsibility for:
- ensuring that pupils are registered accurately using the following codes / (present), N (absent) and L (late)
- ensuring that unaccounted absences are followed up by getting in touch with parents (if there is reasonable concern about a child's welfare they must contact the designated Safeguarding Officer)
- discussing and encouraging good attendance with their Forms
- informing and liaising with the Chapter Administrators for reasons for absence
- keeping the Deans informed of any signs of suspected truancy

Teachers

Have the responsibility for:

- taking the register on Bromcom during every lesson using the following codes / (present), N (absent) and L
- checking the attendance of pupils at their lessons
- informing the Deans of the names of pupils who are absent without notification.

<div align="center">

Taking the Register

</div>

In the primary phase, the register is updated twice daily at the start of morning and afternoon sessions. In the secondary phase registers are updated during morning and afternoon registration times and at the start of every lesson.

The register must record whether the pupil is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- one taking place off the school premises
- approved by a person authorised by the Governing Body or the Principal
- supervised by a person approved by the Governing Body or the Principal
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in higher or further education
- link Courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision (e.g. sick children being taught at home), or attending approved sporting activity.

When a pupil of compulsory school age is absent, it must be marked as an 'authorised' or 'unauthorised' absence; and the nature of the approved educational activity (for a pupil of compulsory school age).

The following register codes are used by teaching staff:

/ \   -   Present am/pm

L   -   Late

N   -   No reason yet provided for absence - Unauthorised Absence

The following codes are used by the Vice Principal (Operations), School Secretaries, Chapter/Year Administrators and Attendance Coordinator

@   -   Late (after registration closed)

B   -   Educated off site - Approved Educational Activity

C   -   Other authorised circumstances (including public performances licensed by the local authority, family bereavements, exceptional special occasions) - Authorised Absence

D   -   Undefined

E   -   Excluded (no alternative provision made) - Authorised Absence

G   -   Holiday not authorised by the school or in excess of the period determined by the Principal Unauthorised Absence

H   -   Annual Family holiday during term-time (provided this has been agreed by the school) - Authorised Absence

I   -   Interview

L   -   Late (before registers close) - Present

M   -   Medical/Dental appointments - Authorised Absence

O   -   Unauthorised Absence

P - Approved Sporting Activity - <u>Approved Educational Activity</u>
R - Religious Observance - <u>Authorised Absence</u>
S - Study Leave - <u>Authorised Absence</u>
T - Traveller absence - <u>Authorised Absence</u>
U - Arrived in school after registration closed
V - Educational visit or trip - <u>Approved Educational Activity</u>
W - Work Experience - <u>Approved Educational Activity</u>
X - Non-compulsory school age absence
- -   All should attend – no mark recorded
Y -   Enforced closure – unable to attend owing to exceptional circumstances - not counted in possible attendances
Z - Pupil not on admission register
! -   No attendance required
- School closed – not counted in possible attendance
* -   Not on roll

In the event of a fire drill or a real emergency, staff can use their electronic devices to check registers; if electronic devices are not available, paper registers will be provided. If electronic devices are used, staff must report attendance check to the Operations staff in charge of registers, who will have a checklist to ensure that all registers have been taken.

Boarding Pupils

Boarding students are registered in the boarding house 3 times a day at 08.00 hrs, 18.00 hrs and at 22.30 hrs. Boarders must sign in and out each time they leave the boarding house so that there is an accurate indicator of their whereabouts at all times.

Boarders are allowed authorised travelling absence on the Friday of school closing prior to a half term or termly holiday, to take account of the long distances and limited availability of flights to certain home destinations at Liverpool and Manchester airports.

Boarders may be allowed religious observance authorised absence if religious festivals occur within term time. Parental requests for permission should be submitted by email.

Taking a Pupil off the Register
From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.
As a college we are now required to: Inform the LA in *every* circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. College must complete an Exit form and submit to the **CME@liverpool.gov.uk** inbox.
  • provide information to the LA when registering new pupils, including the pupil's address and previous school
  If your child is leaving parents are asked to:

- provide the attendance officer with comprehensive information about their plans, including: any date of a move; your new address and telephone numbers; your child's new school and the start date when known. This should be submitted to school in writing
- if a pupil leaves and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Monitoring and review

This policy will be reviewed every two years.

Further Guidance

Further guidance on all issues to do with school attendance can be found on the school attendance website at http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance

Other relevant policies

PD07 Behaviour Management Policy

PD02 Home School Agreement

CP01 Safeguarding

CP05 Bereavement

HS04 Supporting pupils with medical conditions

LIVERPOOL COLLEGE

FORM TO REQUEST LEAVE OF ABSENCE FOR A PUPIL

Pupil Details

Name of Pupil: ....

Form: ....

Date(s) requested: ....

Reason for request (Please state clearly the educational value of the special circumstances):

....

....

....

....

....

....

If necessary, additional information may be included on a separate sheet, which should be signed and attached to this form)

Signed: .... **Date:** ....

Note: This form should be returned to the Head of School, either directly or via the Tutor

FOR INTERNAL USE ONLY:

Request for absence authorised/not authorised

Signed: .... **Date:** ....